



BUSINESS CONTINUITY MANAGEMENT SYSTEM POLICY (BCM POLICY)

Introduction

This business continuity policy statement provides a commitment by Al Khayyat Contracting and Trading to meet the business continuity requirements of our people, customers and other interested parties by operating a business continuity management system (BCMS) that aligns with ISO 22301:2012.

Scope

This policy applies to all divisions and functions of Al Khayyat Contracting and Trading that deliver or support the delivery of construction projects.

Purpose

Business continuity management has been established to ensure that Al Khayyat Contracting and Trading continues to deliver service to our key customers at acceptable predefined levels following disruptive incident.

Business Continuity Policy

Al Khayyat Contracting and Trading is committed to protect the people, premises, assets, infrastructure, information, technology and constantly deliver construction projects and meet our customers' expectations for construction works and project performance.

We are committed to:

- ◆ Have a BCMS designed to ensure the continuity of our key services and the activities supporting them as defined in the BCMS scope;
- ◆ Meet the needs and expectations of our employees, customers, shareholders, contractors, and other interested parties;
- ◆ Safeguard our business, our people and the environments in which we work;
- ◆ Protect the reputation of our business and stakeholders;
- ◆ Improve the resilience of our infrastructure to reduce the likelihood of disruption;
- ◆ Mitigate the operational and financial impact of any disruption;
- ◆ Exercise response and recovery plans at least annually;
- ◆ Maintain employee awareness of the company's expectations of them during an emergency or business continuity threatening situation;
- ◆ Take account of changing business needs and ensure that the response plans and business continuity strategy are revised where necessary;
- ◆ Remain aligned with best practice in business continuity management;
- ◆ Continually improve the Integrated Management System by reviewing the BCMS and its associated processes and communicate accordingly;
- ◆ Comply with all applicable legal, statutory, contractual and other requirements.

Policy review: This policy statement will be subject to annual review.

Moutaz Al Khayyat
Chief Executive Officer

Revision 00

Date: 15th September 2015

KCT- IMS-PS-0021