ABtec Computer Solutions Ltd

Business Continuity Policy Statement

ISO 22301:2019

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Version	2.0 (Approved)
Approved by	Board of Directors, 06/11/2026
Policy owner	Barry Taylor, Director
Date of issue	06/11/2026
Date of next review	06/11/2027

Introduction

The Organisation's Business Continuity Policy applies to all business functions within the scope of the Business Continuity Management System (BCMS). It covers the people, premises, physical and cloud infrastructure, suppliers and information that support those functions. This document sets out the BCMS objectives and the main points of the policy.

Objectives

The objectives of business continuity management are to:

- Identify potential threats to the Organisation, including cyber attack, loss of premises, supplier failure, loss of key staff, power and connectivity failures and severe weather, and the impact they could have on operations and customers.
- Provide a framework for organisational resilience, with an effective response that protects customers, staff, reputation and the services we provide.
- Enable recovery or continuation of prioritised activities within agreed recovery time objectives after a disruption.
- Keep the programme current through training, exercises and reviews, with the Business Continuity Plan exercised at least once a year.
- Act within the statutory, regulatory and contractual framework the Organisation works in, including obligations it has voluntarily committed to.
- Consider climate change and other external issues in our context and risk assessment.

Measurable objectives are recorded in the Objective Registers held in Atlas ISO.

Responsibilities

- The Directors have approved this policy.
- Overall responsibility for business continuity management rests with the BCMS Team, which includes the Directors.
- The BCMS Team is responsible for procedures, legal compliance, maintaining documentation, awareness, liaison with external organisations, incident review and management reporting.

- Business continuity is considered in all activities, plans, projects, contracts and partnerships, alongside quality, environment, health and safety and information security.
- Employees are trained in business continuity according to their role. Following BCMS procedures is a contractual duty set out in contracts of employment and the Employee Handbook.
- Breach of BCMS policies and procedures may result in disciplinary action, up to and including dismissal.
- A Business Continuity Plan is in place. It is maintained, exercised and reviewed by the BCMS representative, and updated after every exercise or real incident.

Communication and review

This policy is communicated to all employees and is available to interested parties. It is reviewed at least annually by the BCMS Team, and after any significant incident, to ensure it remains suitable, effective and legally compliant.

Approval

Signed	
Print name	Barry Taylor
Position	Director
Date	06/11/2026

Electronically signed by Barry Taylor, Director, on 06/11/2026 following Board approval.

Amendment history

Version	Date	Modified by	Comments
0.1–0.3	26/02/2024–06/03/2024	Jonathan Dean	Document created and drafted
1.0	22/04/2024	Paul Harper	Approved
2.0	06/11/2026	Barry Taylor	Approved by the Board 06/11/2026. Annual review: threat examples, recovery time objectives, annual exercise requirement, post-incident review and climate change added; issue and review dates completed