

# Business Continuity Planning

Ensure Your Business Can Thrive Through Disruption

## What is a Business Continuity Plan?

A **Business Continuity Plan (BCP)** is a crucial document that outlines how your business will continue essential operations during and after a disruption, whether it's a natural disaster, utility failure, cyberattack, or supply chain challenge. Having a BCP in place ensures your business remains operational and resilient. Many regulators, investors, and stakeholders require a BCP for compliance and confidence.

### Why You Need a Business Continuity Plan

- **Competitive Advantage:** Be prepared when others are not.
- **Staff Morale:** Ensure employees remain confident during uncertain times.
- **Investor Confidence:** Gain trust from stakeholders with a clear, actionable plan.
- **Legal Compliance:** Stay ahead of emerging legal and regulatory requirements.

### Business Continuity Plan Objectives

A strong BCP outlines the procedures and personnel needed to keep your business running during disruptions. Key objectives include:

- **Security and Assurance:** Provide managers and staff with peace of mind.
- **Customer Service Continuity:** Maintain service during and after emergencies.
- **Protect Revenue & Reputation:** Safeguard financial streams and brand image.
- **Operational Insight:** Capture a deeper understanding of business processes.

## What's Included in a BCP?

*Every BCP is tailored to your business, but there are common elements that should be included:*

- **Scope & Purpose:** Define the plan's objectives.
- **Goals & Objectives:** Specific outcomes to ensure business continuity.
- **Emergency Action Steps:** Clear instructions for immediate response.
- **Roles & Responsibilities:** Who does what in a crisis?
- **Review & Update Cycle:** Keep your plan current and relevant.
- **Data Backup:** Critical data storage and recovery protocols.
- **Safety Protocols:** Emergency site-specific procedures.
- **Coordination with External Teams:** Work with emergency services when needed.
- **Contact Information:** Key personnel and management contacts.



CYBER ADVISORY SERVICES

# Business Continuity Planning

Ensure Your Business Can Thrive Through Disruption

## Why Sourcepass?

With extensive experience in Business Continuity Planning, Sourcepass is your trusted partner in preparing for the unexpected. We specialize in crafting customized BCPs that enable businesses to respond swiftly and minimize disruption. Our dedicated team ensures your plan is practical, comprehensive, and aligned with your organization's goals.

## Sourcepass' BCP Framework

Our BCP process includes:

- **Risk Management Policy:** Establish guidelines for identifying and controlling risks.
- **Resource Allocation:** Ensure adequate personnel and financial resources.
- **Annual Reviews:** Independent assessments to keep the BCP up to date.
- **Employee Training:** Ensure all employees know their roles in a crisis.
- **Regular Testing:** Test the BCP to ensure it works when needed most.

## Key BCP Priorities

1

### Safety

Protect personnel and the community

2

### Data Security

Safeguard confidentiality and integrity of data

3

### Compliance

Meet legal, regulatory, and contractual obligations

4

### Minimize Loss

Reduce financial loss and protect your reputation

## Ready to Strengthen Your Business Resilience?

Let Sourcepass develop a Business Continuity Plan tailored to your needs. We provide the expertise and tools to ensure your business is prepared for whatever comes next.

