



Disaster Recovery Plan & Business Continuity Plan

HSQC Z Drive	PO001: Disaster Recovery Plan & Business Continuity	Reviewed: 13/03/2023
	Prepared By HSQC Department	Next Review: 31/03/2024
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Disaster Recovery & Business Continuity Policy

CC Cousins Ltd pride ourselves on offering continuous service 365 days a year 24/7 and will deploy the Business Continuity Plan as quickly as possible to ensure that there is minimal impact to usual services.

Our systems are continually backed up and monitored by our external IT Company.

In the event of any critical disaster / global pandemics / acts of god which prevents CC Cousins Ltd from operating from our head office we would operate as follows:

- 1) Temporary office accommodation would be set up in accordance with our Business Continuity Plan
- 2) Staff and Management may in some instances be deployed to work from home
- 3) The Telephone System would be diverted to our out of hours line – there would be no disruptions to our Clients or Third Parties
- 4) Our IT systems would be restored remotely, to enable access by employees remotely via: laptops, mobiles and tablets.
- 5) All employees have access to work Mobile phones / tablets.
- 6) The Vehicle Fleet would remain operational throughout – as they are not based at head office



Keith Alflatt
Joint Managing Director



Mark Alflatt
Joint Managing Director



Paul Crookes
Director



David Saunders
Director



Jack Parker
Director

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