

BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN

Our Business Continuity & Disaster Recovery Plan is designed to ensure minimum disruption to our company, our team members and our clients' projects on the occasion of any significant event or crisis and to facilitate fast and effective operational recovery.

All of our business, including clients' projects, is administered and stored digitally, accessed via multi-factor authentication. Data is continually backed up to external, off-site servers, and can be instantly retrieved for up to 12 months following data loss or corruption, to ensure complete continuity of service. Our IT system and backup process is constantly monitored and regularly tested to ensure it is ready in the event of any disruption.

A secure cloud-based platform is used for storage and management of all data. This enables all team members with the correct authority level to access all data, regardless of location or access device.

In the instance of any event which renders any of our offices unusable, crisis management protocols are invoked. Designated members of the senior team will access the cloud based shared diary to confirm all team members' and office visitors' locations. Emergency communications will immediately be sent out to ensure that all team members are safe and to provide situation updates. If necessary, an all-team briefing will be arranged and all relevant information confirmed at that stage with relation to next steps, communication protocols and alternative provisions for business support. Next of kin/emergency communications details are held securely for all team members by at least two Directors at any one time.

Western Blueprint Limited holds a Commercial Property and Business Interruption Insurance policy with Towergate Insurance to provide immediate disaster recovery assistance, the services of an expert loss adjuster to streamline the process of negotiation and settlement of losses and to facilitate the prompt provision of alternative business facilities/services.

The company is structured in such a way that avoids "single point of failure". Every project will have at least two team members fully briefed and actively involved. No job specialism is handled by only one team member, ensuring an underlying culture of multi skilling and flexibility.



Richard Russell

Director



Thomas Lowe

Director

Date: 12 August 2024

Date to be reviewed: by August 2025