Wilkinson Cowan Partnership

**CHARTERED QUANTITY SURVEYORS · CHARTERED BUILDING SURVEYORS
PROJECT MANAGERS · EMPLOYERS AGENTS · HEALTH & SAFETY CONSULTANTS**

Regulated by RICS

BUSINESS CONTINUITY POLICY

Our Plan as set out below addresses the critical areas of our business without which it would not be possible to operate, and we have mitigation strategies in place to ensure that in the event of a catastrophic event (e.g. fire, flood, an epidemic or a pandemic), we would be able to continue to provide an uninterrupted service to our Clients:

- All electronic documents required to deliver our service, including email correspondence and project specific information, are backed up daily to a remote location or stored on the cloud.
- Key hard-copy documents and correspondence are scanned and filed electronically.
- All customer contact details are also securely stored electronically, off-site.
- Continuity plans are in place to cover the eventuality of key staff being unavailable, for example as a result of illness or bereavement.
- Our computer systems are cloud based, whereby the server is accessed remotely through the Citrix environment. This enables each member of staff to log in to any computer that has Citrix installed.
- All key personnel have electronic devices with Citrix installed allowing them the ability to continue to provide our service anywhere that there is an internet connection.
- In the event of a national epidemic or global pandemic Wilkinson Cowan Partnership will closely monitor the information provided by the UK Government, the NHS and the World Health Organisation and take all necessary precautions to protect the business, the staff and its operational service.
- In the event of a member of staff contracting a highly infectious disease the directors of Wilkinson Cowan will meet to risk assess the situation and complete an action plan to reduce the impact on the business and its workforce. This may include self-isolation, deep cleaning of the offices, social distancing and eliminating face to face contact.
- In the event of closure whether this is due to fire, floods, office contamination or the spread of an infectious disease, Wilkinson Cowan Partnership have processes, IT, communications and equipment in place to continue to provide the services required.
- Spare equipment is available for any members of staff unable to access the Citrix Workspace environment away from the office should the need arise.
- During the current Coronavirus pandemic Wilkinson Cowan Partnership will closely monitor and follow the advice provided by the UK Government, the NHS and the World Health Organisation and will take sensible precautions to minimise the impact on the business and its staff.

Signed: _(signature)_   Dated: March 2020

Authorised: Derek Humphreys LEM/LQM: Charlotte Paterson	Current Issue Date: 13/03/2020	Issue: 1.0 Page 1 of 1