



BUSINESS CONTINUITY POLICY

The company through senior management is fully committed to protecting the company from risk by the threat of disruption. The framework for achieving this is detailed as part of the documented Business Continuity Management System based on ISO 22301:2019 requirements.

This business continuity policy has the approval and commitment of the Chairman and its implementation is the responsibility of all staff whose efforts will be co-ordinated by the Business Management Systems Director as the designated Business Continuity Management representative for the company.

Orion Group will identify its critical services through undertaking a business impact analysis on group functions. These critical services define the scope within which the business continuity management system is based upon.

This policy will be subject to annual review and when significant changes occur.

Orion Group will:

- a) Aim to continually improve the effectiveness of the Business Continuity Management System, by regular review of its performance and identification of areas for further development; these will be incorporated as target actions in management meeting minutes and where necessary included within business continuity objectives.
- b) Comply with applicable requirements of ISO 22301:2019 and any other relevant applicable requirements
- c) Deploy necessary resources in terms of people, premises, technology, information, and suppliers to protect the company in the event of an incident.
- d) Aim to meet the needs and expectations of our customers and other stakeholders despite an unforeseen event taking place.
- e) Establish, review and where necessary update business continuity objectives, which are consistent with the aims and intent of this policy.
- f) Aim to protect the company from loss of vital records and data, disruption of essential services to stakeholders, damage to reputation, significant loss of revenue, loss of investor confidence, disruption of obligations to employees, impact of breaches of statutory duties and disproportionate recovery costs.
- g) Fully involve, empower and develop all staff to use their abilities for the achievement of company business continuity objectives.

Signed:

Paul Savage
Managing Director

Date: 11/03/20
Review Date: 31/01/21