

## **Business Continuity Management Policy**

### ***General statement of policy***

The Wyndeham Group recognises that Business Continuity Management:

- Is an holistic management process that seeks to identify all potential impacts that threaten the group, and
- Provides a framework for building resilience and the capability for an effective response that safeguards the interests of key stakeholders, reputation, brand and value creating activities.

Therefore, the Wyndeham Group will put into place management systems in line with business continuity management best practice.

This policy will unless, otherwise stated, apply to all Wyndeham Group companies and will not be limited to recovery of IT infrastructure alone.

### ***Disaster Recovery Management***

The key to disaster recovery management is the Business Continuity Plan, the key features of which are:

- Activities and processes shall be subject to regular risk analysis and business impact analysis.
- Risk analysis shall consider both internal and external factors.
- Action will be taken to eliminate or reduce risk wherever possible. Where residual risk remains at unacceptable levels, work shall be carried to introduce effective coping strategies.
- Organisational wide resilience and the ability to recover shall be developed through appropriate and wide-ranging strategies. Such strategies shall consider all resources including people, information, IT/IS, communications and key value creating activities.
- Appropriate crisis management strategies and practices shall be developed and documented within a Business Continuity Plan.
- The Business Continuity Plan shall be communicated and employees trained in its use.
- Scheduled critical process reviews will be conducted to promote continuous improvement in line with business continuity management best practice.