

Business Continuity Policy

Introduction

Everything Genetic is committed to protecting the welfare of staff, contractors and visitors onsite and to the continued delivery of products and services to customers at acceptable levels, following a disruptive incident. Everything Genetic strives to meet all legal and regulatory requirements and continually improve business continuity so that our customers have an exceptional, uninterrupted, experience when engaging with our business.

Aims and scope

High level business continuity programme aims:

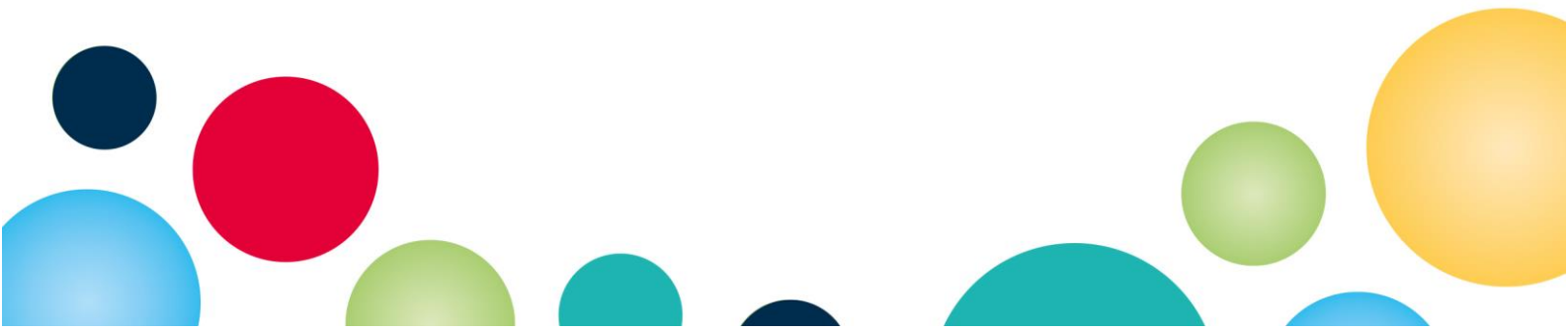
- Minimise the risk of disruptive incidents to time critical activities, required to deliver products and services, through collaboration with relevant disciplines.
- Establish appropriate business continuity targets and solutions for prioritised activities needed to continue the delivery of products and services following a disruptive incident.
- Embed business continuity across Everything Genetic so that it becomes business-as-usual and continuously improve the programme.

Business Continuity Management System

Responsibilities include:

Board

- Allocate executive responsibility for business continuity.
- Approve the business continuity policy and ensure the objectives of the programme align with the strategic direction of Everything Genetic Ltd
- Communicate the importance of business continuity to staff and the need to conform to the requirements of the Business Continuity Management System (BCMS).
- Provide direction and strategic support during crises when necessary.
- Participate in business continuity exercises and promote continual improvement.



Executive Director

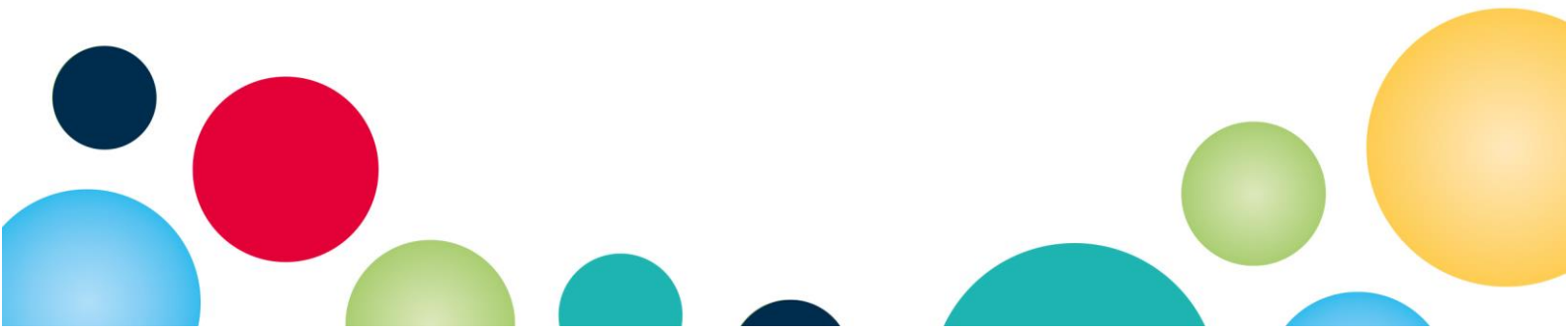
- Appoint one or more persons to be responsible for the BCMS with appropriate authority and competency to establish, implement, maintain and improve the BCMS.
- Oversee the development and monitor the implementation of the BCMS to ensure it achieves its intended outcomes.
- Ensure the resources and budget needed for the BCMS are made available.
- Conduct quarterly reviews of the performance of the business continuity programme.

