

## Business Continuity Statement

---

What would happen to your business if a natural disaster or a fire destroyed your premises?

Each of our Business Centres comprises several individual buildings and so it is unlikely that a single accident would put the whole centre out of action.

If a unit or even a whole building should be disabled, we will attempt to re-house companies in vacant space at the same centre. The size and facilities available may not match exactly the space normally occupied but it should work as a short term measure.

Most of our centres have individual meeting rooms which if necessary can be made available to house displaced activity. These have light, heat and CAT5 telecoms trunking to enable fast recovery of communications. Every effort would be made to re-route telephone and internet access facilities to enable a limited operation to continue. This is made easier by modern telephone and internet access technologies which enable us to divert communication channels to an alternative location comparatively simply.

Temporary signage would be erected to assist staff and visitors to locate the company.

In the event of a large catastrophe such that the whole business centre was affected we will provide alternative accommodation at another business centre. Telephone and internet access could be provided via the substitute centre as all our telecoms equipment (where provided) is compatible and interchangeable.

If such an incident should occur at Churchill Square Business Centre in West Malling it could affect our own central support operations in which event we would relocate to the Capital Business Centre in Croydon. Invoicing and telecoms support services would suffer minor disruption, but probably only for a few days.

In order to minimise the risks of fire and other hazards we commission an expert Assessment of the Fire and General Risks to be carried out bi-annually to cover the common areas at all centres. Recommendations from the resulting reports are carefully noted.