

## Business Continuity Plan (BCP) policy for Saral

### Introduction

- a. Purpose: The purpose of this policy is to establish procedures for maintaining business operations in the event of an unexpected disruption.
- b. Scope: This policy applies to all departments and employees of the company.

### Risk Assessment

- a. Identification: The company will identify potential threats to business operations, including natural disasters, power outages, and cyber attacks.
- b. Impact Analysis: The company will analyze the potential impact of each identified threat on business operations, including loss of data, disruption of communication, and financial impact.
- c. Mitigation: The company will implement appropriate measures to mitigate the impact of each identified threat, including implementing backup systems, conducting regular data backups, and securing critical data.

### Business Continuity Plan

- a. Development: The company will develop a Business Continuity Plan (BCP) that outlines procedures for maintaining business operations in the event of a disruption.
- b. Testing: The company will test the BCP regularly to ensure its effectiveness and make any necessary changes.
- c. Communication: The company will communicate the BCP to all employees and ensure that they are trained on their roles and responsibilities in the event of a disruption.

### Emergency Response

- a. Activation: The BCP will be activated in the event of an unexpected disruption.
- b. Communication: The company will establish effective communication with all employees, customers, and stakeholders in the event of a disruption.
- c. Recovery: The company will implement procedures for recovery, including restoring critical systems and data, and resuming normal business operations.

### Maintenance

- a. Review: The company will review the BCP regularly to ensure it remains relevant and effective.
- b. Update: The company will update the BCP as needed to reflect changes in technology, business operations, and risk factors.

## Policy Compliance

- a. Monitoring: The company will monitor compliance with this policy and take appropriate action to enforce it.
- b. Training: All employees will receive regular training on the BCP and their role in maintaining business operations in the event of a disruption.