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Brunel Energy, Inc.

Business Continuity/Organization Resilience

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1. Purpose

- 1.1. Brunel Energy, Inc., hereinafter referred to as, “the Company,” has established a program to provide reasonable assurance business will continue as soon as possible after any incident that disrupts some or all the Company’s business operations.

2. Applicability

- 2.1. This policy applies to employees, subcontractors and/or visitor(s) of the Company. For the purposes of this policy, an employee shall be considered on the job whenever he/she is:
 - 2.1.1. On or in, any Company or client property, including parking areas; or
 - 2.1.2. On Company time even if off Company premises (including paid lunch, rest periods and periods of being on call).
- 2.2. As a condition of employment, Company employees are required to abide by additional governmental or customer policies and requirements that may be imposed at a worksite in addition to the requirements of these policies and procedures. Nothing set forth in this policy constitutes, construes, or interprets in any way as a contract of employment.

3. Definitions

- 3.1. **Business Continuity** is the capability of an organization to continue the delivery of products or services at pre-defined acceptable levels following a disruptive incident.

4. Responsibilities

- 4.1. Manager(s):
 - 4.1.1. Are responsible for ensuring compliance with the policy throughout the organization and for completing actions prescribed by the policy.
- 4.2. Employee(s):
 - 4.2.1. Are required to be aware of their company’s plans, their individual responsibilities if a plan is invoked, and how to access the resources – including other employees, information and or materials needed to carry out their responsibilities.
- 4.3. Subcontractor(s):
 - 4.3.1. Are required to be aware of their company’s plans, their individual responsibilities if a plan were invoked, and how to access the resources – including other employees, information and or

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5. Requirements

- 5.1. The focus of this policy is business continuity management. Any number of incidents from life-threatening emergencies such as natural disasters or malicious attacks can disrupt the Company's normal activities and essential business functions.
- 5.2. Effective incident response protocols may permit the organization to minimize an incident's adverse effects on the safety and welfare of individual and property; restore critical operations; manage communications and protect the company's reputation and assets; and expedite the return to normal activities and operations.
- 5.3. The business continuity objectives shall be measurable, monitored, communicated, and updated as appropriate. Objectives and targets can be measured qualitatively and or quantitatively.
- 5.4. Written documentation should be maintained of these objectives, the organization shall determine what will be done, what resources will be required, who is responsible, when it will be completed, and how the results will be evaluated. Goals and objectives can include:
 - 5.4.1. Risk Prevention, Reduction and Mitigation
 - 5.4.2. Organizational Resilience Enhancement
 - 5.4.3. Financial, Operational, and business continuity requirements
 - 5.4.4. Compliance with legal requirements
 - 5.4.5. Continual improvement

6. Procedure

- 6.1. The company will follow an ongoing management process and procedures carried out by each department.
- 6.2. Management will communicate to supervisors and employees strategies that will include the following.
 - 6.2.1. Priority of essential business functions.
 - 6.2.2. Potential threats that could cause a break in operations.
 - 6.2.3. Implementation of cost appropriate actions to mitigate the likelihood and or severity of threats.
 - 6.2.4. Effective strategies to restore business functions with minimal downtime and efficiently return to normal operations; and
 - 6.2.5. Confirm the capability of the company to implement the plan.
- 6.3. Each department manager, supervisor, or department team lead as assigned must complete a business impact analysis to analyze each department's workflow.
 - 6.3.1. Prioritize the department's functions.

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- 6.3.2. Identify, document, and communicate interdependencies within the company or among functions within the department.
- 6.3.3. Document contractual, regulatory, and legal requirements for the business functions.
- 6.3.4. Establish maximum allowable downtime and recover time objectives for each function.
- 6.3.5. Establish acceptable level of losses and recovery point objectives, defining the point that a process will be restarted.
- 6.3.6. Identify the critical paths and dependencies for restoring a prioritized business function.
- 6.3.7. The outcome of BIA is a prioritized listing of the key business functions in the department.
- 6.4. Conduct a Risk Assessment
 - 6.4.1. Numerous natural disasters, technical disruptions or human initiated incidents can affect the ability of a company to deliver normal business functions. The risks are reviewed to identify common effects, such as personnel are unable to perform functions, facilities not available, or information access is disrupted.
 - 6.4.2. The outcome of the Risk Assessment is a listing of the risks highlighted and the impacts the department reasonably foresees encountering. This is retained with the company's business continuity materials.
- 6.5. Develop a Risk Reduction Strategy based on the risk assessment, the company will consider preemptive options for decreasing the likelihood of occurrence and or decreasing the severity of the impact in an incident occurs. The outcome is the action plan for implementing strategies.
- 6.6. Develop a Business Continuity Plan based on the risk assessment findings and business impact analysis, develop plans for the department's response and recovery of essential business functions for the risks that most likely and more severe.
- 6.7. Develop an internal and external communication system relevant to the business continuity management system. Considering what will be communicated, when to communicate, with whom to communicate, how to communicate and who at the company will be responsible for communication. This will keep employees informed on the issues related to business continuity. It will also keep external clients or customers notified in writing in the event of business disruption.

7. Review

- 7.1. The company will evaluate the effectiveness of its response to incidents after an exercise or incident occurs. The procedure will identify any opportunities for improvement to the business continuity management system overall or its components and the roles of the various stakeholders in ensuing the business continuity management system is in its best form possible ahead of disruptive incident occurring.
- 7.2. Annually review business continuity plan to check that it is up to date and complete.

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8. Training

- 8.1. All employees shall receive communications on the existence of and location of their department's business continuity plan. All employees who would have new or expanded roles if the business continuity plan were invoked shall receive the appropriate training.
- 8.2. Training and documentation shall be maintained in writing.