

Business Continuity Management System

BCMS Policy
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Policy	BCMS
Applicable System	Business Continuity Management System



Document Control Sheet

Title of Document: BCMS Policy
Document No: BCM-CORP-PLC-1.1
Issue No.: 1.1
Issue Date: 22/04/2024

Activity	Name / Designation	Digital Signature
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Revision Record

Revision No.	Issue No.	Revised section / document no.	Revision Details	Revision Date	Updated by
Prepared and updated by	0.1	New document	NA	16-Aug-2023	Ram Dinakar Pattisapu, Cyber Security Specialist
Reviewed for adequacy	0.2	New document	Organization structure and legal regulations	19-Sep-2023	Individual policy owners
Final Version	1.0	New document	NA	23-Oct-2023	Ramachandra Raju, Cyber Security Lead
Addition	1.1	Annexure 2	Addition of ADCMC Preparedness Framework and responsibilities of Internal Audit	22-Apr-2024	GRC Team

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1. Purpose

Silal recognizes the potential impact associated with major service disruptions and the importance of maintaining viable recovery strategies. Business Continuity Management System (BCMS) implementation is key to meet customer and reputation, operational, financial, safety and security, and legal and regulatory requirements. The purpose of establishing BCMS policy at Silal is to:

- Establish approach to BCMS
- Establish scope of BCMS implementation
- Establish BCMS governance framework
- Establish BCMS objectives aligned to Silal's mission, vision, and objectives
- Govern all BCMS activities in line with the BCMS objectives
- Establish BCMS related processes and procedures
- Establish suitable mechanisms in place to ensure compliance with the BCMS policy.

2. Acronyms

Acronym	Full form	Definition
BCM	Business Continuity Management	Holistic management process that identifies potential threats to an organization and the impacts to business operations those threats, if realized, might cause; provides a framework for building organizational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand, and value-creating activities.
BCMS	Business Continuity Management System	Part of the overall management system that establishes, implements, operates, monitors, reviews, maintains and improves business continuity.
BCP	Business Continuity Plan	Documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption.
BIA	Business Impact Analysis	A process that organizations use to analyse the effect a business disruption could have on activities that support the provision of products and services. The results of this analysis are used to set business continuity and recovery priorities, objectives, and targets.
DR	Disaster Recovery	The area of planning that deals with protecting an organization from effects of significant negative events.
MTPOD	Maximum Tolerable Period of Disruption	The time it would take for adverse impacts, which might arise because of not providing a product/service or performing an activity, to become unacceptable.
RPO	Recovery Point Objective	Point to which information used by an activity must be restored to enable the activity to resume operation.
RTO	Recovery Time Objective	Period following an incident within which a product or service must be resumed, or an activity must be resumed, or resources must be recovered.

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3. Responsibility

To ensure the policy's continued suitability, adequacy and effectiveness, the Cyber Security and Business Continuity Lead at Sisal is responsible to review and update the BCMS policy at planned intervals (at least annually) or if significant changes occur to the organizational environment, business circumstances, legal conditions, and/or technical environment, the Chief Executive Officer and Head of the Departments shall be consulted for the same. The BCMS policy shall additionally be reviewed and approved by the Integrated Management System (IMS) Steering Committee.

LEGEND: R: Responsible, A: Accountable, C: Consulted, I: Informed

Chief Executive Officer	Head of the Department	IMS Steering Committee	BCM Champions
A	C, I	C, I	R

4. Applicability

The BCMS Policy shall be applicable to the following:

- All employees (permanent and contingent staff), and
- Third parties (including but not limited to, contractors, consultants, suppliers, vendors, etc.)

4.1 Compliance and Enforcement

Compliance to the BCMS Policy statements and principles defined in this document is mandatory for all interested parties involved in the Management, Operations, Administration, and third-party organizations of Sisal's BCMS. The scope, policy and principles defined in this document shall be enforced by Chief Executive Officer.

Chief Executive Officer shall ensure that business continuity risks, strategies and plans are regularly reviewed and analysed for maintaining their suitability, adequacy, and effectiveness. Violations of the policy statements may result in disciplinary action, including dismissal and legal action against the offending employee(s), contractors, and third-party organization, consistent with law or contract terms as applicable.

