

## Business Continuity Policy

PSL Print Management Ltd is committed to implementing best practice in Business Continuity Management (BCM) throughout the business in order to minimise the effect of disruptions on our staff, our clients, the general public and the reputation of the business, and to ensure that we comply with any applicable requirements as have been identified within the Business Continuity Management System.

Ultimate responsibility for BCM within the company rests with the Managing Director but specific responsibilities are delegated to the Head of Compliance.

PSL will take all reasonable steps to ensure that in the event of service interruption essential activities will be maintained and normal services restored as soon as possible, with response objectives listed within the Business Continuity and Incident Management Plan. The priority at all times is the safety and well-being of staff and members of the public.

The business continuity objectives of the Integrated Management System are:

- To ensure that the response objectives are met in full in the event of an incident
- Maintenance of an BCMS that is fully compliant and independently certified to the ISO/IEC 22301 Standard for Business Continuity Management Systems
- To increase Business Continuity awareness and compliance for all company employees
- Exercise the Call Cascade system on a quarterly basis.

Tactical objectives may be added from time to time; these will be reviewed as part of the Management Review process.

All activities currently undertaken by PSL are included within the Business Continuity Management framework. The plan enables a fully integrated response and recovery mechanism and is reviewed at least annually to maintain and validate the organisation's capability to respond, and exercises are held on a regular basis. To enable a timely response, the company invests in the training of its staff to understand and be committed to business continuity. All activities will be supported by a robust communications strategy which identifies responsibilities and systems to inform staff, our operational partners, the press and the public with timely accurate information.

The Business Continuity Management System will be fully integrated into the Integrated Management System to ensure continual improvement and will be approved by Senior Management. It forms part of the Management Review process, ensuring regular oversight and demonstrating management commitment to the success of the system.

### **This policy has been approved & authorised by:**

Name: Nathan Wain

Position: Managing Director

Date: 14<sup>th</sup> February 2024

Last Reviewed: 4<sup>th</sup> February 2025