



Business Continuity Policy

JK Wildlife Management Ltd

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1.0 Policy Statement

JK Wildlife Management Ltd recognises that unexpected events have the potential to disrupt business operations, impact service delivery and affect the interests of our clients, employees, suppliers and other stakeholders. We are committed to maintaining resilient business operations through effective planning, proportionate risk management and the implementation of appropriate business continuity arrangements.

The Company is committed to minimising disruption resulting from unforeseen incidents, including severe weather, fire, equipment failure, cyber incidents, utility failures, loss of key personnel, supply chain disruption and other events that may affect our ability to deliver services. Our objective is to maintain critical business functions wherever reasonably practicable and to restore normal operations safely and efficiently following any disruption.

Business continuity forms an integral part of the Company's overall management system and supports our commitment to delivering reliable, professional and resilient services to our clients. Through appropriate planning, regular review and continual improvement, JK Wildlife Management Ltd seeks to minimise operational disruption whilst protecting the welfare of employees, safeguarding Company assets and maintaining the confidence of our clients and business partners.

2.0 Legal and Regulatory Compliance

JK Wildlife Management Ltd is committed to maintaining effective business continuity arrangements that support compliance with applicable legislation, contractual obligations and recognised industry best practice. Although there is no single statutory requirement for organisations of our size to maintain a formal Business Continuity Management System, we recognise that resilience planning forms an essential element of responsible business governance.

2.1 Relevant Legislation and Guidance

2.1.1 *Civil Contingencies Act 2004*

JK Wildlife Management Ltd recognises the importance of resilience planning in supporting national and local preparedness arrangements. Whilst the Act primarily places duties upon public authorities, JK Wildlife Management Ltd supports the principles of preparedness, response and recovery through proportionate business continuity planning.

2.1.2 *Health and Safety at Work etc. Act 1974*

Business continuity arrangements are implemented alongside the Company's Health and Safety Management System to ensure that emergency situations are managed safely and that the welfare of employees, contractors and members of the public remains the Company's highest priority.

2.1.3 *Data Protection Act 2018 and UK GDPR*

JK Wildlife Management Ltd recognises the importance of protecting business information and personal data during any disruptive event. Appropriate arrangements are maintained to ensure that information remains secure, available and recoverable where reasonably practicable

2.1.4 *ISO 22301 – Business Continuity Management*

Although JK Wildlife Management Ltd is not currently certified to ISO 22301, the Company has adopted many of its principles to promote resilience, effective incident response and continual improvement.

3.0 Policy Objectives

The objective of this Policy is to establish a structured framework that enables JK Wildlife Management Ltd to prepare for, respond to and recover from events that may disrupt normal business operations.

Through effective planning and proportionate risk management, the Company seeks to minimise operational downtime, protect employees and business assets, maintain confidence amongst clients and stakeholders, and

ensure the continued delivery of critical services wherever reasonably practicable.

Our core objectives are to:

- Protect the health, safety and welfare of employees and others affected by our operations.
- Minimise disruption to essential business activities.
- Maintain continuity of critical services wherever reasonably practicable.
- Protect Company information, assets and operational resources.
- Ensure effective communication during disruptive events.
- Support the timely recovery of normal business operations.
- Continually improve business resilience through review and learning.

4.0 Responsibilities and Governance

The Managing Director has overall responsibility for ensuring that appropriate business continuity arrangements are established, maintained and periodically reviewed. This includes ensuring that sufficient resources are available to respond effectively to incidents and support the recovery of essential business functions.

Managers and supervisors are responsible for implementing business continuity arrangements within their areas of responsibility, communicating relevant procedures to employees and supporting operational recovery following any disruption.

All employees have a responsibility to understand the Company's business continuity arrangements, report incidents promptly, follow emergency procedures and cooperate fully during any recovery activities.

5.0 Business Continuity Planning

JK Wildlife Management Ltd maintains proportionate business continuity arrangements designed to reduce the impact of incidents that may affect the delivery of our services. Business continuity planning is based upon identifying critical business activities, assessing potential risks and implementing practical measures to maintain or restore operations within an acceptable timeframe.

The Company recognises that disruption may arise from a wide range of internal and external factors, including loss of utilities, adverse weather, equipment failure, vehicle breakdowns, cyber incidents, supply chain disruption and the temporary unavailability of key personnel.

