



Emergency & Business Continuity Policy

It is imperative to ensure XANDER RECRUITMENT GROUP LTD have a process in place for business continuity, should a business impacting failure occur. The management of such risks exposure shall be controlled to ensure, as far as practicable, the smooth running of the company continues, and a reduction of the operational impact is applied.

I believe all our work is essential to our company's objectives, if a disruption does affect XANDER RECRUITMENT GROUP LTD operations, we need to be able to prioritise the recovery of the business, services and use our resources to continue to deliver our service to our clients.

By focusing on the business and ensuring the services we deliver, can continue in the event of a disruption, an Emergency and Business Continuity Plan will be applied and developed as the business expands. Examples of disruption may involve the following:

- Loss of key staff;
- Technological systems failure i.e. Computer failure etc.
- an external influence i.e. weather-related;
- Client-related major incident;
- A business failure of one of our key suppliers.

The process provides a framework for improving the company resilience to interruption so that key business systems and processes can be recovered while at the same time ensuring we can provide to our client's business and project critical functions and services. The process shall provide the Senior Management Team, our clients, and stakeholders with the confidence that XANDER RECRUITMENT GROUP LTD have risk assessed our business impacts and have remedial mitigation processes in place.

Compliance to the Procedure will ensure:

- The clear and immediate identification of the company's lead representative during an emergency;
- The availability of a response, which is pre-planned, prepared, and effective, with competent staff designated for on and off-site;
- The implementation and management of failure investigations;
- Liaison with the emergency services and other responding organisations to ensure a comprehensive, structured, and effective response;
- The initiation, command and control for recovery, repair and if appropriate, public awareness;
- XANDER RECRUITMENT GROUP LTD are prepared by having alternative arrangements in place.

As the company develops the process detailed in this policy will be influenced by the standard ISO 22301. Full training shall be provided to all XANDER RECRUITMENT GROUP LTD employees involved in the application of this policy and associated procedures.



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Alex Stockley – Managing Director – XANDER RECRUITMENT GROUP LTD

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