

# **Business Continuity Policy**

## **Purpose**

To ensure continuity of critical business operations during disruptions.

## **Scope**

Applies to all critical business processes and supporting systems.

## **Policy Statements**

- Business Impact Analysis shall be conducted.
- Recovery plans shall be tested regularly.
- Employees shall be trained on continuity procedures.

## **Responsibilities**

- Management: Approve BCP.
- IT: Maintain disaster recovery.
- Employees: Follow continuity plans.

## **Compliance**

Failure to follow continuity plans may result in corrective action.