

BUSINESS CONTINUITY MANAGEMENT SYSTEM POLICY

The following is a statement of the Company's BCMS policy. The Company does not provide external parties a copy of the system document as it contains sensitive data. Instead, this policy document describes the system and how it is maintained.

Site Solutions (Env) Ltd, trading as Enviro Waste Management, acknowledges that the key to successful BCMS requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that risks to the business are adequately mitigated.

The Chief Operating Officer maintains the BCMS. It is designed around the identification of the main activities of the business, and risks which impact these activities across departments. These risks are identified in consultation with all members of staff.

Risks are scored according to likelihood and impact. Actions (where appropriate) are identified to manage or reduce the risks to the business, and from these an action log is maintained.

The BCMS is tested and updated annually (as a minimum) or more often if there are changes to the business.


All roles within the Company can be covered by other staff members, for at least the short term, while alternative arrangements are made.

During the COVID pandemic in 2020/2021 our BCMS was put into practice, and due to our use of cloud-based software, and abundance of IT equipment available for all staff where needed, we have found we are capable of migrating our business to a fully remote enterprise within 2 hours.

Back up IT equipment for all staff are stored in fire-proof safes, and most members of staff have back-up laptops or computers already at home.

Our suppliers are large, multi-national companies (Microsoft, Salesforce, Xero) so the likelihood of their failure is remote.

While we cannot provide specifics in most cases due to the sensitive nature of our BCMS, we can consider any special requests for information if required.



Name: Eli Kushmaro

Position: CEO

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Review due: 10/06/2025