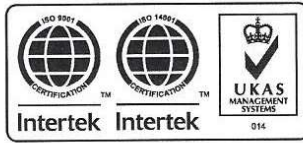




UNIT-I



UNIT-II

**Bharat
RASAYAN LIMITED**

Regd. Off. : 1501, Vikram Tower, Rajendra Place, New Delhi - 110008
Ph. : +91-11-43661111 (30 lines) • Fax : +91-11-43661100, 41538600
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CIN : L24119DL1989PLC036264

BUSINESS CONTINUITY AND DISASTER MANAGEMENT PLAN

1. Introduction

1.1 Purpose

The Business Continuity and Disaster Management Plan outlines the strategies, procedures, and responsibilities required to ensure the organization's ability to respond to and recover from potential disasters. The plan aims to minimize the impact of disruptive incidents on critical business operations, maintain essential services, and safeguard the well-being of employees, customers, and stakeholders.

1.2 Scope

This plan applies to all departments, divisions, and locations of Company. It covers a wide range of potential disasters, including natural disasters, technological failures, pandemics, cyber-attacks, and other disruptive incidents that may affect business continuity.

2. Objectives

The objectives of this plan are as follows:

2.1 Ensure Employee Safety and Well-being

The primary objective during a disaster is to prioritize the safety and well-being of employees. Clear procedures will be in place to evacuate employees, provide emergency assistance, and ensure their continued safety throughout the incident.

2.2 Maintain Critical Business Functions

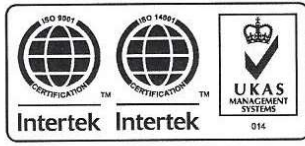
The plan will identify critical business functions and establish strategies and measures to ensure their uninterrupted operation or rapid recovery during and after a disaster. This includes the identification of alternative facilities, backup systems, and remote work arrangements, as appropriate.

2.3 Minimize Downtime and Financial Impact

Efforts will be made to minimize the downtime and financial impact caused by a disaster. Strategies such as backup systems, redundant infrastructure, and rapid recovery procedures will be implemented to restore normal operations as quickly as possible.

2.4 Communicate Effectively

Clear communication channels and protocols will be established to ensure timely and accurate dissemination of information to employees, customers, suppliers, and other stakeholders during and after a disaster. This includes regular updates, emergency notifications, and instructions on how to proceed.



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2.5 Test and Improve

Regular testing, training, and exercises will be conducted to evaluate the effectiveness of the plan, identify areas for improvement, and ensure readiness to respond to different types of disasters. Lessons learned from previous incidents and exercises will be incorporated into future planning.

3. Roles and Responsibilities

3.1 Emergency Response Team

An Emergency Response Team (ERT) will be established, comprising individuals from relevant departments and functions. The ERT will be responsible for coordinating emergency response efforts, implementing the plan, and making critical decisions during a disaster.

3.2 Departmental Responsibilities

Each department will have designated responsibilities and tasks related to business continuity and disaster management. These responsibilities will include actions such as data backup, evacuation procedures, communication protocols, and recovery strategies specific to their department's operations.

4. Business Impact Analysis

A thorough Business Impact Analysis (BIA) will be conducted to identify critical business functions, dependencies, and vulnerabilities. The BIA will assess the potential impacts of various disasters on these functions, enabling the organization to prioritize resources and establish appropriate recovery strategies.

5. Risk Assessment and Prevention

A comprehensive risk assessment will be performed to identify potential hazards and vulnerabilities that could lead to disasters. Mitigation measures will be implemented to minimize risks and prevent incidents where possible. This may include physical security measures, cybersecurity protocols, regular equipment maintenance, and employee training.

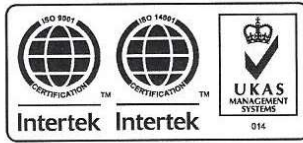
6. Emergency Response and Evacuation

6.1 Emergency Response Procedures

Clear and concise emergency response procedures will be developed and communicated to all employees. These procedures will outline the appropriate actions to be taken during different types of emergencies, including evacuation routes, assembly points, and emergency contact information.



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6.2 Emergency Evacuation Drills

Regular evacuation drills will be conducted to familiarize employees with emergency procedures and ensure their readiness to respond effectively in a crisis situation. Drills will be documented, and lessons learned will be incorporated into the plan's updates.

7. Business Continuity Strategies

7.1 Backup Systems and Data

Critical business systems, data, and records will be regularly backed up and stored in secure off-site locations. This will ensure the availability and integrity of essential information, allowing for timely recovery and restoration of business operations.

7.2 Alternative Facilities

Identify and establish alternative facilities or remote work arrangements to maintain critical business operations during a disaster. These facilities will be equipped with the necessary infrastructure, equipment, and resources to enable employees to continue their work.

7.3 Supply Chain Management

Develop a supply chain management strategy that includes identifying alternative suppliers, establishing contingency plans, and maintaining open lines of communication to mitigate disruptions caused by supplier or transportation failures.

7.4 Crisis Communication

Establish a comprehensive crisis communication plan that includes communication channels, protocols, and designated spokespersons. This plan will ensure effective communication with employees, customers, suppliers, the media, and other stakeholders, providing timely and accurate information during and after a disaster.

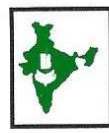
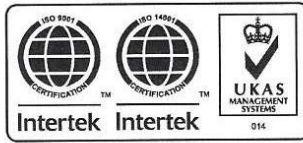
8. Recovery and Restoration

8.1 Damage Assessment and Recovery Prioritization

Conduct a thorough damage assessment following a disaster to identify the extent of the impact on facilities, systems, and operations. This assessment will guide the prioritization of recovery efforts based on the criticality of business functions and the availability of resources.

8.2 Recovery Procedures

Develop recovery procedures and strategies to facilitate the swift restoration of critical business operations. This may include the deployment of recovery teams, procurement of necessary resources, and coordination with external partners and vendors.



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8.3 Post-Incident Evaluation

Conduct a post-incident evaluation to assess the effectiveness of the response and recovery efforts. Identify lessons learned, areas for improvement, and necessary updates to the plan and associated procedures.

9. Plan Maintenance and Testing

9.1 Plan Review and Updates

The Business Continuity and Disaster Management Plan will be reviewed and updated on a regular basis to ensure its relevance, alignment with changing business needs, and compliance with industry best practices and regulatory requirements.

9.2 Training and Testing

Regular training sessions and exercises will be conducted to familiarize employees with their roles and responsibilities during a disaster and test the effectiveness of the plan. These activities will identify strengths, weaknesses, and opportunities for improvement.

9.3 Documentation and Documentation Management

All plan-related documentation, including procedures, contact lists, and recovery strategies, will be properly documented, regularly reviewed, and securely stored. Documentation will be accessible to authorized personnel and updated as needed.

10. Plan Activation and Communication

Clear protocols will be established for plan activation and communication. These protocols will outline the steps to be taken, the personnel to be notified, and the communication channels to be utilized in the event of a disaster.