Algospark Business Continuity Policy

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Definition
According to the Business Continuity Institute, business continuity management is "an holistic management process that identifies potential threats to an organization and the impacts to business operations that those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities".

Business Continuity Objectives
- The initial response to a threat to Algospark's normal business is as coherent and effective as possible in the circumstances
- The impacts of the threat are kept within acceptable levels as pre-defined by the relevant senior managers
- In recovery to normal business activities, priority is given to maintaining or restoring activities that can be regarded as business critical in the circumstances
- Relevant managers are trained, advised and supported in order to achieve the above, in cooperation with others as appropriate; the process is not centrally directed.

Policy:
- Maintain a strategy for reacting to, and recovering from, adverse situations which is in line with an agreed level of acceptable risk
- Ensure that, whenever practical, action is taken to prevent the occurrence or recurrence of an adverse situation through adopting appropriate risk controls
- Maintain a programme of activity which ensures Algospark has the ability to react appropriately to, and recover from, adverse situations in line with predefined business continuity objectives
- Maintain appropriate response plans underpinned by a clear escalation process
- Rehearse response and recovery plans at least annually
- Maintain a level of resilience to operational failure in line with the risks faced
- Maintain employee awareness of Algospark's expectations of them during an emergency or business continuity threatening situation
- Take account of changing business needs and ensure that the response plans and business continuity strategies are revised where necessary
- Remain aligned with good industry practice in business continuity management

Business Continuity Planning Focus:
- Personal safety
- Initial/emergency response and communications
- Safeguarding of assets
- Recovery/continuity of key business activities and revenue streams

Responsibility for Business Continuity
Responsibility for Business Continuity is delegated to a Director of Algospark. Responsibility for localized business continuity matters and planning lies with project leads. They may delegate the undertaking and implementation of business continuity measures in their areas to an appropriate member of their staff.

Management of Business Continuity
- The Major Incident Initial Response Plan uses a Gold/Silver/Bronze command structure in line with that used by the emergency services
- Periodic Business Impact Analyses to help define recovery priorities
- Algospark wide training and support