Report Title:	Policy Details
Run Date and Time:	2024-05-22 20:31:52 Pacific Daylight Time
Run by:	System Administrator
Table name:	sn_compliance_policy

Policy

Name:

Business Continuity and Disaster Recovery Policy

Type:	Policy	State:	Published
Owning group:	App Engine Studio Users	Valid from:	2024-05-22 20:22:15
Owner:	Susan Orwell	Valid to:	2025-05-22 20:22:19
Compliance score (%):	0	Approval method:	Select approvers
Parent:	Risk Management Policy	Approval rule:	
Policy categories:		Approvers:	Susan Orwell
		Reviewers:	System Administrator
		Contributors:	

Description:

Purpose: Ensures the organization can continue operations and recover from disruptions.
Importance: Critical for maintaining business operations during and after a crisis.
Relevant Frameworks: ISO 22301, ISO/IEC 27031, and BCI GPG

Policy text:

A. Purpose:To ensure Emyzer Technology's preparedness to respond to and recover from incidents and disruptions, minimizing the impact on business operations, assets, and employees. This policy aims to align with ISO 22301, ISO/IEC 27031, and the Business Continuity Institute's Good Practice Guidelines (BCI GPG).B. Scope:This policy applies to all departments and activities within Emyzer Technology, including but not limited to, operations, IT services, production, and administrative functions. It encompasses all locations and facilities where Emyzer Technology conducts its business.C. Definitions:1. Business Continuity (BC): The capability of the organization to continue delivery of products or services at acceptable predefined levels following a disruptive incident.2. Disaster Recovery (DR): The process, policies, and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural or human-induced disaster.Incident: An unplanned event that has the potential to disrupt business operations.3. Recovery Time Objective (RTO): The maximum acceptable length of time that can elapse before the lack of a business function severely impacts the organization.4. Recovery Point Objective (RPO): The maximum acceptable amount of data loss measured in time.D. Policy Statement:Emyzer Technology adheres to robust business continuity and disaster recovery capabilities to ensure resilience against disruptions. The organization will:1. Develop, implement, and maintain BC and DR plans based on risk assessments and business impact analyses.2. Regularly test and update these plans to reflect changing business conditions and technology advancements.3. Ensure all employees understand their roles and responsibilities during a disruption.4. Align BC and DR activities with ISO 22301, ISO/IEC 27031, and BCI GPG standards.E. Roles and Responsibilities:1. Executive Management: Approve and support the BC and DR policy and ensure the allocation of necessary resources.2. BC/DR Manager: Oversee the development, implementation, testing, and maintenance of BC and DR plans.3. Department Heads: Ensure departmental compliance with the BC and DR policy and integrate BC and DR procedures into daily operations.4. Employees: Familiarize themselves with the BC and DR plans and participate in related training and exercises.F. Procedures:1. Risk Assessment: Conduct regular risk assessments to identify potential threats and vulnerabilities.2. Business Impact Analysis (BIA): Perform BIAs to determine the criticality of business functions and establish RTOs and RPOs.3. Plan Development: Create comprehensive BC and DR plans based on risk assessments and BIAs, incorporating necessary resources, processes, and recovery strategies.4. Testing and Maintenance: Conduct regular drills and simulations to test the effectiveness of BC and DR plans. Update plans as needed based on test outcomes and organizational changes.5. Training and Awareness: Provide ongoing training and awareness programs to ensure all employees understand their roles and responsibilities in executing BC and DR plans.G. Compliance and Monitoring:1. Internal Audits: Conduct regular internal audits to ensure adherence to the BC and DR policy and identify areas for improvement.2. Performance Metrics: Establish and monitor key performance indicators (KPIs) to assess the effectiveness of BC and DR initiatives.3. Reporting: Regularly report on BC and DR activities to executive management.H. Related Documents:1. ISO 22301: Business Continuity Management Systems2. ISO/IEC 27031: Guidelines for Information and Communication3. Technology Readiness for Business Continuity4. BCI Good Practice Guidelines (GPG)5. Emyzer Technology Risk Management Policy6. Emyzer Technology Information Security PolicyI. Review and Revision:This policy will be reviewed annually or as necessary due to significant organizational changes, technology updates, or major incidents. Revisions will be approved by executive management and communicated to all employees.

Knowledge Base

Policy knowledge base:	Governance, Risk, and Compliance	Policy template:	Example Article Template
Published policy:	KB0010007		

Acknowledgement Setup

Frequency:		Allow users to decline policy:	false
First acknowledgement:		Allow users to request exception:	false
Number of days to respond:			
Next acknowledgement:			
Audience:			
Reference material URL:			

Exception Setup

Maximum exception duration (days):	7

Activity

Additional comments:

2024-05-22 20:28:17 - System Administrator (Additional comments)
Hello Susan. Please approve this BC/DR Policy.

Settings
Functional domain:

Related List Title:	GRC document version List
Table name:	sn_irm_shared_cmn_document_version
Query Condition:	Document table = sn_compliance_policy AND Record = 8d16601283d602101a5f9c50ceaad35a
Sort Order:	Updated in descending order

1 GRC document versions

Name	Approved on	Approvers	Attachment	Contributors	KB article	Owner	Reason for change	Record	Reviewers
Business Continuity and Disaster Recovery Policy	2024-05-22 20:30:20	Susan Orwell			KB0010007	Susan Orwell		Policy: Business Continuity and Disaster Recovery Policy	System Administrator

Related List Title:	Approval List
Table name:	sysapproval_approver
Query Condition:	Source table = sn_compliance_policy AND Approving = 8d16601283d602101a5f9c50ceaad35a
Sort Order:	Order in ascending order

1 Approvals

State	Approver	Comments	Approval for	Created
Approved	Susan Orwell	2024-05-22 20:30:19 - Susan Orwell (Comments) I like the way this looks. Approved.		2024-05-22 20:28:17

Related List Title:	Policy approvals List
Table name:	sn_compliance_policy_approvals
Query Condition:	Policy = Business Continuity and Disaster Recovery Policy
Sort Order:	Name in ascending order

None

Related List Title: Control List

Table name: sn_compliance_control

Query Condition: Control objective in () AND Exempt = true

Sort Order: Number in ascending order

None

Related List Title: Evidence List

Table name: sn_grc_advanced_evidence_response

Query Condition: Sys ID in

Sort Order: Number in ascending order

None