**Business Mission Statement**

<Company mission statement>

**Business Continuity Policy**

The purpose of the business continuity policy is to maintain business functions in the event of an crisis/ emergency. The policy applies to , its subsidiaries, all locations and all employees.

In the event of an crisis/ emergency, the Crisis/ emergency Management Team will be responsible for declaring emergencies, evacuating or shutting down facilities as necessary and contacting employees. The Crisis/ emergency Management Team will be led by the Incident Commander and will operate out of the designated Crisis/ emergency Operations Center.

The Crisis/ emergency Management Team has the authority to identify critical business functions impacted by the crisis/ emergency and initiate the process for recovering each function in the order laid out in the Business Continuity Plan.

The Business Continuity Plan is enacted with the purpose of ensuring continued business activity in the event of an crisis/ emergency and ensuring the safety of all employees. Failure to comply with the Business Continuity Plan or any directives issued by the Crisis/ emergency Management Team may result in verbal reprimands, official write-ups and termination, as deemed appropriate.