



# **Business Continuity Management Policy**

**September 2021**

**Next Review: September 2022**

# **1 Policy Statement**

To meet the enterprise business objectives and ensure continuity of its operations, Safa British School shall adopt and follow well-defined and time-tested plans and procedures, build redundancy in teams and infrastructure, and manage a quick and efficient transition to the backup arrangement for systems and services. Business Continuity Management (BCM) Policy reiterates the commitment of Safa British School towards delivering the fastest transition and the highest quality of services through backup arrangement ensuring that the students, teachers and parents do not suffer in any way.

## **2 Purpose**

The main objective of Business Continuity Management is to minimise / eliminate the loss to the organisation's business in terms of revenue loss, loss of reputation, loss of productivity and customer satisfaction. The Business Continuity Policy intends to:

- Addressing all risks and unexpected incidents to critical services or functions
- Establishing cost-effective strategies that will allow Safa British School to be resilient towards any eventuality and continuity of services until the situation is resolved and there is a return to business as usual.
- Recovering critical data, key deliverables, and business processes at an agreed level and within a suitable timeframe
- Monitoring testing exercises and reviewing the relevant trainings.

## **3 Scope**

### **3.1 Documentation**

The BCM documentation shall consist of Plans and Resumption procedures for each area.

### **3.2 Document Control**

The BCM document and all other referenced documents shall be controlled. The version control shall be used to preserve the latest release and the previous version of any document.

### **3.4 Records**

Records being generated as part of the BCM shall be retained for a period of two years. Records shall be in hard copy or electronic media. The records shall be owned by the respective system administrators.

### **3.5 Distribution and Maintenance**

The BCM document shall be made available to all the employees covered in the scope. All the changes and new releases of this document shall be made available to the persons concerned. The maintenance responsibility of the BCP document will be with the BCM team.

## **4 Privacy**

The BCM document shall be considered as “confidential” and shall be made available to the concerned persons with proper access control. Subsequent changes and versions of this document shall be controlled.

## **5 Responsibility**

The role of BCM Leader shall be performed by the Principal and include the following:

- a. Coordinate the development and maintenance of the Organizational BCM policy.
- b. Identify and declare disaster-scenarios according to the gravity of the disaster.

- c. Enforce BCM among teams as per disaster scenarios.
- d. Review and audit BCM Policy at planned intervals.
- e. Test and update Business Continuity Plan at planned intervals.
- f. Facilitate functional training of the members for BCM execution.
- g. Co-ordinate with outsourcing partners wherever applicable.

The following are the primary roles of BCM Team Members:

- a. Execute BCM activities as per respective procedures.
- b. Co-ordinate with outsourcing partners wherever applicable.

## **6 Policy**

- a. For catastrophic and major disasters, the BCM Leader shall invoke the BCM process in consultation with the BCM Team Members.
- b. It is the responsibility of the BCM Leader to ensure that adequate spare resources are available for recovering from disaster in the infrastructure level.
- c. It is mandatory for all BCM Team Leaders to maintain the BCM document in an easily accessible and secure location.
- d. The BCM Policy shall be updated whenever major additions, upgrades, deletions take place to the underlying hardware, network environment, office infrastructure or key personnel.
- e. The BCM Policy and Plan testing process for vital services shall be done at least once in a year.

## **7 Enforcement**

Any employee found to have violated this policy may be subjected to disciplinary action in line with the HR Policy.

