

# Business Continuity Management Statement, Information Requirements – Executive Summary

Control Risks has built its professional reputation on providing the best Business Continuity Management services to clients around the world. The programmes, principles and practices we inculcate in our clients apply equally to the way we run our own business. Control Risks is committed to avoiding impacts on clients and their assets from any disruption to our business. It is also our responsibility to protect our employees and assets at all times.

The most important objectives in the event of a disruption are to ensure employee and client safety, and in the event of an interruption in service, to restore service to our clients and stakeholders as quickly as possible. Supporting the global business continuity plan are plans conceived for each of our global offices and departments that meet the requirements of different locations and business areas. These plans outline the information requirements and procedures to achieve the objectives outlined above.

Our Business Continuity Management (BCM) approach is to ensure that we are effectively managing risk to enable Control Risks to continue to operate with minimal disruption in the event of an incident. This is actioned through a detailed understanding of the relevant assets, adherence to legislation and standards and a robust governance. The relevant assets, legislation, and standards are detailed below at the end of this summary.

Governance of the framework will be provided through Control Risks Executive Committee, led by the CEO, and coordinated through the Risk function. This Group will meet and report quarterly and undertakes that:

- ▶ The business continuity approach and objectives are set at Group level ensuring a consistent response.
- ▶ The BCM framework will be implemented within functional areas, supported by a function representative, and overseen by Group Information Security Management, and the Chief information Security Officer.
- ▶ A robust programme of audit, testing and maintenance, in accordance with BS ISO 27001, and BS ISO 22301, will be integrated into Business continuity plan development at office/ service line/functions level.

To underpin this framework, Control Risks Executive Committee requires the following from the business:

- ▶ All offices/service lines/functions carry out Business Impact analysis and subsequent Risk Assessment.
- ▶ Relevant and appropriate Business continuity plans (BCP) exist for all offices/service lines/functions, and these will be supported by company site-specific procedures. These plans should be consistent with the BCM Framework.

- ▶ A process for training, education, and awareness to support office/service line/function BCPs will be implemented, and to be consistent with the BCM statement.
- ▶ A continuous process of risk management is in place to identify and reduce risks and limit consequences of damaging incidents should they occur. (Note: this is complimentary to existing measures already coordinated through Control Risks internal Audit and Risk functions)

The Chief Information Security Officer has direct responsibility for maintaining the BCM framework and providing advice and guidance on its implementation. All Office/Service Line and Functions are directly responsible for implementing the BCM framework within their Business areas. It is the responsibility of each employee to assist in the implementation of this statement within his or her area of work.



**Nick Allan**  
Chief Executive Officer

#### Assets include:

**Information Assets:** including databases data files, systems documentation, user training manuals, operational procedures, archived information etc.

**Software Assets:** including application software, system software, development tools and utilities.

**Physical Assets:** computer equipment, communications equipment, media. **Service/support Assets:** including technical and office buildings, power, air conditioning, heating, lighting, supplies, suppliers etc.

**People:** Plans should consider of key employees, whether permanent, temporary or contract where they are involved in service processes.

#### Legislation & Standards include:

BS ISO 27001:2013 Information Technology Security BS ISO 22301:2012 Business continuity management General Data Protection Regulation 2018 This document is an executive summary of Control Risks Business continuity management position and is reviewed in conjunction with the document management arrangements for that statement.