



Business Continuity Policy



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Business Continuity Policy

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Business Continuity Policy

Purpose

The purpose of this Policy is to outline the management direction and support for business continuity in accordance with business requirements and relevant laws and regulations across the KAO Data estate.

Applicability

This policy is applicable to all stakeholders, employees and contractors and third-party suppliers working for or on behalf of Kao Data and across all its sites (locations).

Policy

It is Kao Data's policy to develop and maintain an Integrated (Quality, Environment, Information Security, Health and Safety, Energy and Business Continuity) Management System (IMS) that commits, through our Business Continuity Policy, to:

- Protecting Kao Data's ongoing ability to meet contractual commitments through appropriate business continuity planning, implementation, maintenance, and testing.
- Minimising the risk and impact of disruption to operational activities before, during and after an incident or disaster that could affect and/or impact a client service provision and supporting business functions.
- Responding to disruptive events by re-establishing a normal activity level or a sustainable on-going operational activity level in as short a time period as possible.
- Complying with all applicable business continuity statutory legislation and with any other requirements to which the company subscribes.
- Complying with the requirements of the business continuity management system and continually improving the effectiveness of the Integrated Management System
- Providing the necessary training and support to our staff to ensure that they can fulfil these commitments.

This Policy is communicated to all person(s) working for or on behalf of Kao Data (as part of induction training), is available to all employees via the IMS and is displayed in each office location to continually remind employees of the Company's commitment to business continuity.

This Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

This Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of this policy undertaken annually as a minimum.

Policy Adherence

All business continuity policies and procedures can be found in the Kao Data Integrated Management System (IMS). It is the responsibility of employees and contractors to read these documents and report any non-compliance in accordance with the incident reporting process.

Failure to comply with company business continuity policies and procedures will result in disciplinary action where necessary.

Key Supporting Documents

KAO Data's IMS Overview details the integrated management system framework, including business continuity responsibilities and business continuity planning procedures, plans and controls.

Business Continuity Objectives

This policy provides a framework for the Business Continuity Objectives which have been defined within the IMS Objectives scorecard by the management team. These objectives support the continual improvement of the IMS and measurement of its effectiveness. Progress in relation to the performance against the Environmental objectives is reviewed regularly by the management team as part of the Management Review Meetings.

Signed

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Lee Myall
 Chief Executive Officer, Kao Data
 Reviewed: August 2023

Signed

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Paul Finch
 Chief Operating Officer, Kao Data
 Reviewed: August 2023

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