

As a Director of the Trackforce Recruitment Ltd I recognise that Business Continuity Management helps manage the risks to the smooth running of an organisation or delivery of a service.

By ensuring that the business and the services it delivers can continue in the event of a disruption. The source of the disruption may be internal such as loss of key staff or a technological systems failure, or it might be an external influence such as a weather-related or utility-related incident or even the business failure of one of our key suppliers.

I have produced and implemented Emergency Preparedness and Business Continuity & IT System and Disaster Recovery Procedures, a Disaster Plan and Disaster Risk Assessments; collectively these documents provide a framework for improving my company's resilience to interruption so that key business systems and processes can be recovered while at the same time ensuring we can provide to our clients' business critical functions and services.

The Emergency Preparedness and Business Continuity Procedures take the form of guidance and instructions to Managers and Staff. It establishes the process, principles and terminology of Emergency Preparedness and Business Continuity Management, providing a basis for understanding, developing and implementing business continuity within my company and to provide confidence in business-to-supplier and business-to-customer dealings.

Compliance to the Procedure will ensure:

- The clear and immediate identification of the company's lead representative during an emergency.
- The availability of a response, which is pre-planned, prepared and effective, with competent staff designated for on and off-site.
- The implementation and management of accident/incident investigations.
- Liaison with the emergency services and other responding organisations to ensure a comprehensive, structured and effective response.
- The initiation, command and control, investigation, recovery, repair, public awareness and conclusion.
- We are prepared by having alternative arrangements in place

Whilst I believe all our work is essential to our company's objectives, if a disruption does affect Trackforce Recruitment Ltd then we will need to be able to prioritise the order in which we recover our services and use our resources in order to continue to deliver our service to our clients.



Ian Byatt
Director
Trackforce Recruitment Ltd

June 2020