

# POLICY ON BUSINESS CONTINUITY

## INTRODUCTION:

..... is committed to deliver consistently high quality pharmaceuticals, medical device products and solutions that meet the medical needs of our patients.

Business Continuity Management is a holistic management process that identifies potential threats to an organization and the impact to business operations those threats, if realized, might cause. It also provides a framework for building organizational resilience with the capability for an effective response that safeguards the interest of its key stakeholders, reputation and brand.

To ensure the consistent delivery and in turn availability of its products and services, ..... has developed the following business continuity policy in support of a comprehensive program for Business Continuity and overall business survivability.

..... strategy for continuing business in the event of an incident is to ensure the safety and security of all employees; and to continue critical business functions like production and delivery of products and services from predefined alternative sites.

The purpose of this Business Continuity policy is to ensure that Company business/ activities can be kept at normal or near-normal performance following an incident having potential to disrupt the working of the Company.

## SCOPE:

The scope of this policy is the entire ..... i.e., its manufacturing sites, corporate functions, subsidiaries, offices and employees globally.

Each Function Head shall be responsible to ensure that Business continuity program is available for its respective function.

## POLICY DETAILS:

All department heads within ..... manufacturing sites, corporate functions ( e.g., IT systems, Manufacturing operations and Warehouse); affiliates, offices are responsible for business continuity (and, where appropriate, disaster recovery) for their area and are required to have a documented Business Continuity plan, signed by them and countersigned by the Business Continuity Corporate Management Liaison.

Departments, such as Information Technology (IT), are also responsible for disaster recovery plans (DRP) to ensure that any damage or disruptions to critical assets can be quickly minimized and that these assets can be restored to normal or near-normal operation as quickly as possible.

When a Business Continuity plan is completed, approved and implemented, each plan will include procedures and support agreements which ensure on-time availability and delivery of required products and services.

Each Business Continuity plan must be reviewed at least annually and updated if required for gaps identified and adapting plans in response to changing circumstances/requirements.

National / International Standards appropriate to the activities carried out by departments shall be used as the guidance and structure for its business continuity activities for all comparable disaster recovery activities.

..... requires the commitment of each employee, department and vendor in support of

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the activities required to protect Company assets, mission and survivability.

An executive shall be designated as the corporate management liaison responsible for the BC program.

Head of departments at Sites/Corporate function shall be responsible for the BC program for respective functions.

Each department must have a BC coordinator to assist in the implementation and maintenance of BC plans, as well as readiness reporting for that department.

BC readiness within the Company must be reported on a quarterly basis to the BC corporate management liaison.

Resolution of issues in the development of, or support of, all BC plans and associated activities should first be coordinated with the BC Team and appropriate internal or external organizations before submitting to the corporate management liaison.

Each plan must define appropriate procedures, staffing, tools and workplace planning activities necessary to meet compliance requirements.

Business Continuity Plan formats shall be developed to facilitate the plan development process, and these formats shall be used for all plans.

BC compliance verification shall be managed by the BC Team with support from other relevant internal departments.

BC Compliance Verification is required annually and shall be facilitated by the BC Team.

Detailed policy compliance verification activities shall be defined by the BC Team and shall be part of a standard Operating Procedure.

Waivers / Deviation for temporary compliance verification may be given if a detailed written waiver request issued by the department manager is approved by the BC Team corporate management liaison.

In situations where a department does not comply with the BC policy, the BC Team will prepare a brief stating the case for non-compliance and present it to the BC corporate management liaison for resolution.

Failure to comply with BC policies within the allotted time for resolution may result in appropriated management actions like verbal reprimands, notes in personnel files, and other remedies as deemed appropriate.

Lists of employees responsible for BC activities, members of the BC Team, corporate management liaison(s), external vendors, external stakeholders and external customers should be available for all as defined in the scope.

## AMENDMENT AND WAIVER:

The company reserved the right to amend, alter and/or terminate this policy at any time.

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**DEFINITION** : Not Applicable

**ABBREVIATIONS** :

BC : Business Continuity

DRP : Disaster Recovery Plan

IT : Information Technology

**REFERENCES** : Not Applicable