

## **INFOVISION RESEARCH SYSTEMS, INC.**

### **BUSINESS CONTINUITY PLAN**

October 13, 2015

Rationale;

Infovision adopts the general policy of 3Rs (Readiness, Redundancy and Resiliency) as our guiding principles towards providing a seamless and uninterrupted services with our clients. The bottomline is to prepare the company, staff and all its stakeholders in any eventualities within the business cycle.

The Business Continuity is management procedures based on the following readiness cycle;

- A. Disaster Plan
- B. Disaster Readiness
- C. Damage Assessment and Recovery
- D. Business Continuation

#### A. Disaster Plan

All types of Disaster are being prepared to ensure a seamless response. The management committees will convene as Disaster Management Council while key officers will convene as Disaster Management Body tasked to monitor the future actions.

Disaster Management Council – will be the policy making body of the entire Disaster Management Program tasked to define, analyse and promulgate directives for implementation with the Disaster Management Body. The DMC will likewise coordinate with government agencies in the event that disaster calls for such.

The entire workforce will convert to become a Disaster Response Team (DRT) which will function according to the required workplan and assignment as mandated by the DMC.

A separate Communication Team will ensure proper coordination through available communication materials.

#### B. Disaster Readiness

Disaster Readiness includes, Acts of Nature ( Typhoon/ Earthquake, Volcanic Eruptions etc) which is expected to hit or disrupt company operations, Manmade Disasters and Technological Challenges.

As a matter of readiness, the company operates nationwide with offices in Luzon, Visayas and

Mindanao. Its various offices are capable of handling works and volumes if one or two offices are unable to operate due to calamities such as earthquake, typhoons, volcanic eruptions etc.

Automatically all the other branches will take over immediate tasks and responsibilities to ensure deliverables.

Events	Immediate Plan	Long Term Action
Natural Calamities	<ul style="list-style-type: none"> <li>• Preparation to ensure all infrastructures are properly supported and protected in case of an expected calamity.</li> <li>• Convening of the DMC and DRT.</li> <li>• Convening of the Communication Support Team</li> <li>• Implementation of the Disaster Immediate Response Protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a Natural Calamities Readiness Policy on the protection of facilities</li> <li>• Development of a long term Calamity Response Management Program which will help and support employees alike which are hit by the calamities</li> <li>•</li> </ul>
Manmade Events (Revolutions/ Uprising/ Lawlessness/ Electricity Failures/ Communication Failures)	<ul style="list-style-type: none"> <li>• Ensure all infrastructures are properly protected and supported.</li> <li>• Convening of the DMC and DRT.</li> <li>• Convening of the Communication Support Team.</li> <li>• Implementation of the Disaster Immediate Response Protocol.</li> <li>• Generator Sets</li> <li>• Alternative Communication Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Development of the Manmade Events Readiness Policy with emphasis on the protection of the facilities.</li> <li>• Development of an Evacuation Plan for employees and staffs.</li> <li>• Development of a Response Mechanism</li> </ul>
Technological Challenges (Data Challenges, Virus, Breakdown)	<ul style="list-style-type: none"> <li>• Data Redundancy</li> <li>• Multi Level Security</li> <li>• Disaster Recovery Procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a General Data Recovery Management Procedure</li> </ul>

### C. Damage Assessment and Control

In all cases of Disaster, a Damage Assessment and Control will be conducted by the DMC together with the designated teams.

The primary attention will be as follows;

1. Immediate Support
  - 1.0 Distribution of Items for the immediate needs
  - 1.1 Search and Rescue Program
  - 1.2 Coordination with government agencies.
2. Immediate Action
  - 2.1 Damage Assessment
  - 2.2 Implementation
  - 2.3 Action Item
3. Restoration
  - 3.1 Restoration procedure
  - 3.2 Implementation program

### D. Business Continuation

1. Inventory/ Audit
2. Assessment
3. Final Assessment
4. Re-opening