



BUSINESS CONTINUITY AND DATA RECOVERY POLICY

Introduction

Vive Recruitment is committed to providing the best possible experience to its customers and the best possible relationships with employees, shareholders and suppliers.

To ensure the consistent availability and delivery of its products and services, Vive Recruitment has developed the following business continuity and disaster recovery (BC/DR) policy in support of a comprehensive program for BC, DR and overall business survivability.

The Company, like any other firm, is exposed to potential risks that could disrupt or destroy critical business functions and/or the production and delivery of Company goods and services.

Our strategy for continuing business in the event of an incident is to ensure the safety and security of all employees; and to continue critical business functions, production and delivery of products and services from predefined alternative sites.

Purpose and Scope

The purpose of the BC/DR policy is to ensure that all the business activities can be kept at normal or near-normal performance following an incident that has the potential to disrupt or destroy the organisation.

The scope of this policy is the entire Company, its subsidiaries, offices and employees in the UK.

Statement of Policy

Each department in the Company is responsible for preparing current and comprehensive business continuity plans (BCP) for its operations.

Certain departments, such as Information Technology (IT), are also responsible for disaster recovery plans (DRP) to ensure that any damage or disruptions to critical assets can be quickly minimized and that these assets can be restored to normal or near-normal operation as quickly as possible. When a plan is completed, approved and implemented, each plan will include procedures and support agreements which ensure on-time availability and delivery of required products and services.

Each plan must be certified annually with the business continuity policy compliance process through the BC/DR Team. Vive Recruitment acknowledges that it will use the British Standard, BS 25999, Part 2:2007 as the guidance and structure for its business continuity activities and the ISO/IEC 24762 standard for all comparable disaster recovery activities.

Vive Recruitment recognizes the importance of an active and fully supported BC/DR program to ensure the safety, health and continued availability of employment of its employees and the production and delivery of quality goods and services for customers and other stakeholders.

Vive Recruitment requires the commitment of each employee, department and vendor in support of the activities required to protect the organisation's assets, mission and survivability.



Policy Leadership

The Director is designated as the corporate management liaison responsible for the BC/DR program. Resolution of issues in the development of, or support of, all BC/DR plans and associated activities should first be coordinated with the BC/DR Team and appropriate internal or external organizations before submitting to the corporate management liaison.

The issue resolution process is defined in the following section.

Verification of Policy

Compliance BC/DR compliance verification is managed by the BC/DR Team with support from other relevant internal departments. Each plan must define appropriate procedures, staffing, tools and workplace planning activities necessary to meet compliance requirements. Plan templates have been developed to facilitate the plan development process, and these templates shall be used for all plans.

Detailed policy compliance verification activities are defined by the BC/DR Team and are included in the Appendix at the end of this policy. BC/DR Compliance Verification is required annually and is facilitated by the BC/DR Team.

Waivers for temporary compliance verification may be given if a detailed written waiver request issued by the department manager is approved by the BC/DR Team corporate management liaison. Maximum delay for compliance is one year from the original date of compliance.

Penalties for Non-Compliance

In situations where a Company department does not comply with the BC/DR policy, the BC/DR Team will prepare a brief stating the case for non-compliance and present it to the BC/DR corporate management liaison for resolution. Failure to comply with BC/DR policies within the allotted time for resolution may result in verbal reprimands, notes in personnel files, termination and other remedies as deemed appropriate.

Appendix A – Additional Policies

1. All department heads within Vive Recruitment are responsible for business continuity (and, where appropriate, disaster recovery) for their area and are required to have a documented BC plan, signed by them and countersigned by the BC/DR corporate management liaison.
2. Each department must have a BC/DR coordinator to assist in the implementation and maintenance of BC/DR plans, as well as readiness reporting for that department.
3. BC/DR readiness within the Company must be reported on a quarterly basis to the BC/DR corporate management liaison.
4. Deviations from this policy must be approved by the BC/DR corporate management liaison and others he/she shall designate. The internal audit department will review policy compliance.