



### Business Continuity Policy

LLW Repository Ltd will maintain a Business Continuity Plan to ensure safe, compliant operations and services in the event of a disruptive incident or crisis situation. Our plan will ensure that there will be a clearly understood sequence of activities to re-establish normal conditions following a challenge to 'business as usual'.

The plan will complement existing Emergency Arrangements at LLWR and any emergency response will always take priority over business continuity actions.

In the event that a 'business continuity event' has not triggered an LLWR emergency response (or once an emergency response has entered the 'recovery' phase), the business continuity plan may be implemented and will address the following priorities:

- Identification of the command and control structure for the business continuity response (with formal agreement of the LLWR Duty Manager);
- Staff health, safety and welfare;
- Safeguarding of assets (including information assets);
- Continuity of key business activities;
- Fulfilling obligations.

#### LLWR Commits to:

Maintain a plan for reacting to, and recovering from adverse situations which is in line with the organisation's risk appetite and business continuity priorities.

Exercise response and recovery plans at least annually.

Maintain a level of resilience to business continuity challenges in line with the risk faced and the level of negative impact which could result from failure.

Maintain employee awareness of the company's expectations of them during an emergency or business continuity threatening situation.

Take account of changing business needs and ensure that the response plans and business continuity strategy are revised where necessary.

#### We will achieve this by:

Establishing and maintaining a robust, current and consistent plan within Repository Site Procedure RSP 19.01 'Business Continuity Plan'.

Specifying, managing and running an exercise programme to ensure plans and processes are regularly tested.

Ensuring plans, processes and procedures are adequately maintained and ensuring that any residual risks are reflected in the appropriate Risk Register.

Implementing and communicating this policy and the Business Continuity Plan through the LLWR Management System and feeding back results of exercises and audits.

Undertaking regular reviews of this policy, our Business Impact Analysis and associated recovery plans. Proactive engagement with other Site Licence Companies through participation in the NDA's Business Continuity Steering Group.