



Accounting Solutions

Business Continuity Policy

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| Created by: | Vassilis Mataios |
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3. Business Continuity Management Policy Statement

The Accounting Solutions Management approves the development and documentation of analytical procedures and the creation of the necessary infrastructure to ensure the continuity of business operations through an organized and integrated Business Continuity Management Framework in the event of a downtime of Accounting Solutions Information Systems and business processes.

Accounting Solutions Management provides the necessary resources for the development, implementation and maintenance of the BCP. The BCP covers all necessary and critical operations of Accounting Solutions.

For the proper design, implementation and maintenance of the BCP, the Accounting Solutions Management is committed to conduct Business Impact Analysis and Risk Analysis with the aim of identifying and analyzing the processes/services, assets/subsystems of Information Systems, their criticality, and the assessment of the consequences (e.g. operational impacts) of any Information Systems downtime.

The BCP must be periodically tested in a simulation environment to ensure that it can be implemented in case of emergency and that management and staff will understand how to implement it.

All personnel will be aware of the BCP and their respective duties on it.

Appropriate procedures and individual security policies are in place to support the policy, including technical and organizational measures of protection.

Compliance with the legislation and requirements of ISO 22301 is ensured and with the ongoing monitoring of the implementation of the BCMS.

The BCP must be renewed to take account of changing circumstances.