Business Continuity Steering Group

- Agree policies and targets for the BCMS that are compatible with the strategic direction of Everything Genetic.
- Monitor the performance of the BCMS and support corrective action within areas of responsibility.
- Communicate the importance of effective business continuity management and of conforming to the requirements.
- Promote continual improvement.

Business Continuity Manager

- Establish a BCMS that aligns with or meets the requirements of ISO 27001 and ISO 9001
- Develop the business continuity processes and procedures required to deliver the BCMS.
- Support and coordinate planning across departments. This includes:
 - Provision of business continuity templates.
 - Provision of training materials for completing the templates.
 - Collaboration with relevant disciplines to address risk.
- Support and advice regarding appropriate business continuity solutions.
- Guidance for validating business continuity plans.



- Monitoring the progress of business continuity planning.
- Establish, maintain and improve a crises management plan and exercise the plan once annually.
- Establish performance metrics and provide regular updates to the Executive Director.
- Provide quarterly reports to the Business Continuity Steering Group.

Department Heads

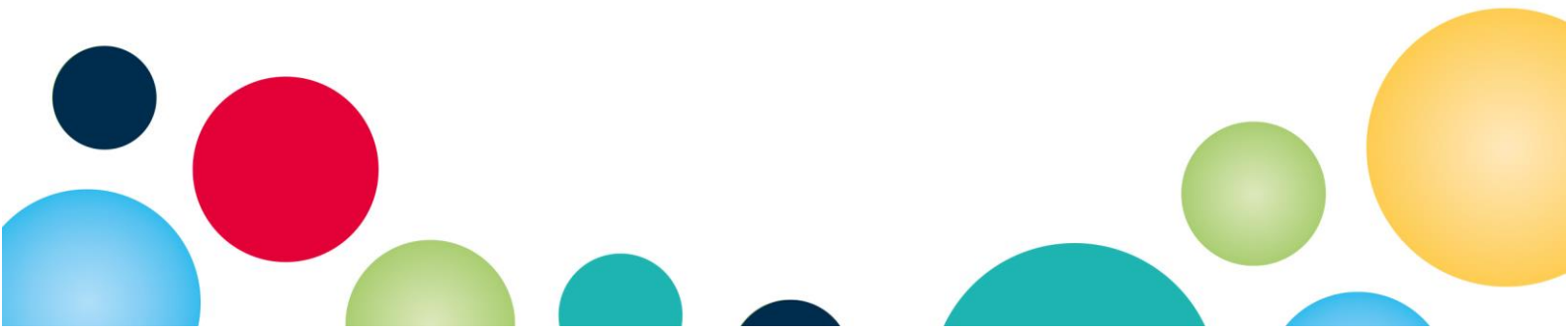
- Understand the most serious risks that could disrupt prioritised activities and provide direction on business continuity planning priorities.
- Ensure the department resources needed for the BCMS are available by assigning responsibility for business continuity planning within areas of responsibility.
- Integrate business continuity into department business processes.
- Approve business continuity plans within areas of responsibility.

Department Business Continuity Leads

- Complete and maintain a business impact analysis for the department. This will be reviewed once annually and immediately after any significant change to the department.
- Identify and regularly review risks to prioritised activities and establish the controls necessary to bring the risk within Everything Genetic risk appetite.
- Design and develop appropriate business continuity solutions to continue the delivery of prioritised activities following a disruptive incident. Business continuity solutions will be documented in a business continuity plan and reviewed according to a defined schedule.
- Support business continuity awareness activities within the department.
- Validate the business continuity plan using tests and exercises to an agreed schedule.

All Staff

- Report incidents to the relevant area.
- Understand relevant business continuity plans and associated roles and responsibilities.





Legal and Regulatory Requirements

To ensure Everything Genetic remains compliant with laws and regulations, maintains a register which is monitored by human resources. Senior management are notified of planned changes when they occur, and changes are reviewed in the quarterly Business Continuity Steering Group meetings.

Related Policies

The BCMS will compliment and comply with other internal policies including, but not limited to, Risk Management, Health & Safety, Information Security, Data Protection and Security.

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