Business Continuity Policy

It is the policy of Polyco Healthline Ltd. to ensure continuity of operations on the Bourne site. It will do this by identifying and mitigating those reasonably foreseeable disruptive events which, if allowed to develop, could ultimately lead to the failure of the business to continue satisfactory delivery of its key products and services.

Purpose

- The purpose of this policy is to prepare for, provide and maintain controls and capabilities for managing the Company's overall ability to continue to operate during disruptions.

- The policy supports the company's strategic direction and serves as a basis for establishing business continuity objectives.

Scope

- The scope of the Polyco Healthline Business Continuity Management System (BCMS) primarily relates to continuity of operations on the Bourne site.

- Other companies that form part of the Polyco Healthline Group and other Polyco Healthline UK Ltd office locations situated outside of the Polyco Healthline UK Ltd Head Office site at Bourne, are not within the scope of the BCMS.

- The BCMS covers the supply, manufacture, warehousing and distribution of medical and non-medical protection and hygiene products and services for the workplace and home. The range includes re-usable and disposable gloves, polyethylene, pulp, paper and workwear products.

Definitions

For the purposes of this policy the following definitions apply.

- **Business continuity**
  Capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption.

- **Business continuity plan**
  Documented information that guides an organisation to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives.

- **Business impact analysis**
  Process of analysing the impact over time of a disruption on the organisation.

- **Disruption**
  Incident, whether anticipated or unanticipated, that causes an unplanned, negative deviation from the expected delivery of products and services according to an organisation's objectives.

- **Impact**
  Outcome of a disruption affecting objectives.

- **Incident**
  Event that can be, or could lead to, a disruption, loss, emergency or crisis.

- **Policy**
  Intentions and direction of an organisation, as formally expressed by its top management.

Policy Statement

Commitment to Business Continuity Management

Polyco Healthline will:

- have an appropriate structure in place for the management of business continuity issues,
- identify reasonably foreseeable disruptive events and keep their impact under review,
- maintain and exercise the plans and resources necessary to continue core activities,
- keep in mind the needs of interested parties,
- maintain supply to key customers,
- mitigate any potential brand and reputational damage,
- consult employees as appropriate in developing and implementing business continuity plans,
- keep in mind the quality, health & safety and environmental implications of these issues, and strive for continual improvement in business continuity.
- utilise the information from the above activities to set the business continuity objectives.

Planning and implementation

The Company will maintain plans identifying and mitigating against those reasonably foreseeable disruptive events which could harm satisfactory delivery of its key products and services.

The Company will implement and maintain selected business continuity solutions, so that they can be activated when needed. These solutions are identified in the current Business Continuity Plan.

Management Review

The Chief Operating Officer and the Executive Board will review the BCMS at planned intervals (minimum annually) to ensure its continuing suitability, adequacy and effectiveness.

Responsibilities

Roles and responsibilities for the Company's Policy are detailed within this section. Teams with responsibility for responding to disruptions are identified within the business continuity plans.

Chief Executive Officer and the Chief Operating Officer

The Chief Executive Officer and the Chief Operating Officer will ensure that:

- objectives are established compatible with the Company's strategic direction,
- the necessary resources are made available for the BCMS,
- the BCMS achieves its intended outcomes,
- appropriate priority is given to emergency preparedness and management and business continuity in all strategic planning,
- the Board receives regular reports regarding emergency preparedness, including details of exercises, training and testing,
- the Company promotes continual improvement of the BCMS.

Directors

All directors will:

- demonstrate their leadership and commitment to business continuity in planning and direction of business activities,
- ensure that their departments and functions develop and promote plans and culture which support the intended outcomes of the BCMS,
- ensure and promote continual improvement of the BCMS.

Health, Safety and Risk Manager

The Health, Safety and Risk Manager will:

- act as Business Continuity Manager, responsible for BCMS management and implementation.

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Head of Manufacturing and Facilities

The Head of Manufacturing and Facilities will:

- maintain plans and procedures to ensure the physical and structural integrity of site buildings, utilities, manufacturing equipment and supporting systems,
- provide for their restoration in the event of disruption, and
- maintain appropriate plans for alternative production facilities, on and off site.

Head of Warehouse & Logistics

The Head of Warehouse & Logistics will:

- maintain plans and procedures to ensure the physical and structural integrity and capability of relevant equipment, storage systems and vehicles,
- provide for their restoration in the event of disruption, and
- maintain appropriate plans for alternative storage facilities, on and off site.

The IT Service Delivery and Infrastructure Manager

The IT Service Delivery and Infrastructure Manager will:

- maintain plans and procedures to ensure the integrity, operational capability and physical security of key IT and telecoms equipment, software and data,
- provide for the restoration of data to a defined point in the event of disruption, and
- maintain plans for alternative equipment, facilities and competent support, on and off site.

Heads of functions, department managers and managers

All Heads of functions, department managers and managers will:

- take leadership of their business continuity arrangements and maintain appropriate departmental plans for dealing with foreseeable disruptive events
- regularly review, train and exercise their plans, and
- actively promote and support a culture of business continuity.

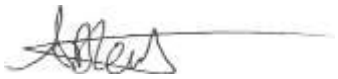
All employees

All employees will:

- ensure that they are aware of the business continuity arrangements and procedures relating to the activities with which they are regularly involved,
- support and engage with the business continuity management process, and
- actively promote and support a culture of business continuity.

Communication

This policy is communicated through the company shared drive/intranet, company website (www.polycohealthline.com), company notice boards, and forms part of the induction training programme; and will be made available to all interested parties.

Signature:		**Place of Issue:**	Bourne, PE10 0DN, UK
Name:	Andy Blewett	**Date of Issue:**	07 November 2023
Position:	Chief Operating Officer	**Date of Review:**	20 May 2025