

## **Background**

Business continuity is the capability of an organisation to continue delivery of products or services at accepted predefined levels following a disruptive incident. Business Continuity Management (BCM) is the process of achieving business continuity and is about preparing an organisation to deal with disruptive incidents that might otherwise prevent it from achieving its objectives. Ranhill has established a planned management process that identifies potential impacts which threaten the company and its operations, and established the BCM framework to provide for the availability of business processes and resources in order to ensure the continued achievement of the company's objectives. Ranhill believes that BCM is a vital component of enterprise risk management which itself forms an integral part of corporate governance.

## **Objective**

To minimise the disruption of Ranhill's services due to an incident that causes an interruption in the normal delivery of the services.

To provide details of the actions that will be taken and the decision that will need to be made throughout the recovery process and the key personnel required to undertake these actions.

To ensure that the critical functions of the company are available and business operations are restored as soon as possible after a disaster.

## **Scope**

The BCM policy and procedures apply to all Ranhill employees and is extended to all current and future activities, and new opportunities. The BCM is limited in scope to recovery and business continuation from a serious disruption in activities due to non-availability of Ranhill's facilities. The scope of this plan is focused on localised disasters such as fires, floods and other natural or man-made disasters. Unless otherwise modified, this plan does not address temporary interruptions of duration less than the time frames determined to be critical to business operations.

## **Requirements:**

It is Ranhill's commitment to implement effective BCM as a critical component of successful corporate governance. Proactive plans will be adopted to ensure that critical business processes can recover and continue should a serious incident occur. Ranhill employees must apply BCM according to its framework, relevant legislative requirements, and appropriate BCM standards as elaborated in the complete Ranhill Holdings Berhad Business Continuity Management Policy and Procedures. Ranhill is dedicated to invest the time, capital, tools and techniques to ensure that BCM is a fully embedded business management process. All employees will be provided with opportunities to obtain a sound understanding of BCM and the requisite skills to implement business continuity effectively.

Reference:

HCPPM-0901 Ranhill Holdings Berhad Business Continuity Management Policy & Procedures