

Business Continuity Policy & Procedure

Introduction

Graduately Developing Futures (GDF) Business Continuity Policy and Procedure sets out how the organisation would continue operating in the event of an emergency, disaster or other event beyond the control of GDF or its employees. In the event of an emergency or disaster it is imperative that GDF is able to maintain its contractual responsibilities.

Policy Statement

GDF takes business continuity planning extremely seriously and is committed to dedicating an appropriate level of time to planning for instances that may be beyond its control and the training of staff in the required procedures should the policy need to be followed. GDF aim to ensure that the responsibilities of the organisation are able to be maintained within the minimum amount of time, with minimal disruption and at minimal cost. It is expected that the organisation would resume usual service within 36 hours of any major disruption including to premises.

The core functions and contractual responsibilities of the organisation and safety of staff and learners will take priority, these are:

- The whereabouts of lone workers and ability to maintain contact with them
- Informing office based staff about the disruption to usual practices and guidance on procedures to follow
- Provision of Support Services
- Payroll and Banking Services
- Informing learners/clients/external organisations of changes to meetings already organised.

Responsibility

The CEO maintains overall responsibility for all the resources used within the organisation, however, all managers and staff have individual responsibilities outlined below. The CEO will pass on instructions when this plan should be initialised. In the absence of the CEO, the HR Director will pass on any instruction. Line Managers will also have responsibilities under this plan to ensure that staff are kept up to date with instructions. Staff are expected to remain professional in their conduct and communications with external contacts. Training for staff will be given upon induction and updated annually.

Scope

Building Emergency

This includes but not limited to flood, fire, or other damage that makes the offices/buildings unsafe or unusable for any period of time. In the event of the current building no longer being suitable for use, a decision would be made by the CEO as appropriate to set up locations in:

- An external office facility within the farm site or other external sites including our forests or other locations within our network

or



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- The staff members residential address for office based workers

Either of these sites could be used as a temporary office for any interim period. As staff have access to a company laptop these are easily transported to alternative sites. Should an alternative space be required on a more permanent basis, we would seek to rent a suitable office; however this would need to be reviewed depending on the nature of the emergency.

GDF had fuel powered generators that can be used to power electronic facilities and equipment should there be a prolonged power outage. Additionally, GDF has diesel powered heaters that can be transported to different areas of the site for use if there was a prolonged power outage.

Cyber Attacks

This policy should be read in conjunction with GDF's Computer and Internet Acceptable Use Policy (E-Safety) and GDF's Data Protection – GDPR Policy.

Potential or Actual Security Breaches

- all staff within this GDF are responsible for ensuring that no potential or actual security breaches occur as a result of their actions.
- on receipt of a reported breach, an investigation with a report, in a timescale appropriate to the risks to the business, will be completed by Data Protection Officer
- notifications to any Regulatory body will be part of this process, where necessary

Computer / IT emergency

Possible reasons for failure:

- Power loss (partial/total – long/short term)
- Server failure
- Theft
- Broadband failure
- Fire/flood
- National/local disaster
- Software malfunction

Warning Indicators:

- Serious/Intermittent computer faults
- Lack of power to any or all areas of the building or home office
- Telephone line failure
- Weather forecast

Areas that may be affected:

- Main offices
- Meeting Rooms
- Contact with learners/service users/customers



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- Electronic communications (internal/external)
- Payroll
- General office work (printing, copying, data entry etc)
- Report/project work
- Scheduled internal meetings
- Workstations

Backup Resources

GDF performs a regular back-up of all documents on employee laptops via an external drive. This external drive is stored away from the business premises. Copies of emails are stored on an external server and the utilisation of an IMAP system enables the restoration of email accounts to be actioned without delay.

Pre-failure Actions

If staff become aware of possible information and communication technology failure, they should inform the CEO or HR Director. Depending on the type and severity of failure office staff may be advised to save current and predicted work to an additional source e.g. to memory stick. All due consideration must be given to the protection of sensitive data when saving to alternative media.

Staff calendars will be printed for the next month by the office support staff and given to the appropriate line manager.

Recovery Time

Depending on what is the cause and level of failure, once the impact on the ability to operate has been established the recovery time will be estimated by the CEO.

Response

If the recovery time is expected to be less than 36 hours, resources should be monitored and staff kept informed. Staff should be encouraged if possible to carry out non-affected tasks.

If normal functionality is not expected to be possible for more than 36 hours, the CEO will advise staff according to role, tasks and period of time until normal service can be resumed.

If normal service is expected to resume within 36 -72 hours, the CEO will advise staff on duties/tasks to be undertaken during this time.

Following the return to normal service a review of the Business Continuity Policy and Procedures will be actioned immediately along with full staff debrief, to ensure it remains fit for purpose or amended following lessons learnt.



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Review

This policy will be reviewed on an annual basis as a minimum. Next review date 01.09.2026



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