

Estate Insurance Group

BUSINESS CONTINUITY POLICY

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Commented [A1]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Change history

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1. Purpose, scope and users

The purpose of this Policy is to define the objective, scope and basic rules for business continuity management.

This Policy is applied to the entire Business Continuity Management System (BCMS).

Users of this document are all employees of [Estate Insurance Group], as well as all suppliers and outsourcing partners who have a role in the BCMS.

2. Reference documents

- ISO 22301 standard, clauses 4.1, 4.3, 5.3, 6.2 and 9.1.1
- BS 25999-2 standard, clause 3.2.1, 3.2.2, 3.2.3
- ISO/IEC 27001 standard, clause A.14
- Project Plan for Implementation of the Business Continuity Management System
- List of statutory, regulatory, contractual and other requirements. Risk Treatment Plan
- Preparation Plan for Business Continuity
- Procedure for Corrective and Preventive Action
- Business Continuity Management

Commented [A2]: Delete this item if such a document is not in place

2.1. Purpose of business continuity management

The purpose of business continuity management is to identify potential threats to an organization and the impacts to business operations those threats might cause, and to provide a framework for building organizational resilience with the capability of an effective response.

2.2. Links to general objectives and other documents

With the implementation of business continuity, [Estate Insurance Group] wants to fulfil its strategic objectives and [state here which specific organization's business objectives are to be fulfilled].

Business continuity management is implemented compliant to requirements listed in List of statutory, regulatory, contractual and other requirements, and within the framework defined by the following documents:

- []

Commented [A3]: List all the internal documents from Section 2 relevant for business continuity

2.3. Setting business continuity objectives

[Managing Director] is responsible for setting the objectives for the whole BCMS and the method for measuring the achievement of those objectives – those objectives and methods are documented in []

[Managing Director] is responsible for reviewing those objectives at least once a year.

Commented [A4]: Refer to the document where these general objectives and measurement method will be documented.

Commented [A5]: Assess whether this frequency is appropriate

Objectives for individual elements of the BCMS are proposed and documented by [list Managing Directors which have the appropriate authorisation], and approved by [Managing Director] – these objectives must be reviewed at least once a year by the same persons who have proposed them.

Commented [A6]: E.g. business continuity plans, exercising & testing, maintenance, etc.

Commented [A7]: Assess whether this frequency is appropriate

Actions to achieve these objectives will be determined in the Risk Treatment Plan, Preparation Plan for Business Continuity, corrective and preventive actions according to Procedure for Corrective and Preventive Action, and Management Review.

2.4. Scope

Business Continuity Management System is implemented for the entire organization [Estate Insurance Group], with special attention paid to activities identified during Business Impact Analysis.

Commented [A8]: If the scope does not include the whole organization, list here what is excluded and the explanation of why such exclusions exist

The organization's business locations included in the scope:

- [redacted]

Commented [A9]: List the names and addresses of all locations

Organizational units included in the scope: 38 Borough High Street, London, SE1 1XY

- [redacted]

Commented [A10]: List the names of all organizational units

2.5. Key products and services

The following key products and services are provided by [Estate Insurance Group] within the scope defined in the previous section: provision of commercial and personal lines insurance.

- [redacted]

Commented [A11]: List all products / services generating the majority of the income and/or profit, without which the organization would lose its business purpose

Business continuity management must ensure that the above-mentioned products and services will recover to a pre-defined level.

All activities related to these products and services are listed in Business Continuity Strategy.

2.6. Responsibilities for business continuity management

General responsibilities:

- [Managing Director] is responsible for ensuring that business continuity management is established and implemented according to this Policy, and for providing all necessary resources
- [Managing Director] is responsible for operational implementation and maintenance of the Business Continuity Management System
- [top management] must review the BCMS at least once a year or each time a significant change occurs, and prepare a review report. The purpose of management review is to establish the suitability, adequacy and effectiveness of the BCMS

Commented [A12]: Member of top management.

For smaller companies first two bullet points can be merged, so that one person from top management is also the main person for implementation

Commented [A13]: One or several persons; responsibilities can be assigned according to additional segments of business continuity management

Commented [A14]: This must be the top management body within the BCMS scope - e.g. board of directors, management board, etc.

Specific responsibilities:

- [Managing Director] is responsible for adopting and implementing the Training and Awareness Plan which applies to all persons who have a role in business continuity management

- Arrangements related to business continuity must be exercised and tested at least once a year using various methods in order to assess whether they can protect organizations' activities – for this purpose [Managing Director] must write an Exercising and Testing Plan which must be approved by top management; after each exercising and testing, [Managing Director] must prepare an Exercising and Testing Report
- [Managing Director] is responsible for adopting and implementing the BCMS Maintenance and Review Plan so that all BCMS elements are functional and up-to-date
- Each time a Business Continuity Plan, Recovery Plan or Incident Response Plan is activated, [Managing Director] is responsible for reviewing the effectiveness of business continuity management
- [Managing Director] is responsible for monitoring nonconformities, false alarms, actual incidents, etc., and for raising preventive actions as required

Commented [A15]: Change if necessary

2.7. Measurement

[Estate Insurance Group] will measure the following:

1. Whether the objectives set according to this Policy are fulfilled – at least once a year, normally before the Management Review
2. Effectiveness and adequacy of business continuity plans – at frequency set in the Business Continuity Plan itself

[Managing Director] will prepare a report of measurement results, while analysis and evaluation of the results will be done at the Management Review.

2.8. Policy communication

[Managing Director] has to ensure that all employees of [Estate Insurance Group], as well as suppliers and outsourcing partners who have a role in the BCMS are familiar with this Policy.

2.9. Support for BCMS implementation

Hereby the [Managing Director] declares that all elements of BCMS implementation will be supported with adequate resources in order to achieve all goals and objectives set according to this Policy, as well as satisfy all identified requirements.

3. Validity and document management

This document is valid as of February 2017.

The owner of this document is [Managing Director], who must check and if necessary update the document at least once a year.

Commented [A16]: This is only a recommendation; adjust frequency as appropriate

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- number of employees and suppliers/outsourcing partners who are not familiar with this document
- nonconformity of business continuity management with legislation and regulations, contractual obligations, and other internal documents of the organization
- ineffectiveness of BCMS implementation and maintenance
- unclear responsibilities for BCMS implementation

Commented [A17]: This document must be approved by top management

Jeremy Stephen

Managing Director
February 2017