📝 Business Continuity & Disaster Recovery Policy

Version: 1.0
Effective Date: April 2025

Purpose

To ensure that the company can continue operations and recover from disasters affecting systems, data, or personnel.

Scope

Applies to all business units, systems, and processes critical to company operations.

Policy

- A formal Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) must be maintained and tested annually.

- Recovery objectives (RTO/RPO) must be defined and documented.

- Backups must be performed regularly and stored securely offsite or in the cloud.

- Key personnel must be trained on recovery procedures.

- Emergency contacts and escalation paths must be documented and kept current.

Enforcement

Failure to participate in planning or testing may result in performance review or policy escalation.