5. Context of Organization

Below is the list of internal/external requirements and opportunities in accordance with in which Sisal would implement its BCMS:

- **Contractual Requirements:** Requirements to implement business continuity controls for strategic partnerships
- **UAE Food Security:** Availability of strategic food reserves in line with National Food Security Vision 2030 and National Food Security Strategy 2051
- **Legal and Regulatory Requirements:** Compliance to Telecommunications and Digital Government Regulatory Authority (TDRA) UAE Information Assurance Regulation (formerly National Electronic Security Authority, NESA) and National Emergency Crisis and Disasters Management Authority, (NCEMA)
- **Reputational Requirements:** To maintain the image of leading food security organization in UAE with reputable service continuity
- **Audit and Compliance:** As highlighted in the internal and external audits through non-compliances, observations, and opportunities for improvement

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- **Event:** Preventing or ensuring appropriate response to all events that may impact the business continuity of Sila
- **Mergers and Acquisitions:** To improve Sila's resilience covering important areas for its future services (e.g., Mergers and Acquisitions)
- **Best Practices:** Adherence to the requirement of ISO/IEC 22301:2019.
- **ADCMC Preparedness Framework:** Comply and align to Law No. (22) Of 2019 regarding Emergencies, Crises and Disasters Management in Abu Dhabi. (Refer Appendix)

5.1 BCMS Approach and Applicable Standards

Sila shall align all its business continuity practices to its organizational objectives, ISO/IEC 22301:2019 BCMS standard, NCEMA 7000:2021 and TDRA UAE IA Regulation requirements.

5.2 ISO/IEC 22301:2019

ISO/IEC 22301:2019 specifies requirements to plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. The requirements specified in ISO/IEC 22301:2019 are generic and intended to be applicable to all organizations or parts thereof, regardless of the type, size, and nature of the organization. The extent of application of these requirements depends on the organization's operating environment and complexity.

5.3 NCEMA 7000:2021

NCEMA 7000 identifies the components, mechanisms, and activities used to establish, implement, and continually improve BCM for entities in both public and private sectors in Abu Dhabi. This BCM standard, guidelines and toolkit have been developed to help entities systematically build their business continuity capability before, during and after an emergency, disaster, or crisis. All these initiatives are aimed at ensuring ongoing performance of prioritized functions and services in both the public and private sectors, for the purpose of enhancing the UAE's national stability.

5.4 TDRA UAE IA Regulation

TDRA UAE IA Regulation mandates the implementation of a business continuity management process to counteract interruptions to business activities and to protect critical business processes from failures of information systems.

5.5 ADCMC Preparedness Framework

ADCMC mandates a framework that standardizes the levels of Preparedness of all local authorities in Abu Dhabi in line with the national level, to achieve optimal Preparedness to deal with all relevant risks and their consequences by the leadership and support authorities in the emirate, each according to its competence. English translation of the framework issued by the ADCMC is attached as Annexure 2 of this Policy.

5.6 Sila's Organizational Objectives

Vision: Sustainably secure food for our present and future generations.

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Mission: Maximize local farming produce, secure strategic reserve food items, and provide access to safe, nutritious, and high-quality food always through harnessing leading capabilities and advances technology.

Core Values:

- **Caring:** by empowering and supporting each other, our farmers and our stakeholders with integrity and transparency to maintain high standards
- **Innovation Driven:** by elevating the agriculture landscape through leading technologies
- **Results Oriented:** by holding ourselves accountable and committing to consistently deliver value to our stakeholders
- **Resilient:** against changing environments and circumstances.
- **Efficient:** by ensuring excellence and quality across our operations to deliver against the demands of our partners and stakeholders.

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BCMS Scope Statement

“The scope of the Business Continuity Management System (BCMS) at Sisal applies to delivery of products and services at acceptable and predefined levels following a disruptive incident through all divisions/departments units located at Sisal locations in UAE”.

6. BCMS Scope

BCMS at Sisal is everyone’s responsibility. All department heads are directly responsible for ensuring compliance to Sisal’s BCMS policy.

