



Business Continuity Policy

Beta A2

Version 0.2 – June 2020

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Review and Approval

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Version Control

Version No.	Author	Date of Changes
Version 0.1 (first draft)	Gary Vogel	20 May 2020
Version 0.2 (first draft)	Mandy Agnew	5 June 2020

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Introduction

This Policy outlines Beta A2 Australia's approach to developing and maintaining an effective Business Continuity Management Program. This includes the objectives and scope of the Business Continuity Program, leadership requirements, roles and responsibilities, incident management structures, and processes for review, exercising, and monitoring of performance.

Business Continuity Program Purpose

The purpose of the Business Continuity Program at Beta A2 Australia is to establish an effective, documented methodology to "protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise" (ISO 22301).

Business Continuity Program Objectives

The key objective of the Beta A2 Australia Business Continuity Program is to maintain the best possible services for key stakeholders by minimising the impact that an unplanned event could have on the viability of the organisation and provision of its services. The program ensures that critical business functions can be maintained or restored within acceptable timeframes, and to an agreed minimum acceptable level of service, should a significant event disrupt Beta A2 Australia's operations. The Board and Executive team fully endorse and commit to the Business Continuity Program.

In responding to critical incidents, Beta A2 Australia will pursue the achievement of the following objectives:

- Ensuring the welfare and safety of staff, visitors and customers.
- Protecting the organisation's image and reputation.
- Maintaining a level of customer satisfaction.
- Enhancing organisational stability.
- Reducing risk exposures and potential economic losses.
- Minimising legal liabilities.
- Meeting regulatory requirements.

Scope of this Business Continuity Program

The scope of the Business Continuity Program is all Beta A2 Australia operations. Where services are undertaken by third parties on behalf of Beta A2 Australia, these third party organisations also fall within the scope of the Business Continuity Program.

Statements of Policy

- The Beta A2 Australia Executive Team has overall accountability for the development, implementation, and maintenance of the Business Continuity Program, and is responsible for ensuring the objectives established for the Business Continuity Program are compatible with the strategic direction of the organisation.
- The Beta A2 Australia Executive Team approves the Business Continuity Policy, and allocates sufficient resources to fulfil the objectives and statements of policy detailed within this document.
- An organisation disruption threat assessment has been conducted to identify plausible disruption scenarios. Each threat has been analysed to establish the likelihood and impact of it materialising. These threat assessment outcomes have been used to inform the *Beta A2 Australia Crisis Management and Recovery Plan*.
- A Business Impact Analysis (BIA) has been conducted for all business areas which identified all critical business functions and their resource requirements, and the assessment determined the impact on each should a material disruption be suffered. BIA outcomes informed the *Beta A2 Australia Crisis Management and Recovery Plan*.
- Recovery strategies for plausible disruption scenarios were created for all critical business functions, and documented in the *Beta A2 Crisis Management and Recovery Plan*.
- Where applicable, alternate site(s) were identified, established and equipped to support recovery of critical business functions in the event that a key primary business site becomes unavailable.
- A Beta A2 Australia Crisis Team has been developed to manage the response to critical incidents impacting Beta A2 Australia.
- An annual training and exercise desktop event takes place to build capability of the Crisis Team and test the recovery components of the *Beta A2 Crisis Management and Recovery Plan*.

- Where material business activities are outsourced to a third-party service provider, the relationship owner must put in place assurance processes to ensure that the business continuity arrangements of the third-party service provider are adequate to satisfy the relevant tolerances highlighted during the Beta A2 Australia BIA process.
- Key components of the Business Continuity Program are actively maintained. Documents are updated at least annually, or as part of major transformation initiatives.

External References

- Business Continuity Institute 'Good Practice Guidelines 2018'
- BS 11200:2014, Crisis Management – Guidance and Good Practice
- ISO 22301:2019, Societal security - Business continuity management systems - Requirements
- AS/NZS 5050:2010, Business Continuity - Managing disruption-related risk
- ISO 31000: 2018, Risk Management

Internal References

Document Name	Description	Responsibility
Beta A2 – Food Recall Plan.doc	Beta A2 & FSANZ requirements	Mandy Agnew
Beta A2 – Crisis, Coms & Recall Roles.doc	Most up to date register of BA2 internal roles across, Food recall, Crisis Communication & Crisis Management	Mandy Agnew
Dry Blender 12. Product Recall ANZ.com	Dry Blender - Food Recall Procedures	Mandy Agnew
Beta A2 – Crisis Communications Plan.doc	Crisis Communication plan outline and implementation strategies	Mandy Agnew