

BUSINESS CONTINUITY MANAGEMENT POLICY

This Business Continuity Policy (hereinafter referred to as “Policy”) the essential principles which will be adopted for Business Continuity Management across Jodoa Project Management Services Nigeria Ltd’ (hereinafter referred to as “Jodoa”).

- The objective is to identify risks and impacts, and to minimise the likelihood of an incident by implementing strong resilience and risk reduction measures in conjunction with proven recovery strategies and plans.

To achieve this objective, Jodoa will:

- Abide by the National Standard for Business Continuity Management System (AE/SCNS/NCEMA 7000:2021).
- Develop, implement and maintain a Business Continuity Management System that aligns with Jodoa’s business needs, operations, and risks.
- Conduct risk assessments to identify critical business functions, resources, infrastructure and any regulatory or applicable requirements which, if disrupted, would have a material impact on the operations of Jodoa and/or its key stakeholders and customers.
- Assess the impact of plausible disruption scenarios on all critical business functions, resources and infrastructure.
- Implement appropriate recovery strategies to ensure that all necessary resources are readily available to withstand the impact of the disruption.
- Develop, implement and maintain a series of Business Continuity Plans that document procedures and information which enable staff and contractors to respond to disruptions and recover critical business functions.
- Ensure Business Continuity procedures and plans are formally tested in full or part at every 3 (Three) months.
- Assigning clear roles and responsibilities for business continuity activities, and conducting training sessions for Jodoa’s employees to ensure they understand their roles in business continuity.
- Include Business Continuity as part of the planning phase for new business acquisitions, joint ventures, material outsourcing arrangements and major projects involving the introduction of new business processes and systems.

In the event of a serious disruption to the normal operating capability, Jodoa will:

- If required report the issue to the Authorities;
- Ensure that there is effective communication regarding the disruption with the teams responding to the disruption, the stakeholders, and the external providers;
- Ensure the safety of employees, suppliers and all third parties in relation to the incident;
- Isolate the incident;
- Ensure projects are maintained operationally;
- Continue to bid for work;
- Continue to pay staff and suppliers, and to receive payments;
- Continue to make purchases;

while continuing to protect its staff and those of suppliers and business partners working within the Jodoa businesses, minimising the impact of the disruption, and delivering business as usual within defined parameters.

The responsibility for the management of Business Continuity lies with Executive Directors and Senior Managers to ensure that all business units are fully aware of, and comply with, this policy.

This policy (and associated procedures) will be reviewed to ensure the suitability, adequacy and effectiveness of managing and continually improving Business Continuity.