

# Business Continuity Management

## Policy Statement

It is the wish of Buro Happold that all appropriate measures are put in place to protect the staff, physical and financial assets and key records of the business in order that we may continue to operate during or following a major incident.

As part of this policy the Partners require an up to date and regularly exercised Business Continuity Management System (BCMS) to be developed and maintained.

The objective of the BCMS is to protect the business, minimising the impact and business disruption in the event of a major incident. Potential hazards include both accidental and deliberate damage to buildings and property plus loss of access to key systems and resources.

An additional benefit of implementing a group wide business continuity process is the requirement on management and staff to examine current processes and documentation which should lead to the identification of any shortfalls and result in a more robust operation. Any plans created as part of this process should not be seen, however, as a substitute for resourcefulness on the part of those dealing with a crisis.

The overall system identifies managers who are to be "on call" in the event of a crisis to act as the focal communications point for their business function. They are also responsible for the on-going development, maintenance and, if necessary, implementation of their functional contingency and recovery plans. The plan defines the recovery of key business processes in priority order. The business priorities that have been established by the Executive Board are:

- 1 To protect the safety of all company employees and visitors to our offices
- 2 To maintain the financial viability of the company
- 3 To protect the reputation of the company
- 4 To maintain all IT systems in, or restore them to, their normal working state
- 5 To maintain all internal and external telecommunications in, or restore them to, their normal working state
- 6 To maintain all office locations in, or restore them to, their normal working state
- 7 To maintain all supply chain operations in, or restore them to, their normal working state.

The sponsor for our Business Continuity Management is the Director of Corporate Affairs. Daily operational responsibility for the accuracy and currency of the BCMS is delegated to the Safety and Business Continuity Manager.

All managers and department heads are responsible for ensuring the regular review and updating of their individual plan sections and their key contact lists.



Paul Westbury  
Chief Executive Officer  
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