

## **Business Continuity Policy**

### **Introduction**

First Mile Ltd is committed to its customers, employees, shareholders and suppliers. To insure the effective availability of essential services, First Mile Ltd provides this Business Continuity Planning policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

### **Policy**

Each department is responsible for current and comprehensive Business Continuity Planning (BCP). Each BCP include those procedures and support agreements, which insure on-time availability and delivery of required services. The BCP Plans are: Business continuity for each operational centre in each city

Business continuity in the event of third party recycling/tipping closure

Business continuity in the event of HQ failure

Business continuity in the event of data centre/internet failure

Business continuity in the event of a major terrorist or environmental incident

### **Policy Compliance Certification**

BCP compliance verification is provided by the BCP Executive. In order to meet compliance requirements, each Plan includes those appropriate procedures, staffing, tools and workplace planning requirements necessary to meet approved deliverable requirements. All BCP Plans are certificated and updated annually.

### **Policy Compliance Certification Support**

The BCP team is available to support the development and BCP policy compliance certification process.

First Mile Ltd recognizes the importance of a comprehensive Business Continuity Planning Program to insure the safety, health and continued availability of employment of its employees and quality goods and services for those we serve. We require the commitment of each employee, department and vendor in support of the objectives required to protect First Mile Ltd assets, mission and survivability.

**This policy has been approved & authorised by:**

**Name:** Bruce Bratley

**Position:** Chief Executive

**Date:** 17/10/2019



**Signature:**