

BUSINESS CONTINUITY POLICY

The Business Continuity Policy constitutes the foundation upon which the development, implementation, and continual improvement of the Business Continuity Management System are based. It also serves as the principal guide for the performance of all tasks that comprise the services provided by the Company.

The Company's Business Continuity Policy aims to:

- Protect the life, health, and safety of people as the first priority in any incident.
- Comply with local, national, and international regulations and legislation, as a minimum commitment.
- Maintain or promptly restore the Company's critical functions within the acceptable RTO/RPO objectives, and limit the operational, legal, financial, and reputational impact following a disruption.
- Ensure timely and clear communication with personnel and other interested parties during a disruption.
- Continually improve performance in Business Continuity matters, and monitor and evaluate the effectiveness of its programmes and actions at all levels.
- Assess the risks involved in the operation of the offices and the execution of projects, and take the measures necessary for Business Continuity.
- Cultivate and continually develop Business Continuity awareness among all employees through training, exercises, and review, and encourage suppliers, customers, and partners to adopt similar practices.

Communication of the Business Continuity Policy

The Business Continuity Policy has been communicated to the Company's personnel through various means.

At meetings and consultations, Top Management continually reminds employees of their obligations with regard to this Policy and holds them accountable for its implementation in the workplace. Furthermore, the Policy is communicated to all employees via the internal network and is explained in the various training programmes provided to personnel.

The Business Continuity Policy is available to the public through its display in the office premises and on the Company's official website. It is understood that compliance with the commitments and achievement of the objectives set out in the Policy are mandatory and binding on all.

The procedures and methodology for implementing the obligations and commitments described in the Policy are documented and form part of the Business Continuity Management System.

The adequacy and suitability of the Business Continuity Policy are subject to continual review by the Company's Top Management.