

MURRAY & WILLIS LIMITED		
Integrated Policy Manual		
ISO 9001: 2015, ISO 27001: 2013 & ISO22301: 2012		
Issue : 11	Schedule IPBC01	Authorised By:
	Effective Date 28/02/18	

Business Continuity Policy

MURRAY & WILLIS LIMITED recognises that the disciplines of confidentiality, integrity and availability in Business Continuity Management are integral parts of its management function. The Management of Murray & Willis views these as primary responsibilities and fundamental to the best business practice of adopting appropriate Business Continuity Controls, along the lines laid down in the BS ISO/IEC 22301: 2012 standard.

Registered Address: Units 4 & 5 Cannock Wood Industrial Estate, Cannock Wood Street, Rawsley, Staffordshire, WS12 0PL.

It is Murray & Willis' Business Continuity policy to seek to operate to the highest standards continuously and to implement and operate fully BS ISO 22301:2012 standard, including continual improvement, through registration and annual review.

We will:

- comply with all applicable laws and regulations and contractual obligations;
- implement continual improvement initiatives, including risk assessment and risk treatment strategies, while making best use of its management resources to better meet Business Continuity requirements;
- communicate its Business Continuity objectives, and its performance in achieving these objectives, throughout the organisation and to interested parties;
- adopt a Business Continuity management system comprising a policy manual and procedures which provide direction and guidance on Business Continuity matters relating to employees, customers, suppliers and interested parties who come into contact with its work;
- work closely with its Customers, Business Partners and Suppliers in seeking to establish appropriate Business Continuity standards;
- adopt a forward-looking view on future business decisions, including the continual review of risk evaluation criteria, which may have an impact on Business Continuity;
- train all members of staff in the needs and responsibilities of Business Continuity Management;
- constantly strive to meet, and where possible exceed, its customer's, staff and investors' expectations.

Responsibility for upholding this policy is truly organisation-wide under the guidance and with the assistance of the ISMS Representative who encourages the personal commitment of all staff to address Business Continuity as part of their skills.

Signed: -
Chairman

Date: - 28th February 2018

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Business Continuity Objectives

MURRAY & WILLIS LIMITED is dedicated to establishing a Business Continuity Management System that includes the setting, measuring and monitoring of Business Continuity objectives.

We will:

- Protect the business from a wide range of threats.
- Maintain integrity by safeguarding the accuracy and completeness of information and processing methods by protecting against unauthorised modification.
- Maintain availability by ensuring that authorised users have access to information and associated assets when required.
- Ensure Business Continuity, minimise business damage and maximise return on investments and business opportunities.
- Ensure Business Continuity is seen as essential to maintain competitive edge, cash flow, profitability, legal compliance and commercial image.
- Set out clearly the nature of the threats faced by the organisation and the possible costs, in both financial and non-financial terms of Business Continuity Incidents.
- Identify the processes involved in providing products and services and will establish systems to ensure Business Continuity requirements are met efficiently and economically, including customer, regulatory and other contractual requirements.
- Provide clear leadership to ensure all employees are able to focus on a prevention rather than detection philosophy and that it is applied throughout the organisation.
- Operate a system of education and training for Business Continuity improvement.
- Review the Business Continuity Management System to identify opportunities for improvement and to maintain progress and continual improvement.
- Ensure all Business Continuity objectives are measurable and consistent with the Business Continuity Policy.

Achieving these objectives will demonstrate the Senior Management's dedication to applying a systematic approach to the establishment and maintenance of a Business Continuity Management System and to demonstrate the determination to consistently provide products and services that meet Customer and applicable regulatory requirements.