

### BUSINESS CONTINUITY POLICY

#### 1. INTRODUCTION

NDA requires continuity of its core business processes in the event of a Business Continuity (BC) incident in order to continue to meet its primary obligations under The Energy Act, Management Statement and Financial Memorandum and its business critical objectives. Stakeholder confidence in NDA's risk management process is equally important especially during a BC incident.

#### 2. DEFINITION

Business Continuity Management is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value creating activities.

#### 3. PURPOSE

Business Continuity Management is a priority risk mitigation activity and Health, Safety and Security are the primary considerations for NDA in a BC incident. It is NDA Policy to base BC plans on a Business Impact Analysis of all key Business Processes identified in the Business Operating Model against a number of potential BC scenarios. In addition to Key Business Process requirements, the BC Plan incorporates activities and arrangements for stakeholder communications, employee training, continuous improvement and development. Accountability for BC risk management is the responsibility of the Business Process Owners and single accountability for BC Planning resides with the Head of Corporate Services under the direction of the Chief Financial Officer and governance of the NDA Audit Committee.

The purpose of the plan is to:

- Mitigate and respond to BC Risks
- Increase stakeholder confidence in NDA's risk management processes
- Provide detailed operational plans capable of being invoked in the event of a BC incident
- Serve as a communications, training and continuous improvement vehicle to raise employee awareness, engagement and accountability
- Provide principles to be encouraged in NDA's contractors and suppliers.

# Business Continuity Policy Statement



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## 4. CONTINUOUS DEVELOPMENT

NDA's BC Policy, Plans and Business Impact Analysis are reviewed and updated annually or earlier in line with any material changes to business requirements and incorporate the Business Continuity Institute (BCI) Good Practice Guidelines 2008 and the Cabinet Office Security Policy Framework, Policy 7, Mandatory Requirements 70.

Signed.....Chief Executive Officer

Date.....

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