All division and departments shall ensure that third parties practice BCMS for Sisal’s services. Sisal includes the following divisions and departments:

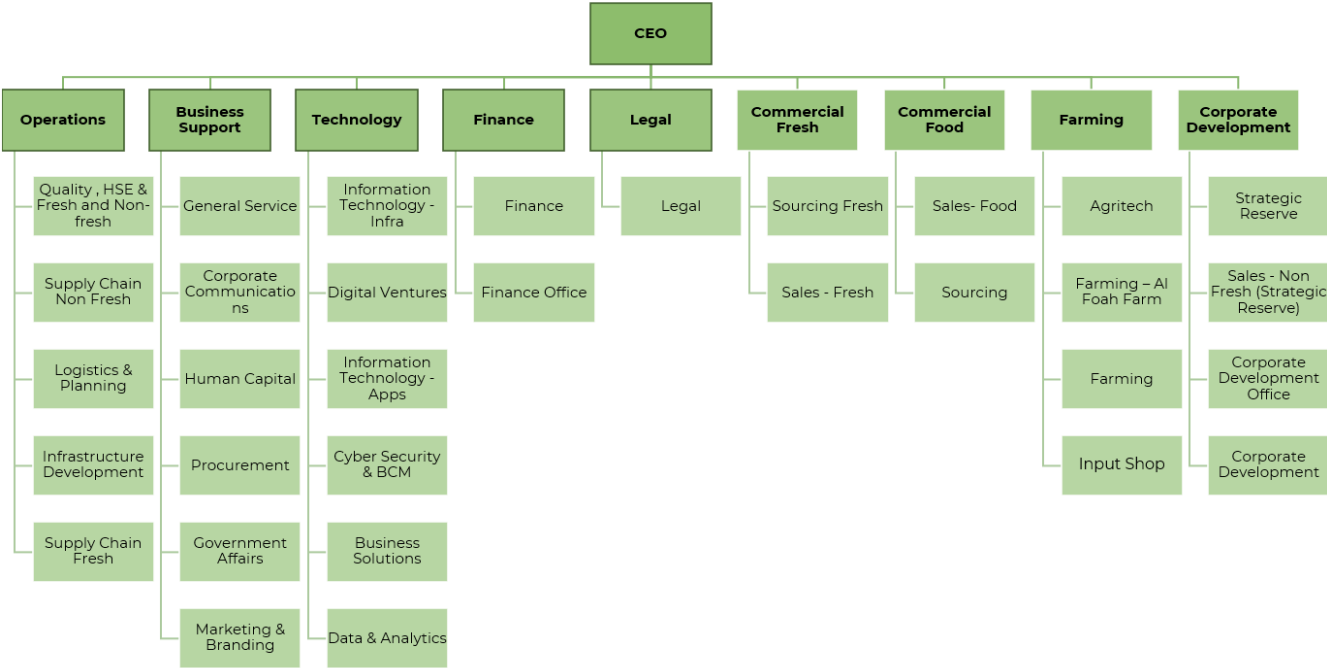


Figure 1: Sisal Organization structure

Note: Organization chart may be subject to changes and latest organization chart must be cited with human capital.

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6.1 Scope:

The following locations are included within the scope of BCMS implementation at Sisal:

Emirate	Region	Location
Abu Dhabi	Al Ain Region	Abu Kraiya Collection Center
		Al Khubaisi Input Shop and Collection Center
		Al Foah
		Al Salamat Packhouse
		Senaiya Sales Office
		Sweihan Collection Center
	Abu Dhabi Region	Sisal HQ (11,12 and 13 Floor Capital Tower)
		Al Khatem
		Al Ain Salamat
		Al Mina Distribution Center
		Al Mina Farmers Market
		Al Mina Souq
		Al Dhafra Madinat Zayed
		Al Wathba Farmers Market
	Baniyas-Abu Dhabi Region	Baniyas Distribution Center
		Baniyas Logistic Office
		Baniyas Office
		Baniyas Operation Side Office
		Baniyas Packing House
		Baniyas Sales Office
	Madinat Zayed-Abu Dhabi Region	Mezaira Collection Center
		Mezaira Input Shop
		Madinat Zayed Input Shop and Cold Storage Office
		Madinat Zayed Packhouse
		Madinat Zayed Packhouse – Logistic Office
		Madinat Zayed Packhouse – Management Office
	Western Region	Sisal Collection Center
		Ghayathi Collection Center
		Hameem Collection Center
Dubai	Dubai Region	Al Aweer

6.2 Scope exclusions and justifications:

No scope exclusions were identified at the time of documentation of this policy.

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7. BCMS Policy Principle

BCMS Policy Statement

Sisal shall ensure the safety of its people, and the continuity of strategic reserve, critical processes and services to its customers while abiding by pertinent legal and regulatory obligations. This will be achieved by developing, implementing, and continually improving an organization-wide Business Continuity Management System (BCMS).

