

## DUREY CASTINGS LIMITED BUSINESS CONTINUITY PLAN 2023

The Directors have decided to produce a Business Continuity Plan to put into action in the wake of any disastrous failure of any systems within the business.

The key areas have been determined as:

- 1) Communications. The continued access to emails and phones to stay in touch with both customers and suppliers as well as all staff.
- 2) Data. The secure back up and reinstatement of all business data.
- 3) Stock. The continued access to stock to enable sales.
- 4) Distribution. The continued access to vehicles and means of delivering company goods to customers.
- 5) Money. Facilities to continue business functions such as payment of staff, invoices, etc.
- 6) Power. The re-establishment of power.
- 7) Staff numbers.

To ensure the key areas highlighted above can be facilitated we have the following contingency plans in place.

- 1) Communications. Back up power units have been installed in all key areas which allow a two hour working time beyond any power failure. During this time diverts will be set up to working computers, phones and other equipment already registered with the company, offsite. These include equipment held at the local homes of Directors. If other depots within the group are unaffected, diverts will set up with these addresses. Mobile numbers are already set up for quick switching. A full set of telephone numbers and email addresses are held offsite with easy access.
- 2) Data is backed up continuously during the day and copies of current data are taken offsite every evening. Recent data is also uploaded and held at an offsite local IT management company. This company holds emergency equipment to rapidly install at our premises if required.
- 3) Our stock is non-flammable and is unlikely to become damaged in fire or flood. Similar products are held at more than one site. Stock is securely held and theft prevention methods are advanced. Suppliers hold stock for us, by agreement, primarily in case of a surge in our sales. This will be called upon in any stock emergency. A relationship has been established with the majority of our suppliers that means assistance of any kind will be offered willingly.
- 4) We use outside transport everyday as a supplement to our own transport. This can be accelerated at any time. We have 9 separate transport companies on our current Approved Supplier List. Arrangements have also been made with key suppliers for direct deliveries on our behalf if necessary. Our HGV is also tracked.
- 5) The Company's funds are substantial and held in a well-known international bank. Very little of it is subject to risk of Stock Market variations. Money on the premises during the day is taken off-site at night. Extended credit facilities have been established with all key suppliers. Approx 2 months of stock sales are held, fully paid for, in secure storage. Overdraft facilities are approved with the bank and can be called upon if necessary.
- 6) Power is supplied to all premises by the main power companies. The wiring and pipelines have been recently upgraded by these power companies. A local company has supplied us with an appropriate power generator in the past when backup power has been required. Therefore, a tried and tested plan is already established. There is a company to the rear of our Dartford yard on a separate electricity supply cable to ourselves. Access to this power via extension leads has been tested and incorporated with our plan.
- 7) We have a main HGV driver and a backup driver.

The Directors.