

BS 25999 : 2007
BUSINESS CONTINUITY MANAGEMENT
POLICY STATEMENT



Introduction

The **St John Cymru - Wales Patient Transport Services** Business Continuity Management Policy applies to all business functions within the scope of the Business Continuity Management System and covers the people, physical infrastructure, virtual infrastructure and information supporting these business functions. This document states the Business Continuity Management objectives and summarises the main points of the Business Continuity Management Policy.

The objectives of Business Continuity Management are to:

1. Identify potential threats to the Organisation and the impacts to the business that those threats, if realised, might cause
2. Provide a framework for resilience for an effective response that safeguards the interests of key stakeholders, reputation, brand and value-creating activities
3. Facilitate the recovery or continuation of business activities in the event of a business disruption
4. Facilitate the management of the overall programme through training, exercises and reviews
5. Always act within the statutory, regulatory and contractual framework within which the Organisation exists, including obligations to which it has voluntarily committed.

Responsibilities

1. The Chief Executive has approved the Business Continuity Management Policy.
2. Overall responsibility for Business Continuity Management including procedural matters, legal compliance, maintenance and updating of documentation, promotion of awareness, liaison with external organisations and incident investigation rests with the Business Continuity Representative.
3. As with other considerations including those relating to Quality, the Environment, Health & Safety and Information Security aspects are taken into account in all daily activities, processes, plans, projects, contracts and partnerships entered into by the Organisation.
4. The Organisation's employees are advised and trained on general and specific aspects of Business Continuity Management, according to the requirements of their function within the Organisation. The Contract of Employment includes a condition covering confidentiality regarding the Organisation's business.
5. Adherence to Business Continuity Management procedures as set out in the Organisation's various policies and documents is considered to be a contractual duty of all employees.
6. Copies of this Manual are made available to all of the Organisation's employees.
7. Breach of the Business Continuity Management policies and procedures by the Organisation's employees may result in disciplinary action, including dismissal.
8. In view of the Organisation's position as a trusted provider of complete patient transport services, particular care is taken in all procedures and by all employees to ensure that Business Continuity Management remains integral to all business activities.
9. All statutory and regulatory requirements are met and regularly monitored for changes.

Signed by .....

Date.....21.5.17.....

Keith Dunn OBE (Chief Executive)