



## VITAL ENERGi UTILITIES LIMITED BUSINESS CONTINUITY POLICY SIGNED STATEMENT

Vital Energi recognises the importance of protecting the assets, strength and reputation of the business, in addition to safeguarding the well being of employees and others in contact with our operations.

This requires an approach which provides for the anticipation, assessment and minimisation of risks to which the business may be exposed and which may disrupt its operations.

As part of this risk management it is Vital Energi's policy to have in place a Business Continuity Management Plan to minimise disruption and ensure the earliest resumption of business with as little impact as possible on our service to our client base and the business as a whole.

Risk assessment is the key to formulating an overall picture of the vulnerability of each of our functions. The principal risks identified are used to create an overall profile and this is addressed in our Plan.

### COMMITMENT TO:

- Ensuring the safety and welfare of staff and visitors.
- Maintaining a strategy for reacting to, and recovering from, adverse situations which is in line with senior management's level of acceptable risk.
- Maintaining a programme of activity which ensures Vital Energi has the ability to react appropriately to, and recover from, adverse situations in line with the business continuity objective.
- Maintaining appropriate response plans underpinned by a clear escalation process.
- Exercising response and recovery plans at least annually.
- Maintaining a level of resilience to operational failure in line with the risk faced, the level of negative impact which could result from failure and senior management's level of acceptable risk.
- Maintaining 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.

The Business Continuity Management Plan(s) will be periodically tested as determined by the risk assessment profile in a variety of simulated environments to ensure its effectiveness in the event of an incident occurring and at the same time to ensure that management and staff understand how the plan is to be executed and their part in its successful implementation.

Overall responsibility for this policy rests with Vital Energi's Board of Directors as part of our commitment to Business Continuity, we will communicate this policy to all employees and organisations working on our behalf, and ensure the latest version is made available to interested parties as appropriate.

**Gary Fielding**  
Chairman  
Date: February 2021

**Ian Whitelock**  
Chief Executive Officer  
Date: February 2021