



BUSINESS CONTINUITY MANAGEMENT POLICY

Smith & Sons (Bletchington) Limited (Smiths Bletchington) is a long established, independent family run Company serving the construction and allied industries in Oxfordshire and the surrounding counties. Our core business is the production, marketing and distribution of primary and recycled aggregates, supported by inert waste management, plant hire, construction and the operation of coarse fishing lakes.

Smiths Bletchington is committed to undertaking its business activities responsibly and sustainably, meeting the needs of customers, employees and other stakeholders, while managing the social and environmental impacts of our activities.

INTRODUCTION:

The Company provides this Business Continuity Management Policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

The aim is to develop a Business Continuity Management System (BCMS) which ensures that we detect, prevent, minimise and, where necessary, deal with the impact of disruptive events. In the event of such incidents, we will be able to protect our people, systems, infrastructure, stakeholders and the surrounding environs. We will be able to prioritise activities and return to 'business as usual' as soon as possible.

WE AIM TO:

- Continue to provide key services to our customers in times of disruption.
- Reduce the period of disruption, both for the Company, our customers and other stakeholders.
- Comply with relevant legislation/regulations.
- Reduce the operational and financial impact of any disruption.

TO ACHIEVE THESE AIMS, WE WILL:

- Identify critical activities and resources, undertake Business Impact Analysis and Risk Assessments and select Risk Mitigation Strategies. These will be applied to reduce the likelihood, severity and duration of a disruption.
- Produce Business Continuity Plans to enable staff to continue key services and activities at an acceptable pre-defined level. These plans will be communicated to staff and the necessary training undertaken.
- Regularly test these plans and carry out management reviews of the BCMS annually to enable continuous improvement.

The Board of Directors of Smith & Sons (Bletchington) Ltd is accountable for this Business Continuity Policy and the implementation and maintenance of the Business Continuity Management System.

The Board of Directors will:

- Assign responsibility to specific executives.
- Ensure the effectiveness of the BCMS.
- Monitor standards and compliance against this policy and in alignment with ISO 22301.
- Ensure that effective testing and review of the BCMS is carried out.

A W Smith
Joint Managing Director
24 October 2017