Business Continuity Policy

PL-GRP-002

Author:	Sinéad Ryan	**Approved:**	John Lynch
Reviewed Date:	May	**Next Review:**	1 Year
Rev No	7	**Document Classification**	Internal

EPS Group is committed to all stakeholders including our customers, employees, shareholders, suppliers and JV partners, to ensure the effective availability of all essential products, services and resources EPS Group provides a business continuity planning policy which supports a comprehensive range of business continuity, disaster prevention and total business recovery.

Our business continuity policy (BCP) is implemented at individual business unit level in the following areas:-

- Each department manager is responsible for maintaining an ongoing business continuity plan which incorporates all of the necessary provisions, procedures and support agreements to ensure on time availability and delivery of our products and services
- Each BCP is assessed annually to ensure that ongoing risks to the business are identified and mitigated for
- Leadership is provided by the managing director and all managers are responsible for ensuring that their respective business continuity plans are appropriate and fit for purpose
- Generally, the following areas are considered in an individual business unit continuity plan:

    1. **Strategic Risks**
        - Competitors
        - Customer changes
        - Industry changes
        - Customer demand
        - R&D
        - Intellectual capital
        - M&A integration

    2. **Financial**
        - Cash flow
        - Interest rates/cost of funding
        - Foreign exchange
        - Credit
        - Corporate reputation

    3. **Operations**
        - Key staff retention and backfill
        - Supply chain
        - Delivery teams

- Sales teams
- Manufacturing teams
- Commissioning teams
- Service/maintenance teams
- Administrative support teams

4. Hazards

- Supplier failure
- Natural events
- Contractual failures
- Products/service supply interruption
- Property damage
- Employees – H&S, disputes
- Public access

5. Risk Classification

All identified risks are classified into the following categories:

- Very high risk
- High risk
- Medium risk
- Low risk

Management will ensure on an ongoing basis that it is aware of all risks to the successful operation of the business. The company recognises the importance of a comprehensive business continuity plan to ensure the safety, health and continued availability of employment of its employees and quality of goods and services for those we serve.

We require the ongoing full commitment of each employee, department, business unit supplier and partner in support of our objectives so as to protect our assets, mission and survivability.

The above Business Continuity Policy is supported by the management team and board of EPS Group, and we will commit the necessary information and resources as required to ensure that the objectives are achieved. As with all EPS Group policies, its successful achievement will be part of the EPS Group performance management system where all employees have an essential role.

Signed: P Buckley

Patrick Buckley
Managing Director