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## **Business Continuity Policy**

### ***Introduction***

Foresight North East Lincolnshire Ltd is committed to its service users, employees, and suppliers. To ensure the effective availability of its services, Foresight provides this Business Continuity Planning policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

### ***Policy***

The Chief Officer along side the board of trustees is responsible for current and comprehensive Business Continuity Planning (BCP). When implemented, the Plan should include those procedures and support agreements, which insure on-time availability and delivery of services. Each Plan must be certified annually with the BCP policy compliance process through the BCP team.

### ***Policy Leadership***

The Chief Officer is the BCP executive management liaison for the BCP program. Resolution of issues in the development of or support for all Plans should first be coordinated with the BCP team and appropriate internal or external organisations. The "Business Continuity Planning - Policy Compliance Certification" documentation defines the issue resolution process.

### ***Policy Compliance***

BCP compliance verification is provided by the BCP team. In order to meet compliance requirements, each Plan should include those appropriate procedures, staffing, tools and workplace planning requirements necessary to meet approved deliverable requirements. In order to support the organisation BCP Plan the format of the BCP documentation must follow the BCP team defined Plan template requirements. Detailed compliance requirements are provided through the BCP team.

BCP Plan Compliance is required annually. A waiver for temporary compliance may be given if a detailed written waiver request issued by the department manager is approved by the BCP executive management team. Foresight recognises the importance of a comprehensive Business Continuity Planning Program to ensure the safety, health and continued availability of employment of its employees and quality services for those we serve. We require the commitment of each employee, in support of the objectives required to protect Foresights assets, mission and survivability.

This information is also available in other formats, languages and picture format upon request.