GECKO
PROGRAMMES LTD

Business Continuity Policy

Definitions of Business Continuity
*The creation of a strategy through the recognition of threats and risks facing a **company**, with an eye to ensure that personnel and assets are protected and able to function in the event of a disaster.*

General Principles:
Gecko Programmes is committed to identifying parts of our organisation that we can't afford to lose, such as contracts, premises, stakeholders. Any incident, large or small, whether it is natural, accidental, or deliberate, can cause major disruption to Gecko Programmes. By producing this policy, we will do our best to contribute to a sustainable future. We recognize that there are consistent cultural, economic, social, and technological, as well as environmental dimensions to business continuity; however, by producing this policy, which itself is continuously evolving will help recovery of critical activities that support Gecko Programmess' products and services.

Roles & Responsibilities:
It is important that everyone at Gecko Programmes is aware of the Business Continuity Policy (BCP). All employees should be aware of any arrangements that may affect them such as how they will be contacted / notified of an incident, where they should report if they do not have access to their usual place of work, etc. It is the responsibility of Jasbir Behal to take the overall task of ensuring this policy is forwarded and implemented.

Emergency Contacts:
Jasbir Behal (Managing Director) tel: 07877 452394
Jacky Maynard (Quality Manager) tel: 07534 787552

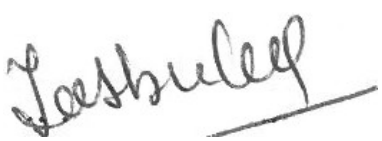
Due Consideration to:
- Data recovery
- System Development & Projects
- Equipment – hardware and software
- Arrangements re location e.g., training venues/facilities/resources, alternative ways of working
- Communications between head office and its stakeholders
- Financial and operational
- Protecting staff, learners, and third-party welfare during and following the incident
- Ensuring the effectiveness of plans through regular testing and training
- Making advance contingency arrangements for the recovery continued work

Potential Risks:
- Loss of staff
- Loss of systems (IT and telecommunications)
- Loss of utilities e.g., water, gas, or electricity
- Loss of, or access to, premises
- Loss of key suppliers
- Disruption to transport

An action plan providing how to treat, tolerate, transfer, or terminate potential risks and consider what to do in the event of business continuity are identified in specific risk assessments detailing Gecko Programmess' ability to deliver its key functions and services.

The Senior Management Team will be responsible for implementing and monitoring the effectiveness of this policy. However, it is the duty and responsibility of everyone working for Gecko Programmes, in whatever capacity, to promote this business continuity policy within their own spheres of responsibility.

Declaration: I will review and revise this policy as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Gecko Programmes Ltd

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