

Business Continuity Plan

Horizons AP Ltd.

1. Introduction

Horizons AP Ltd. is committed to ensuring that its operations can continue with minimal disruption in the face of unforeseen events. This Business Continuity Plan (BCP) outlines the strategies and procedures in place to maintain essential operations during critical events such as a communicable disease outbreak, natural disasters, or any significant disruption. The plan includes the identification of potential risks, relocation arrangements, and guidelines for lockdown scenarios.

2. Objectives

The primary objectives of the BCP are to:

- Safeguard the health and safety of employees, clients, and visitors.
- Ensure that key business functions continue without interruption during disruptive events.
- Minimize the impact of any disruption on critical operations.
- Facilitate smooth recovery after an event or crisis.

3. Scope

This plan covers all operational aspects of **Horizons AP Ltd.**, including:

- Employee health and safety.
- Relocation to an alternative location if required.
- Lockdown policies and remote work protocols.
- Risk management and mitigation.

4. Communicable Disease Policy

In the event of a communicable disease outbreak (such as COVID-19 or any similar event), **Horizons AP Ltd.** will implement the following actions:

Preventive Measures

- **Remote Work:** Employees will be encouraged to work remotely where possible, especially if they show symptoms of illness or are in contact with individuals who have

tested positive.

- **Health Monitoring:** Employees must self-monitor for symptoms and stay home if they feel unwell.
- **Personal Protective Equipment (PPE):** PPE such as masks and gloves may be required in the office or on site, particularly for employees in close contact with others.
- **Hygiene Protocols:** Increased sanitization protocols, including cleaning of high-touch areas and hand sanitizers placed throughout the workplace.
- **Vaccination:** Encouragement for employees to receive recommended vaccinations (as applicable) to help reduce the spread of illness.

Workplace Adjustments

- **Physical Distancing:** The office layout will be adjusted to encourage physical distancing, with workstations spread out and meeting room capacity limited.
- **Remote Access:** All essential systems and software will be accessible remotely to ensure business continuity during periods of isolation or quarantine.

Communication Plan

- **Internal Communication:** Regular updates will be communicated to staff via email, video calls, and other communication channels, including any changes to operations or guidelines.
- **External Communication:** Clients and suppliers will be informed promptly if business operations are affected or if there are changes to our service delivery.

Isolation and Quarantine

- In case of an outbreak within the organization, the affected employee(s) will be instructed to self-isolate as per government guidelines.
- The workplace may be temporarily closed or restricted to specific personnel, depending on the severity of the outbreak.

5. Risk Register

A Risk Register will be maintained to identify, assess, and mitigate potential risks to the business. The key risks and their associated mitigation strategies include:

Risk	Impact	Likelihood	Mitigation Strategy
Communicable Disease Outbreak	Potential widespread illness, absenteeism, office closure	High	Remote work, PPE, hygiene measures, isolation, health monitoring
IT System Failure	Disruption to communications, inability to access systems	Medium	Regular data backups, cloud-based systems, IT support contracts
Power Outage	Disruption of work and communications	Low	Backup generators, UPS systems for critical equipment
Natural Disaster (e.g., flood)	Damage to property, inability to access the office	Low	Emergency preparedness plan, relocation arrangements
Cybersecurity Attack	Data breach, loss of sensitive information	Medium	Strong security protocols, regular system updates, employee training

6. Relocation Arrangements

In the event that **Horizons AP Ltd.** is unable to operate from its primary location, the company will relocate to an alternative office space at:

Address:

379 New Chester Road, CH42 1LB

Preparation for Relocation:

- **Pre-arranged Lease:** A lease agreement is already in place for this location to facilitate quick relocation if required.
- **Transportation:** Arrangements for transporting essential equipment and staff to the new location will be made in advance.
- **IT Infrastructure:** A fully equipped IT setup will be available at the new location to allow employees to resume work with minimal delay.

- **Emergency Supplies:** Critical supplies such as first-aid kits, food, water, and other essentials will be available to support employees during relocation or extended stays.

Relocation Procedure:

- If the primary location becomes uninhabitable, management will initiate the move to the secondary location, ensuring the safety and wellbeing of employees.
- A communication system will be established to notify employees about the relocation and provide guidance on logistics.

7. Lockdown Policy

In case of an official lockdown, **Horizons AP Ltd.** will take the following steps to ensure continued operations:

Remote Working:

- All employees will be required to work from home, except for those deemed essential to business operations who may be permitted to access the office in compliance with health guidelines.
- IT systems, including secure VPN access, will be in place to enable seamless remote working.

Office Closure:

- The office will be closed for the duration of the lockdown, and only essential staff may be allowed to enter, following strict protocols.
- Signage will be placed at the office to inform anyone visiting about the closure and redirect them to remote channels.

Employee Health and Wellbeing:

- Regular check-ins will be conducted with employees to ensure their mental and physical wellbeing during the lockdown period.

- Flexible working hours will be considered to accommodate personal circumstances such as childcare.

Business Operations:

- All non-essential meetings and events will be conducted virtually.
- Clients will be notified of any changes to services, delivery schedules, or availability.

8. Testing and Exercising the Plan

To ensure the effectiveness of this Business Continuity Plan, **Horizons AP Ltd.** will:

- Conduct regular tests and exercises of remote working capabilities, including simulated lockdown scenarios.
- Review and update the Risk Register annually, incorporating feedback from tests, real events, and lessons learned.

9. Communication of the Plan

This Business Continuity Plan will be communicated to all staff and relevant stakeholders, with updates provided regularly. Employees will be trained on the procedures to follow in case of an emergency, ensuring that all personnel are prepared to act quickly and effectively.

10. Review and Updates

This plan will be reviewed annually or following any significant events that impact business operations. Updates will be made as necessary to reflect changes in risk factors, regulatory requirements, or company operations.

By implementing this Business Continuity Plan, **Horizons AP Ltd.** will be able to quickly respond to and recover from disruptive events, ensuring the continuity of services to clients and safeguarding the health and safety of all personnel.