

PO4_Business Continuity Management Policy

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Telehouse Business Continuity Policy

Telehouse Europe will take all reasonable steps to ensure that in the event of a service interruption the Core and Supplementary services provided by Telehouse will be maintained and restored to normal as soon as possible. To ensure this, it is our policy to have in place robust business continuity and service recovery plans that are regularly reviewed and tested and key staff appropriately trained.

Telehouse Europe's priorities to a significant disruption (whether actual or impending) will always be to:

- Ensure the safety and welfare of our personnel, Customers and Visitors;
- Endeavour to meet our obligations under the terms and conditions of our service contracts;
- Minimise negative exposure to our normal financial and reputational position;
- Facilitate a return to normal operations as soon as practicable.

To support this policy Telehouse Europe will:

- Establish business continuity objectives in line with the Business Continuity Strategy;
- Regard business continuity as a key corporate activity and maintain a comprehensive business continuity programme to implement and manage this;
- Identify the critical business activities of Telehouse Europe through business impact analysis on the events that could cause significant business disruption;
- Implement an appropriate business continuity strategy that meets the needs of Telehouse Europe;
- Regularly test business continuity plans to ensure that they:
 - Maintain or rapidly recover critical activities;
 - Maintain the availability of key resources to support critical activities;
 - Prevent or limit the disruption to employees and clients;
- Define the responsibilities of roles involved in business continuity activities and provide training to ensure that these responsibilities can be carried out successfully;
- Provide training to raise employee awareness of business continuity;
- Regularly review the business continuity activities, policies, plans, tests, and responsibilities to ensure that the business continuity strategy remains appropriate to its needs and allows for continuous improvement.

This policy is reviewed and issued at least annually and when significant changes occur to the organisation.

Signed


Ken Sakai
Managing Director
Telehouse Europe

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