

Business Continuity Policy

The Business Continuity Policy outlines the Krause and Hall Ltd approach to minimise disruption to the business and the services that we provide. Our approach is applicable to all active premises and individuals that undertake work on our behalf and includes:

- Disaster avoidance and recovery
- Emergency situations
- Places of work: access and security
- IT infrastructure

The following measures shall be implemented:

- Offices shall be established in areas where there is a minimal risk including flooding, vandalism.
- Access to all permanent offices shall be in accordance with office procedures. These will include signing in at reception. Permanent offices shall ensure appropriate security measures are in place to restrict and control visitor entry. All persons attending our offices shall be required to 'sign in' and 'sign out' on a daily basis.
- Emergency Plans shall be prepared for all permanent and temporary offices. All relevant persons shall be briefed on the contents to ensure full understanding. This includes fire, first aid, accident, bomb threat, terrorism.
- Regular fire alarm tests, fire drills and fire inspections shall be undertaken at all premises that are managed by the company. Where these are the responsibility of a building's facilities management organisation, the Managing Director shall confirm the arrangements are acceptable to the company.
- Services agreement in place for all IT related support including encryption, virus protection, malware etc. All company devices are supported as part of this agreement. Associates are expected to have the relevant protection on their devices and ensure this is maintained.
- The company Dropbox Server holds data that is shared, accessed and updated by employees and associates, as appropriate. Company files will all be stored on Dropbox
- Remote access to information on Dropbox is provided at all times.

This Policy Statement will be reviewed annually as a minimum, and following significant organisation, industry or legislative change.



Managing Director
Krause and Hall Ltd
January 2026