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**GILADA FINANCE AND INVESTMENTS LIMITED**  
**CIN : L65910KA1994PLC015981**

# **Business Continuity and Disaster Recovery Policy**

**Date of last review: 12.02.2024**

## **Business Continuity and Disaster Recovery Policy**

### **INTRODUCTION**

Company has developed the following business continuity and disaster recovery (BC/DR) policy in support of a comprehensive program for BC, DR and overall business survivability.

The Company, like any other entity, is exposed to potential risks that could disrupt or destroy critical business functions. Our 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.

### **PURPOSE AND SCOPE**

The purpose of the BC/DR policy is to ensure that all Company business activities can be kept at normal or near-normal performance following an incident that has the potential to disrupt or destroy the Company.

### **STATEMENT OF POLICY**

Each department in the Company is responsible for preparing current and comprehensive business continuity plans (BCP) for its operations. Certain 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 plan is completed, approved and implemented, it will include procedures and support agreements which ensure on-time availability and delivery of required services.

Company recognizes the importance of an active and fully supported BC/DR program to ensure the safety, health and continued availability of employment of its employees and delivery of quality services for customers and other stakeholders. GFIL requires the commitment of each employee, department and vendor in support of the activities required to protect Company assets, mission and survivability.



### **POLICY LEADERSHIP**

Directors of the company are designated as the corporate management liaison responsible for the BC/DR program. Resolution of issues in the development of, or support of, all BC/DR plans and associated activities should be coordinated with the appropriate internal or external organizations before submitting to the corporate management liaison.

### **ENFORCEMENT**

The senior management / HOD will be collectively responsible for implementing this Policy.

### **EXCEPTIONS TO THIS POLICY**

The policy will be subject to annual review by the senior management team, followed by approval from the Board in case of any modifications.