7.1 BCMS Objectives

Following are the BCMS objectives of Sisal:

- Ensure safety of human resources in the event of disaster
- Availability of strategic food reserves in line with National Food Security Vision 2030 and National Food Security Strategy 2051
- Ensure availability of critical services being provided to customers at their stated minimum acceptable levels
- Comply with the statutory, regulatory, and contractual requirements
- Timely detect and minimize the impact of disaster
- To minimize the probability of re-occurrence of a disaster wherever applicable.

7.2 BCMS Key Performance indicators (KPI)

KPIs for all BCMS objectives are defined to assess the adequacy of BCMS implementation at Sisal. Each BCMS objective is mapped with related BCMS activities and their individual KPIs.

These KPIs have been established to measure the effectiveness of BCMS controls and to ensure continual improvement of the BCMS program.

Refer: ***Annexure 1 BCMS KPI***

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7.3 BCMS Policy Statements

KPIs Below policy statements need to be insured at Sisal with respect to BCMS activity.

7.3.1 BCMS Governance Framework

Sisal shall establish a governance framework to effectively manage the following phases/events:

- **Business as Usual (BAU):**
Sisal shall establish a governance framework to adequately manage BCMS activities during implementation and BAU.
- **Crisis:**
Sisal shall establish a governance framework to adequately manage recovery and restoration of its people, critical processes, and infrastructure in an event of crisis.

7.3.2 Business Impact Analysis (BIA)

- Sisal shall conduct a Business Impact Analysis that will identify critical processes and services under all divisions/departments
- As an output, BIA shall define the critical process required to ensure service continuity of Sisal at a minimum acceptable level
- BIA shall identify recovery priorities, interdependencies, and establish specific MTPOD, RTOs and RPOs for processes, and IT applications under such circumstances
- MOR (Enablers – people, site, technology, and vital records) shall also be identified for the identified critical processes through the BIA.

7.3.3 Continuity Risk Assessment

- Sisal shall conduct a continuity risk assessment to identify and address applicable business continuity threats.
- Risk treatment for the identified risks shall be in line with risk management methodology approved by the Steering-Committee.
- Risk management process shall include the following activities performed annually:
 - Threat Assessment – To identify key business continuity threats to Sisal
 - Site Risk Assessment - To identify risks in the physical and environmental controls for the key facilities
 - IT Failure Mode Effect Analysis (FMEA) - To identify single points of failure and weak controls in the key IT network components of Sisal.

7.3.4 Emergency Response

- Sisal shall develop adequate emergency response measures for all facilities in the scope of BCMS.
- The primary objective of the emergency response approach shall be to ensure safety of the people and minimize impact of infrastructure in case of a facility-related incident.

7.3.5 Crisis Management

- Sisal shall establish a crisis management framework to effectively manage a crisis scenario including identification of crisis, emergency response, invocation of BCPs and return to normal
- Sisal shall also establish a crisis communication framework to effectively communicate with all internal and external stakeholders in the event of a crisis.

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7.3.6 Business Continuity Plans

- Silal shall develop BCPs for all identified critical processes to ensure adequate recovery at the time of disaster/crisis
- The recovery timelines in the BCPs shall be aligned with the MTPOD and RTO values identified during the BIA
- The BCPs shall consider process requirements including all enablers (People, Site, Technology and Vital Records) and identified interdependencies
- Silal shall develop an IT DR Plan for the identified critical applications.

7.3.7 Training and Awareness

- Silal shall conduct business continuity training and awareness sessions for all BCMS Teams to ensure that all personnel assigned with BCMS roles and responsibilities are able to perform the required tasks before, during and after any disaster
- Silal shall promote business continuity awareness for all Silal employees and applicable third parties
- Silal shall periodically evaluate the performance of its BCMS training program.

7.3.8 Testing and Exercising

- Silal shall conduct BCMS exercises to ensure alignment of its BCPs with BCMS objectives and recovery timelines as defined in the BIA
- BCMS exercises shall be conducted at planned intervals based on an approved scope. Results and improvement recommendations of these exercises shall be documented
- A reporting mechanism shall be established to highlight these results and make improvement recommendations to the senior management and the Steering Committee members.

7.3.9 Monitor and Review

- Silal shall periodically monitor and review the effectiveness and efficiency of the BCMS and authorize actions for remediation and improvement. BCMS shall also be reviewed through external audits. To ensure this, the following activities shall be undertaken on a periodic basis
- Silal shall monitor, measure, analyze, and evaluate the performance of its BCMS by conducting a performance evaluation in conjunction with the BCMS objectives
- Silal shall conduct management review sessions to highlight BCMS effectiveness and key issues to the senior management
- An internal audit program shall be designed for an independent assessment of BCMS arrangements.

