

Business Continuity Policy

1. Introduction

Kings is committed to providing the best possible experience to its customers and the best possible relationships with employees, shareholders and suppliers.

To ensure the consistent availability and delivery of its products and services, Kings has developed a Business Continuity Management System ('BCMS') to which this policy outlines management commitment.

2. Purpose and Scope

The purpose of the Business Continuity Policy is to provide a framework for setting Business Continuity objectives, compliance to legal and regulatory requirements and to demonstrate the commitment of management to the continual review and improvement of the business continuity management system.

This policy applies to all sites, services and employees in the UK.

3. Policy

With input from each department the Company has prepared a current and comprehensive Business Continuity Plan (BCP21).

Certain departments, such as Information Technology (IT), are also responsible for Disaster Recovery Plans ('DRP') to ensure that any damage or disruptions to critical assets can be quickly minimized and that these assets can be restored to normal or near-normal operation as quickly as possible. The DRP forms part of the overall BCP.

Kings work towards the framework of ISO 22301.

Kings objectives are set in line with the Business Strategy and the requirements of ISO 22301. These objectives are communicated to all employees and reviewed annually.

Kings are also committed to comply and continually review and improve the effectiveness of the BCMS through regular testing, senior management meetings and feedback from any live incidents.

Kings recognise the importance of an active and fully supported BC program to ensure the health and safety of its employees and the continued availability of production and delivery of quality goods and services for customers and other stakeholders.

Kings requires the commitment of each employee, department and supplier in support of the activities required to protect Company assets, mission and resilience.

4. Leadership

Bob Forsyth (CEO), is designated as the BC Lead Co-ordinator and has overall responsibility for the approval of BC Plans. Delegation of Authority of this role is to the next available BC Lead as detailed in the BCP

5. Policy Compliance

All Business Continuity Plans are reviewed for continued suitability and appropriateness through Internal Audits and during post-test and post-incident reviews.

Failure to comply with company policies and procedures could result in disciplinary action.

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6. Responsibilities

All department heads are considered BC Co-ordinators within Kings and are responsible for business continuity (and, where appropriate, disaster recovery) for their area and are required to have a documented BCP.

The role of BC Administrator has been delegated to the Compliance Team who have documented the Business Continuity Management System including specifically defined roles and responsibilities for the system.

A handwritten signature in black ink, appearing to read 'BF', is placed above the name of the Chief Executive Officer.

Bob Forsyth
Chief Executive Officer

Last Reviewed: 16/09/2019

Next Review: Sept 2020