

Business Contingency Plan

For

Sage Governance and Technology LLC

Sage Governance and Technology LLC
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Prepared by: Kathleen Hurley

Program Administration

1. Scope and Objectives

The purpose of this Business Contingency Plan is to have an executable plan for Sage Governance and Technology LLC in case of emergency.

2. Operation at Risk

The following operations are at risk, and the recovery team will attempt to restore the functions in order of highest priority based on business impact. The impact description is listed to guide the recovery team on restoring full business functionality.

Operation: Client services, particularly security related

Operation: Client communications

Operation: Priority project deliverables

3. Recovery Strategy

The following are recovery strategies to be enacted for certain events:

Triggering event: Natural Disaster

Recovery procedure: work from a remote location

Resource requirements: cloud-based resources

Triggering event: Epidemic/Pandemic

Recovery procedure: work from a remote location

Resource requirements: cloud-based resources

Triggering event: Technology Issue

Recovery procedure: fail over to secondary vendors

Recovery procedure: pre-identified alternative vendors

Triggering event: Fire

Recovery procedure: work from a remote location

Resource requirements: cloud-based resources

Triggering event: Labor Strike

Recovery procedure: alternative staffing solutions in appropriate near-shore locations

Resource requirements: additional technical licensing

Triggering event: Civil Unrest

Recovery procedure: work from a remote location

Triggering event: Supply Chain Disruption

Recovery procedure: fail over to alternative vendors

4. Governance

In the event of an emergency, the recovery team is responsible for maintaining business continuity and acting upon this Business Contingency Plan to ensure minimal business interruption.

Recovery team lead

Name: Kathleen Hurley

Role: Recovery team lead

Phone number: +1 757 734 4541

E-mail: kate@sage.inc

Description of responsibilities: Communicate with internal and external stakeholders.

5. External Vendors

If this Business Contingency Plan is activated, Kathleen Hurley is responsible for contacting partners/vendors to keep them up to date on Sage Governance and Technology LLC's current status. Kathleen Hurley is the CEO in Sage Governance and Technology LLC. To reach Kathleen Hurley you can call them at +1 757 734 4541 or e-mail them at kate@sagegovernance.com.

6. Internal Strategy

The Recovery team lead is responsible for updating the other employees of Sage Governance and Technology LLC about ongoing business updates.

7. Relocation Strategy

The relocation strategy to the alternate site will be used in the event of a natural disaster or business disruption that prohibits business being conducted at the original business space.

Procedure: Work from Home

Resource requirements: Telework is possible with existing security infrastructure

8. Review and Testing

This Business Contingency Plan will be reviewed every year. This Business Contingency Plan will be tested every year.