7.3.10 Continual Improvement

- Silal shall identify areas of improvement and ensure the implementation as per organizational feasibility
- Silal shall establish a tracker with non-conformities and corrective actions to manage and track the implementation of identified areas/opportunities for improvement in its BCMS.

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8. BCMS Governance Framework

Sisal shall ensure that a BCM governance framework shall be established with sufficient financial, organizational, technical, and environmental resources to address the specific requirements of business continuity. The following sub sections shall state the BCMS team structure and BCMS activities aligned to the BCMS objectives of Sisal.

The BCMS policy aims to establish a robust business continuity governance framework for the following:

- 1. Business As Usual (BAU)
- 2. Crisis: An occurrence or forewarning that threatens the staff, operations, shareholder value, stakeholders, brand, reputation, trust and/or strategic/business goals of Sisal including food security

Note: The nominations of the BCMS team during” BAU” are listed as part of IMS (Cyber Security and BCMS) Steering Committee and the list of BCM champions. For “Crisis” the nominations will be listed as part of the Crisis Management Plan and individual department-level BCPs.

8.1 Business as Usual – BCMS Implementation and Sustainment

This section of the BCMS governance framework details the roles and responsibilities of BCMS teams during implementation and sustainment of BCMS at Sisal.

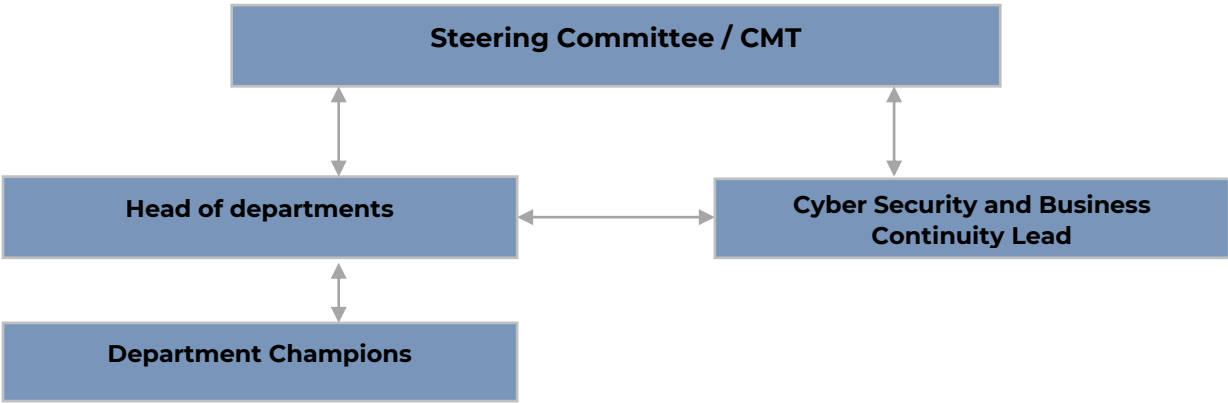


Figure 2: Sisal BCMS Governance Framework

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- **Steering Committee:** The steering committee is responsible for providing approval on BCMS documents and strategies. The committee also periodically monitors the effectiveness of BCMS through management review meetings.
- **Cyber Security and Business Continuity Lead:** Cyber Security and Business Continuity Lead has the overall responsibility of managing and monitoring BCMS activities and implementation. The Cyber Security and Business Continuity Lead acts as an interface between the Crisis Management Team and BCM Champions.
- **Internal Audit:** Internal Audit is responsible for assessing internal risks and preparing the Audit Calendar pertaining to Business Continuity framework and identifying improvements using non-conformity tracker and capturing necessary evidence during the audit. Internal Audit provides additional guidance as a third level of defense and provides clarifications on queries related to audit findings. Internal Audit provides recommendations for remediation and closure of the findings and conduct follow-up audits to verify timely closure of the identified non-conformities.
- **BCM Champions:** Guided by the Cyber Security and Business Continuity Lead, have the overall responsibility of coordinating all BCMS initiatives (i.e., documents, exercises, etc.) within respective departments. Roles and Responsibilities of BCM Champions:
 - Provide help to understand all processes and services of the department
 - Identify Process Owners
 - Facilitate BIA, Risk Assessment and BCP development meetings and ensure involvement of appropriate team members
 - Review of BCMS documents before Department Heads' approval
 - Facilitate approval from Department Heads
 - Take overall responsibility to sustain BCMS activities for the department once the project is completed
 - Facilitate BCMS exercising and testing (e.g., process BCP, IT DR testing, etc.)

