

BUSINESS CONTINUITY POLICY

OF

WINNS SECURITY SERVICES LIMITED

1 INTRODUCTION

Winns Security services limited will take all reasonable steps to ensure that in the event of a service interruption, essential services will be maintained and normal services restored as soon as possible.

2 POLICY STATEMENT

To ensure this happens it is the policy of Winns security services limited to have in place robust business continuity and service recovery plans that are regularly reviewed and tested.

Winns Security Services Ltd will ensure that the highest level of service to clients is maintained regardless of what might happen to operational / non operational procedures or the infrastructure of facilities. Business continuity management is an integral part of the management arrangements of Winns security services limited, and complies with the Civil Contingencies act 2004.

There are many and varied possible causes of service disruption. As a general guide, business continuity planning must be carried out to minimise the effects of a number of potentially disruptive events, for example;

- Major Accident or incident, national disaster, epidemic, terrorist attack
- Fire, Flood and / or extreme weather conditions
- Loss of utilities, including IT and Telephone systems
- Major disruption to staffing, epidemic, transport disruption, industrial action, inability to recruit, mass resignations.

It is to be understood that the above list may not be mutually exclusive, for example; Extreme weather could lead to loss of electricity, disruption to transport, staff unable to get to work and so on.

3 REVIEW

Full details of the Emergency Management Team and Continuity Manager and review of this policy, and the Plan can be found in the Business Continuity Plan. Copies of the Business Continuity Plan have been distributed to all relevant members of the EMT and the company Directors.