

Business Continuity Policy

Introduction

Encom Systems Ltd. recognizes the importance of a comprehensive Business Continuity Planning Program to insure the safety, health and continued availability of employment of its employees and quality goods and services for those we serve. We require the commitment of each employee and vendor in support of the objectives required to protect **Encom Systems Ltd.** assets, mission and survivability.

Encom Systems Ltd. is committed to its customers, employees and suppliers to insure the effective availability of essential products and services. **Encom Systems Ltd.** provides this Business Continuity Planning policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

Policy

The BCP team is responsible for current and comprehensive Business Continuity Planning (BCP). When implemented, the Plan should include those procedures and support agreements, which insure on-time availability and delivery of required products and services.

BCP Team

Bernard McGinley is the BCP liaison for the BCP program. **John Morgan** as managing director has responsibility for the overall implementation and management of the BCP.

Policy Compliance Certification

In order to meet compliance requirements, each Plan should include those appropriate procedures, staffing, tools and workplace planning requirements necessary to meet approved deliverable requirements. BCP Plan Compliance Certification is required annually.

Signed **John Morgan**



Bernard McGinley