8.2 Crisis

In line with ISO/IEC 22301:2019 and NCEMA 7000:2021 requirements and industry wide best practices Silal shall appoint/nominate Business Recovery Teams with appropriate seniority and authority to manage crisis situations.

The chart below provides an overview of the Business Recovery Teams and their correlation with the Crisis Management Team, which is the key decision-making body in the event of an Emergency/Crisis and for all the matters pertaining to the business resilience of Silal.

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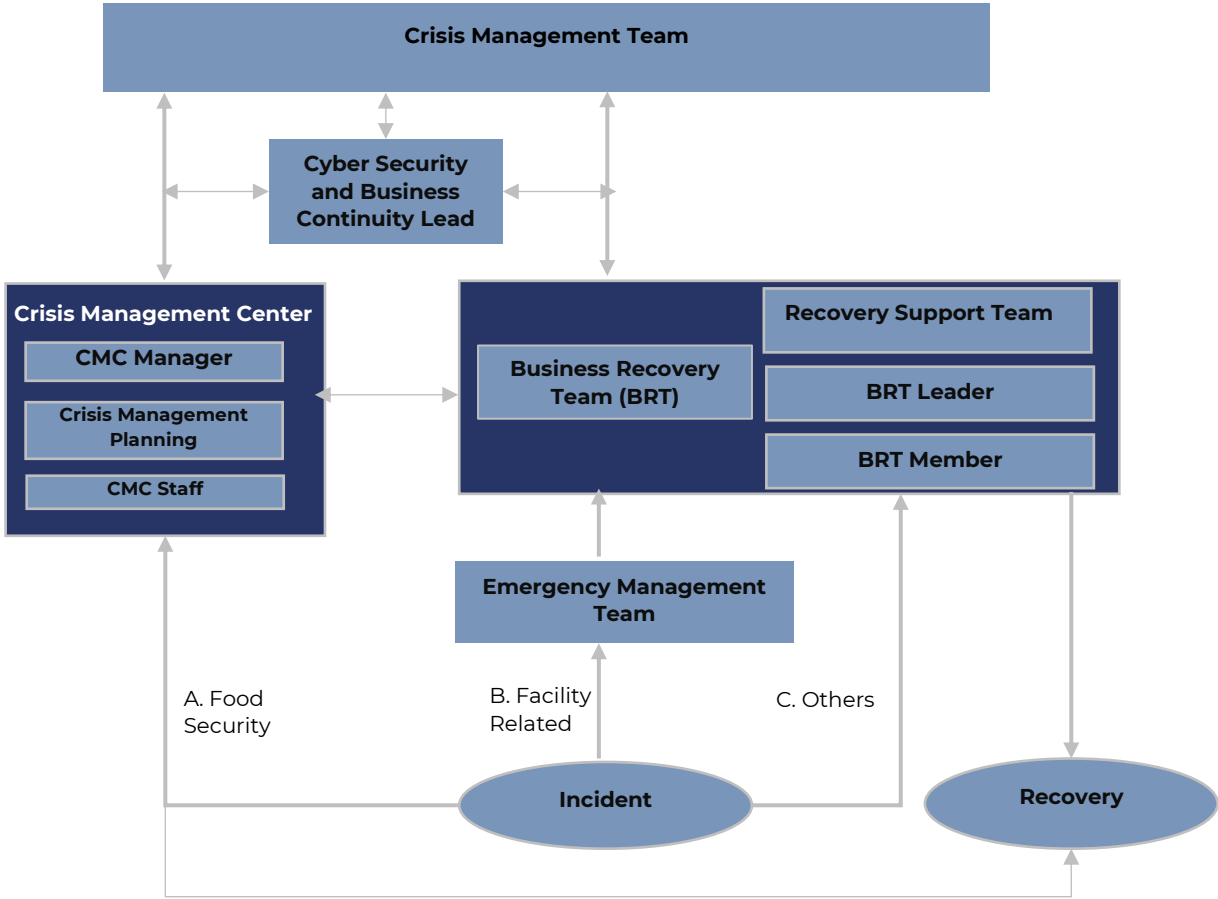


Figure 3:Sisal Crisis Management Structure

8.2.1 Crisis Management Team

The Crisis Management Team (CMT) is the apex authority for all tactical decisions at the time of an Emergency/Crisis. The CMT comprises of senior members and is chaired by the CEO. The CMT acts as an interface to other Business Recovery Teams. The CMT plays a vital role during emergencies/crisis and is ultimately responsible for immediate response, recovery response and restoration to normal, communication with the media, and above all the safety and security of Sisal employees.

