

Business Continuity Policy

ADAPTIT Management is committed to ensuring its ability to plan and act in the event of incidents and disruptions, in order to be able to continue its mission at an acceptable and predetermined level. As part of this commitment, the company constantly examines potential threats and the effects they may have on its operation, gathering and using the corresponding information with the aim of:

- Protecting the safety of employees with the highest priority.
- Mitigation of the risk related to the partial or total loss of business continuity.
- The protection of the company's property.
- The fastest possible recovery with the aim of continuing to satisfy the needs of its customers.

For the above reasons it has:

- Identify the resources and functions that will PREVENT or reduce the risks and impacts of a disruption incident. (Effective crisis management by key personnel can prevent an incident from turning into a disaster).
- Identify the personnel, resources, and operations necessary to manage or recover operations in the event of a disaster or critical incident.
- Identify potential alternative locations that can be used to maintain business operations in the event of destruction or loss of use of the main facilities.
- Identify mission-critical business processes and establish alternative processes for continued support in the event of a long-term outage.
- Determine the support and technology teams, key personnel, key operations, equipment and timelines that would be necessary to recover critical business processes at an alternate location.
- Design a plan to restore normal operation within predetermined time limits after a disruptive event or disaster.
- Train the staff involved in the implementation of Business Continuity Plans so that they are prepared and aware.

To help achieve its goals, the company has created a Business Continuity Management System which meets the requirements of the ISO 22301:2019 standard and which it improves on a continuous basis.

Objectives of the Business Continuity Policy & Individual Plans

The main objectives of the BCP and the individual Plans are to facilitate an efficient and timely recovery from business interruptions.

- Minimizing disruption to customers and business partners.
- The prevention of sustaining financial and operational impacts, as well as impacts on public image.
- Maintenance of service levels according to the agreed terms of service

In addition, the BCP aims to:

- Reduces emergency decisions after an incident or disaster
- Reduces dependency on the participation of a specific individual or group of individuals
- Reduces confusion and exposure to errors, omissions and unnecessary repetition of actions
- Reduces the extent and number of losses associated with a prolonged recovery process

06/05/2023

The Chairman and CEO