

Business Continuity Policy

Purpose

The purpose of this Business Continuity Policy is to establish a framework for ensuring that Boden can maintain or quickly resume critical business operations during and after a disruption, emergency, or disaster. This policy aims to minimize operational, financial, legal, and reputational impacts caused by unforeseen events.

Scope

This policy applies to all departments, business units, employees, contractors, and third-party service providers involved in the delivery of critical business functions. It covers the preparation for, response to, and recovery from business disruptions.

Statement of General Policy

Boden is committed to:

- Ensuring the continuity of critical business functions during and after a significant disruption.
- Protecting the safety of employees, customers and stakeholders.
- Minimizing downtime, data loss, and financial losses.
- Meeting legal, regulatory, and contractual obligations during a disruption.
- Maintaining customer confidence through timely recovery of services.

Objectives

- Identify and prioritize critical business functions and processes.
- Assess potential risks and their impact on operations.
- Develop, implement, and maintain Business Continuity Disaster Recovery Plans (BCDRs).
- Conduct regular training, testing, and reviews of the BCDR Plans.
- Establish roles and responsibilities for business continuity.
- Ensure effective communication during disruptions.
- Comply with legal, regulatory, and contractual obligations.

Responsibilities

- **Senior Management:** Provide strategic direction, approve the policy, allocate resources and review performance
- **Business Continuity Team:** Develop and maintain the BCDR Plans, conduct risk assessments, coordinate exercises, and report to management.
- **Department Heads:** Ensure departmental BCDR plans and Business Impact Analysis are created, maintained and tested.
- **Employees:** Be aware of the policy and their role in the BCDR Plan. Participate in training and exercises.

Business Continuity Planning

Each department shall identify:

- Critical business functions.
- Recovery time objectives (RTOs) and recovery point objectives (RPOs).
- Key dependencies, including personnel, systems, suppliers and facilities.
- Procedures for manual workarounds and alternate communication channels.
- Roles and responsibilities during a disruption.

Training, Testing & Communication

Regular training will be provided to all employees involved in executing the BCDR plan.

The BCDR plan will be tested twice a year of following significant changes to the business.

Lessons learned from tests or actual disruptions will be used to continually improve the BCDR plan.

This policy and BCDR plans will be clearly communicated to all staff and clear communication channels will be maintained to keep internal and external stakeholders informed during a disruption.

Review

This policy and the associated BCDR plans will be reviewed annually, or whenever significant changes occur in the organization's structure, operations, or risk environment.

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