The responsibilities of the CMT include, but are not limited to, the following:

- Emergency/crisis declaration
- Activation of recovery plans
- Authorizing crisis communication via authorized communication team
- Prioritization of activities during recovery and de-activation of plans

8.2.2 Cyber Security and Business Continuity Lead

Cyber Security and Business Continuity Lead has the overall responsibility of managing and monitoring BCMS activities and implementation. The Cyber Security and Business Continuity Lead acts as an interface between the Crisis Management Team and Business Recovery Teams.

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8.2.3 Crisis Management Center

The Crisis Management Centre (CMC) is an extension to NCEMA and Emergencies Crises and Disasters Management Centre Abu Dhabi (ADCMC) crisis management framework, which is responsible for coordinating and harmonizing efforts of the Emirates in planning for an incident, incident response and incident recovery. The Crisis Management Centre comprises of Crisis Manager, CMC staff, IT Specialist and Public Relation and Media team.

8.2.4 The Business Recovery Team (BRT)

The Business Recovery Team (BRT) consists of employees who are executing the business-critical processes at Silal. The BRT is a group of nominated personnel, who are responsible for recovering or resuming business operations during a crisis. The nominations for BRT would be provided by the Head of each department.

The objective of the BRT is to ensure that each critical business process in their respective departments is recovered within the defined RTO. The BRT shall be defined for each department of Silal.

The following are roles and responsibilities of the BRT:

8.2.5 BRT Leader

- Communicate the following to the CMT:
 - i. Issues (if any) and status updates of the BRT
 - ii. Communication messages developed by the BRT
- Communicate the following to the BRT Members:
 - i. Decisions made by CMT
 - ii. Recovery plans authorised by CMT
 - iii. Agreed reporting frequency to the CMT
- Conduct periodic meetings with BRT members to consolidate issues and obtain status updates.
- The BRT Leaders will conduct a damage assessment and report to the CMT. The damage assessment shall include the approximate time required to recover processes/services.
- BRT Leaders will assess the impact of the incident on the organization's business activities. This will be undertaken by examining each area of the business that has been affected and assessing the cause and impact on the various critical facility, network, and business processes at Silal. The damage assessment may include one or all the following:
 - People (Employees, Strategic Partners, etc.) affected
 - Level of serviceability of the facility and its resources in terms of the building structure, equipment, and furniture damage, etc.
 - Impact on IT Network – Application and Infrastructure
 - Critical business processes affected
 - Disruption to critical third-party processes
 - Impact on availability vital information and records.

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8.2.6 BRT Members

- Follow guidance from BRT Leaders to ensure that the critical services/business processes are recovered
- Where applicable, recover operations within RTOs as defined in the BCP/DR procedure.

8.2.7 Recovery Support Team

The Recovery Support Team (RST) consists of employees who will support CMT and BRT members for the recovery of business-critical processes and services. The RST shall consist of nominated members from the following departments:

#	Department/Team	Responsibilities
1	Corporate Communications	Crisis communication planning, emergency communication, crisis communication coordination
2	General Services	Ensure the following at alternate/primary location at time of crisis: - Fleet management - Food arrangements (e.g., kitchen items, supplies, etc.) - Housekeeping arrangements - Security and access control (physical security and CCTV management and security camera access management)
4	Government Affairs	Ensure channels of communication with government remain open and accessible when planning for Crisis
5	IT Operations	IT equipment, IT support, such as network administration, device management (routers and switches), IT related procurement, access management and help desk services
6	Quality & HSE	Ensure employees safety, emergency management (emergency evacuation) and training fire marshals/ emergency responders
7	Human Capital	Ensuring the well-being of existing employees and assisting in insurance management in case of crisis.

8.2.8 Emergency Response Team (ERT)

The Emergency Response Team (ERT) is composed of personnel from the Physical Security department and nominated Fire wardens. The main objective of ERT is to provide immediate response against an event that may negatively impact the safety of Silal employees and third parties residing in Silal premises.

Following are roles and responsibilities of ERT Team:

- Provide emergency response to any incident that may have a negative impact on the safety of personnel on-premises
- Communicating with BRT Leaders to provide meaningful information about the impact and cause of the incident.

