

	Document Number	CT-BC-2-00-V00	Document Classification	Confidential
	Document Title	Business Continuity Management Policy		
	Owner	Chief Executive Officer		

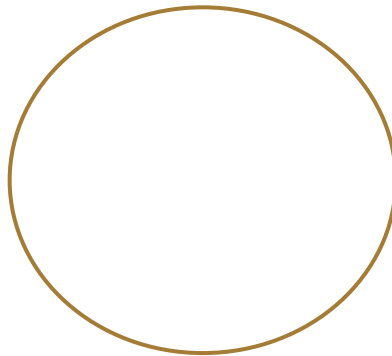
Revision History:

Revision	Date	Description

Approvals:


	Prepared by	Reviewed by	Approved by
Name			
Position			
Signature			

Document Control Stamp



Date:

Note: 1- This document is a property of SAPTCO and shall not be used outside the company without prior permission in accordance with document control system.
2- This document is electronically controlled; hard copies shall be used only with prior permission in accordance with document control system.
3- Next Review date shall not exceed five years after the last revision date.

	Document Number	CT-BC-2-00-V00	Document Classification	Available
	Document Title	Business Continuity Management Policy		
	Page	2 of 6		

Contents

1.	Purpose	3
2.	Scope	3
3.	Roles and Responsibilities.....	3
4.	References	4
5.	Policies	4
1.	CT-BC-2-01 Business Continuity Management Policy	5

Under Review

Note: 1- This document is a property of SAPTCO and shall not be used outside the company without prior permission in accordance with document control system.

2- This document is electronically controlled; hard copies shall be used only with prior permission in accordance with document control system.

	Document Number	CT-BC-2-00-V00	Document Classification	Available
	Document Title	Business Continuity Management Policy		
	Page	3 of 6		

1. Purpose


The purpose of this document is to establish the guiding principles for Business Continuity Management to ensure readiness and swift recovery of business functions in the event of critical business disruption. The policy encompassed shall ensure alignment with other policies in SAPTCO to ensure synergy in conduct of business and risk management.

2. Scope

This policy applies to all functions in SAPTCO and shall be communicated to all the relevant stakeholders.

3. Roles and Responsibilities

- Chief Executive Officer (CEO) shall own this policy. The CEO is accountable for its implementation and is authorized to make amendments as deemed necessary in accordance with the change management process and authority matrix.
- The functional entity / entities managing this function shall ensure alignment of all its activities in accordance with this policy.
- All employees concerned, shall ensure conduct of business is in alignment with this policy.
- Quality Department shall administer amendments to the policy and ensure adequate access to the latest version in accordance with documented information system and change management process.
- Quality Department shall ensure implementation of this policy along with

	Document Number	CT-BC-2-00-V00	Document Classification	Available
	Document Title	Business Continuity Management Policy		
	Page	4 of 6		

its supporting processes and procedures and identify opportunities for improvement.

4. References

The policies in this document are established in alignment with ISO 22301:2019 – Security and Resilience – Business Continuity Management System as a reference while considering best practices, and all relevant rules and regulations.

CL-QM-2-01 (QHSE Policy).

5. Policies

	Document Number	CT-BC-2-00-V00	Document Classification	Available
	Document Title	Business Continuity Management Policy		
	Page	5 of 6		


1. CT-BC-2-01 Business Continuity Management Policy

Objective

The objective of this policy is to ensure availability and adequate performance of vital business functions, services, and resources during disasters.

Statement

- 1.1 A disruptive event that classifies as a disaster shall be defined in SAPTCO's context using a Business Impact Analysis (BIA).
- 1.2 The BIA shall identify disaster sources, organizational impact and stakeholders involved. It shall also describe the Vital Business Functions (VBFs) and their dependencies, the Recovery Time Objective (RTO), the Recovery Point Objective (RPO) and minimum service and resource requirements per function.
- 1.3 Disaster recovery plans specifying how VBFs will recover from a disaster to pre-disaster condition shall be instated after being approved according to the Authority Matrix. The plans shall be developed by the relevant function with adequate emphasis on facilities, resources, roles and responsibilities, procedures, communication plans, alternative tools, technologies, and any other relevant aspect.

	Document Number	CT-BC-2-00-V00	Document Classification	Available
	Document Title	Business Continuity Management Policy		
	Page	6 of 6		

- 1.4 Disaster recovery plans shall be approved in accordance with the Authority Matrix.
- 1.5 Business continuity stakeholders shall reconvene on predefined intervals or according to urgency to review disaster recovery plans for any modifications, updates, or further alignment.
- 1.6 Disaster recovery drills shall be performed on predefined intervals, and appropriately communicated to stakeholders prior. Drills results shall be reviewed by the stakeholders for continual improvement in accordance with CL-QM-2-01 (QHSE Policy).
- 1.7 Adequate preparations, agreements, contracts with third-party providers shall be in place to ensure availability and performance in case of disaster in accordance with (BIA) requirements.

Under Review