

DISASTER RECOVERY & BUSINESS CONTINUITY POLICY

Policy Statement: At McSence Group the reputation, resilience and organisational success of is dependent on the maintenance of business-critical operations and activities to ensure that services are delivered internally to McSence employees and externally to Clients in the event of unexpected or unplanned events out with the control of the organisation or its directors and employees such as fire, flood, robbery, extreme weather conditions or malicious attack by individuals or organisations. It is essential that McSence plans for and can maintain employment for its employees and meet its contractual responsibilities to our clients under any circumstances.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Purpose: This Policy sets out the framework for McSence to detect, prevent, minimise and where necessary deal with the impact of disruptive events whether they be minor or major in nature. In the aftermath of an event, it will enable the Group to immediately implement an Incident Management Process which will focus on the safety of all stakeholders, the continuation of business-critical activities and, in the medium to long term, help us to return to normal operations as soon as possible. The aims and objectives of this policy are:

- ✚ To raise the profile of Business Continuity within the organisation including ensuring all key staff are aware of the Disaster Recovery Plan and their roles in executing it.
- ✚ To ensure Business Continuity is embedded into the culture of the organisation and at the forefront in all decision making at Board and Executive level
- ✚ To ensure that business critical activities are identified and analysed and the risks affecting these established and quantified.
- ✚ To identify and document suitable recovery strategies and resources necessary for implementation.
- ✚ To establish a robust set of business continuity arrangements and define an organisational structure and plan to respond to incidents including clear definition of individuals roles and responsibilities.
- ✚ To put in place sufficient resources to ensure successful implementation of the plan in the event of an incident and ensure all staff are initially trained and periodically refreshed in their role in its execution.
- ✚ To periodically test the arrangements by running scenario planning sessions in order to confirm the effectiveness of the arrangements.
- ✚ To ensure the undertaking of periodic reviews of the arrangements and procedures including a review at times of significant business change

Business and Disaster Recovery Plan (BDRP): Central to this policy will be the development, implementation, review and training in the operation of a suitable Business and Disaster Recovery Plan (BDRP) and the maintenance of appropriate insurance to ensure the financial sustainability of the Group in the event of an extraordinary event where this will ensure the organisation is able to:

- ✚ Respond immediately to business disruptions in its critical business activities.
- ✚ Manage the continuation of these activities.
- ✚ Manage their subsequent restoration.

For all activities the organisations will take due account of industry good practice as set out in documents such as the Business Continuity Institute - Good Practice Guidelines and ISO 22301 - Business Continuity Management Systems.

This policy will apply across the McSence Group of Companies, directors, Senior Management Team (SMT), Business Unit Manager and all employees and will be the responsibility of the Chief Executive who will provide advice and guidance on its implementation and ensures compliance.

The Chief Executive will also be responsible for liaising with critical external partners and providers such as our IT Contractors and Insurance Brokers. In the absence of the Chief Executive, the Group Operations Manager and/or Group Business Development Manager will assume this responsibility.

Business Unit Managers and Department Heads will have specific responsibilities as defined within the Disaster Recovery Plan and all roles will have a deputy identified in the event of absence or incapacity.

The policy will be reviewed at least annually. Business continuity procedures and the Disaster Recovery Plan will be reviewed quarterly or earlier on the occurrence of a significant business change such as major contract award or change in senior staffing.

This policy and associated procedures and plans provide a clear statement of our commitment to ensure that critical business activities can be maintained during a disruption. It should be read and executed in conjunction with other relevant policies and the organisational Risk Assessment and Risk Management Procedures, Financial Procedures Manual, IT Policy, HSE Policy and Data Security Policy.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

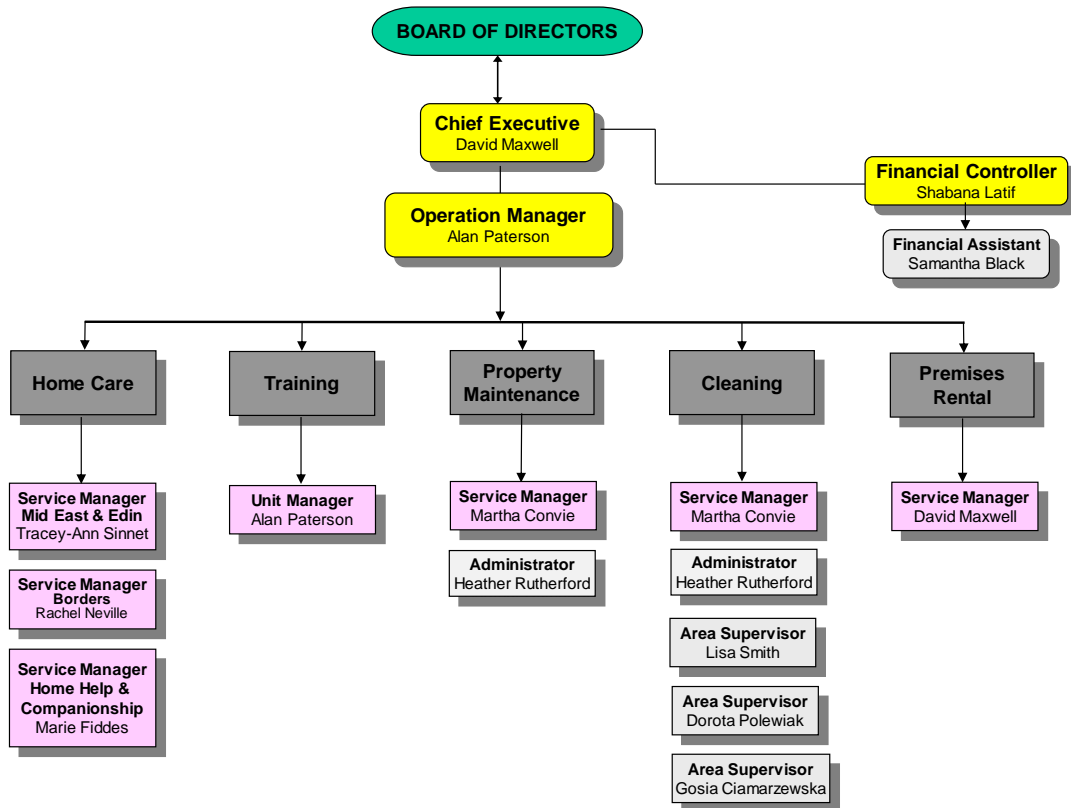
David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

Key McSense Contacts



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