

**Policy:**

Each department of Robinwill Group Ltd is responsible for current and comprehensive Business Continuity Planning (BCP). Business Continuity Planning involves everyone and everything in a property, although Premises Managers often act as facilitators for BCP projects, they are not intended to have sole responsibility for the planning of Business Continuity. This is intended to assist all managers involved in the preparation of BCP's by explaining the concepts and reasons for Business Continuity Planning, Risk Assessment and Management and Incident Control, by demonstrating how:

- Risk reduction techniques will reduce the likelihood of a risk becoming a reality.
- Incident Control will help to lessen the effects of a disastrous incident.
- BCP will direct the restarting of operations.

When implemented, the Plan should include those procedures and support agreements, which insure on-time availability and delivery of required products and services. Each Plan must be certified annually with the BCP policy compliance process through the BCP team.

**Policy Leadership:**

Robinwill Group Ltd Office Manager is the BCP executive management liaison for the BCP program. Resolution of issues in the development of or support for all Plans should first be coordinated with the BCP team and appropriate internal or external organisations.

*Michaela Griffiths*

Ms. Michaela Griffiths

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