Business continuity planning includes consideration of:

- Critical business activities and priorities.
- Availability of personnel and operational resources.
- Alternative methods of service delivery.
- Protection of business information and records.
- Recovery of essential equipment and communications.

6.0 Incident Response and Recovery

Where an incident has the potential to significantly disrupt business operations, JK Wildlife Management Ltd will implement appropriate response measures to protect employees, minimise operational disruption and support the safe recovery of services.

The Managing Director will assess the nature and severity of the incident, coordinate appropriate actions and determine recovery priorities based upon the impact on employees, clients and ongoing contractual commitments and the continued delivery of critical business services.

Where reasonably practicable, the Company will seek to maintain communication with affected clients, suppliers and stakeholders whilst

implementing appropriate recovery measures to restore normal operations as efficiently as possible

7.0 Information, Systems and Resources

JK Wildlife Management Ltd recognises that the availability of information, equipment, technology and other business resources is essential to maintaining the continuity of our operations. Appropriate arrangements are implemented to protect critical business assets and minimise disruption resulting from equipment failure, loss of utilities, cyber incidents or damage to Company property.

Business-critical information is securely stored using appropriate electronic systems, with access restricted to authorised personnel. Where practicable, important business records are backed up and retained to support operational recovery following a disruptive incident.

The Company maintains appropriate contingency arrangements for essential operational resources, including vehicles, specialist equipment, communication systems and information technology. Where equipment or services become unavailable, reasonable measures will be taken to source suitable alternatives to minimise disruption to client service delivery.

Employees are expected to report any loss, damage or failure of business-critical equipment or systems immediately to enable prompt assessment and appropriate recovery action.

8.0 Communication and Stakeholder Management

Effective communication is essential to the successful management of any business disruption. JK Wildlife Management Ltd is committed to maintaining clear, timely and accurate communication with employees, clients, suppliers, subcontractors and other relevant stakeholders during incidents that may affect normal business operations.

Where a significant disruption occurs, the Company will provide appropriate updates regarding the nature of the incident, the anticipated impact on service delivery and any recovery arrangements being implemented. Communications will be proportionate to the incident and managed to minimise uncertainty whilst maintaining confidence in the Company's ability to respond effectively.

Only authorised personnel will communicate externally on behalf of JK Wildlife Management Ltd during significant incidents to ensure that information released is accurate, consistent and appropriate.

The Company will also maintain effective communication with emergency services, regulatory bodies, insurers and other organisations where required to support business recovery and fulfil any legal or contractual obligations.

9.0 Training and Awareness

JK Wildlife Management Ltd recognises that effective business continuity arrangements rely upon employees understanding their roles and responsibilities before, during and after a disruptive event. Appropriate information, instruction and guidance will therefore be provided to ensure personnel are familiar with the Company's business continuity arrangements and emergency response procedures.

Training requirements will be proportionate to an individual's role and responsibilities and will be incorporated into the Company's wider management arrangements where appropriate. Employees are expected to familiarise themselves with relevant emergency procedures, understand reporting requirements and cooperate fully during any incident requiring implementation of business continuity measures.

Business continuity arrangements will be communicated to relevant employees and reviewed periodically to ensure they remain suitable for the Company's operations and evolving business risks.

10.0 Monitoring, Review and Continuous Improvement

JK Wildlife Management Ltd is committed to maintaining effective and proportionate business continuity arrangements through regular monitoring, management review and continual assessment of operational risks.

The effectiveness of this Policy and associated business continuity procedures will be reviewed periodically to ensure they remain appropriate for the nature and scale of the Company's activities. Reviews will consider organisational changes, lessons learned from incidents, client feedback, changes in legislation and emerging risks that may affect business resilience.

Where improvements are identified, appropriate corrective actions will be implemented to strengthen the Company's preparedness and recovery capability. This Policy will be formally reviewed at least annually, or sooner where significant organisational or operational changes make an earlier review necessary.

The Managing Director is responsible for approving this Policy, ensuring that appropriate resources are available for its implementation and promoting a culture in which business resilience and service continuity are considered integral to the Company's resilience, operational performance and long-term success.



James Kennedy

Managing Director

JK Wildlife Management
Rabbit, Fox, Deer and Avian Control

