



## Greenacre Environmental Systems Ltd

### Business Continuity Policy

#### Statement of Intent

Greenacre Environmental Systems Ltd is committed to developing, implementing and managing a resilient Business Continuity policy and associated procedures as a key mechanism to ensure business as usual can continue in as consistent, co-ordinated and cost-effective manner as possible, to enable us to continue providing the expected services to clients.

Greenacre Environmental Systems Ltd also commits to:

- Identifying Greenacre Environmental Systems Ltd's critical activities, and assess the risk posed by each in the event of an emergency situation crystallising;
- Protecting, maintaining and recovery of Greenacre Environmental Systems Ltd's critical activities in as swift a manner as possible;
- Developing and maintaining suitable and sufficient business continuity and emergency planning procedures, to communicate activities required to help Greenacre Environmental Systems Ltd maintain a minimum acceptable level of services to clients;
- Encouraging awareness of Business Continuity Management that feeds into the Greenacre Environmental Systems Ltd's planning and management processes;
- Maintaining the confidence of clients, employees, associates, other interested third parties and visitors;
- Protecting and upholding the reputation of Greenacre Environmental Systems Ltd and manage up to date and appropriate business continuity and emergency planning procedures.

The Managing Director endorses the development of a strong business continuity ethos, which Greenacre Environmental Systems Ltd considers essential to promoting effective business continuity management, and the organisation is committed to implementing a programme of training, awareness and exercises to ensure this ethos is contained within the organisation's culture.

The development of Greenacre Environmental Systems Ltd's business continuity procedures will incorporate the requirements of ISO 22301 (Societal Security – Business Continuity Management Systems – Requirements), and as an integral part of the organisation's Integrated Management System (IMS), will be maintained and reviewed in accordance with IMS document control procedures.

#### Roles and Responsibilities

##### *Managing Director*

The Managing Director has overall accountability for Business Continuity Management within Greenacre Environmental Systems Ltd, but delegates responsibility to the organisation's management team to ensure this policy is fully and effectively implemented.

The Managing Director also has tactical and operational responsibility to implement the requirements of this policy and associated business continuity and emergency planning procedures. This shall include:

- The recognition of significant business continuity risks, and that significant developments, concerns or issues relating to these risks are identified;
- Ensuring access to specialist advice on business continuity matters is available, as required;
- The identification of appropriate business documentation policies, documentation and guidance;
- Providing adequate financial and other resources are available, in the event of business continuity arrangements being invoked.

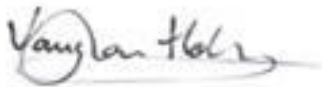
The Managing Director is also responsible for the development and implementation of business continuity and emergency planning documentation as contained within Greenacre Environmental Systems Ltd's IMS. This includes ensuring:

- Business continuity policies, procedures and guidance are developed, implemented and maintained;
- Business continuity and emergency planning policies and procedures are reviewed, and audited in accordance with the IMS internal auditing schedule;
- All employees and other interested third parties are aware of Greenacre Environmental Systems Ltd's business continuity and emergency planning policies and procedures, and their responsibilities in the event of a business continuity event crystallising;
- Training, tests and exercises, both internally and those instigated by the landlord of the premises occupied by Greenacre Environmental Systems Ltd, are facilitated and accommodated, when required;
- Recommendations and other feedback are provided to management as required.

*d). All Employees and Other Third Party Interested Parties*

All Greenacre Environmental Systems Ltd employees and other interested third parties working on behalf of the organisation shall:

- Respond to any emergency situation in accordance with this policy, and comply with arrangements state within it;
- Cooperate with all drills, exercises and other testing activities relating to Greenacre Environmental Systems Ltd's business continuity arrangements, as required;
- Raise any comments, concerns or suggestions for improvement of Greenacre Environmental Systems Ltd's business continuity arrangements.



**Vaughan Hobson**  
**Managing Director**  
**23<sup>rd</sup> November 2021**