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9. Annexure 1

BCMS KPI	 BCMS KPI Template
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10. Annexure 2 -ADCMC Preparedness Framework

General instructions

#	Instructions
1	The Abu Dhabi Preparedness Framework shall be part of the property rights of the Emergencies, Crises and Disasters Management Centre in Abu Dhabi.
2	This framework shall be circulated to all stakeholders, to a private level, within the circular mechanism.
3	This framework shall be kept in a designated place and circulated according to appropriate security procedures for the degree of confidentiality.
4	The stakeholders shall be committed to acting according to the framework, each according to their respective competencies.
5	Others do not have the right to update, modify or cancel this framework without the approval of the Emergencies, Crises and Disasters Management Centre in Abu Dhabi.
6	The Emergencies, Crises and Disasters Management Centre in Abu Dhabi shall be the sole entity authorized to modify or cancel the provisions of this framework. If so, the relevant authorities will be notified.

References

#	Reference
1	Law No. (22) Of 2019 regarding Emergencies, Crises and Disasters Management in Abu Dhabi.
2	CEO Resolution No. (28) Of 2019 to form the Emergencies, Crises and Disasters Management Team Abu Dhabi.
3	Abu Dhabi Local Risk Assessment Register.
4	The Concept of Emergency, Crisis and Disaster Response in the Emirate of Abu Dhabi - Version No. (2).

Terminology

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#	Terminology	Definition
1	Emirate	Abu Dhabi
2	Team	The Abu Dhabi Emergencies, Crisis and Disasters Management Team, which was established under the CEO Resolution No. (28) Of 2019.
3	Centre	The Abu Dhabi Emergencies, Crisis and Disasters Management Centre, which was established under the Governor's Law No. (22) Of 2019.
4	Authority	Any governmental or semi-governmental authority that is responsible for leading or supporting the process of dealing with emergencies, crises or disasters, according to the Abu Dhabi Local Risk Register.
5	Leadership	The competent authority that is more experienced, capable and trained in dealing with a risk. This authority leads the planning team in the stage of developing and coordinating emergency plans related to the type of risk concerned, and sometimes the execution team in executing these plans. This feature does not give this authority the legal right to command and control resources outside its organization.
6	Support Authority	Authorities that support the leadership and support its efforts when facing emergencies and crises.
7	Emergency	An event (s) that causes serious damage that threatens public order, the continuity of government work, stability, security, human health, the environment, or the economy, and requires special mobilization and coordination from several parties.
8	Crisis	An event (s) that is more complex than an emergency threatens the stability of a vital part of the community and the government's ability to perform its duties.
9	Disaster	An event (s) that causes very serious damage and requires the cooperation of the government and members of society in general to recover from its damage, and may require support from the international community.
10	Risks	Events that can occur naturally or man-made (accidentally, negligently, failing to follow correct guidance or deliberate acts) and cause material or moral damage to members of society, including deaths, loss of property and environmental, economic, political and social damage, threatening the security and safety of society.
11	Local Risk Register	A documented list of all risks that are likely to affect the Emirate of Abu Dhabi; It includes, but is not limited to, the potential consequences of these risks, along with identifying the parties responsible for responding to each risk or threat.

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#	Terminology	Definition
12	Public response plans	Measures are required to be taken within the framework of the plan established to prevent the occurrence of risks listed in the local risk register or reduce their impact. These plans shall aim at preventing or minimizing risk impacts as soon as possible.
13	Prevention	Measures to be taken that focus on developing strategies for building resilience and risk management in emergency, crisis or disaster situations.
14	Preparedness	Measures are required to be taken to ensure the necessary capacity, including plans and resources, for the effective management of emergencies, crises or disasters. The Preparedness phase includes preparing local response plans and the coordination required to train and practice these plans.
15	Response	Measures are required to be taken when an emergency, crisis or disaster occurs. These measures shall aim to prevent loss of life, mitigate damage, and provide communities with the necessary support.
16	Recovery	All actions and measures taken following an emergency, crisis or disaster. These measures shall aim to rebuild the affected infrastructure and normalize life. The recovery phase includes short-term, medium-term, and long-term actions.

General information

It is essential to work and coordinate jointly with various stakeholders in the Emirate of Abu Dhabi in order to ensure leadership and resilience in emergency, crisis and disaster management. This also requires optimal Preparedness by identifying risks, capabilities and possibilities and preparing plans that will reduce or minimize the impact of hazardous accidents and their consequences.

Responding and dealing with these events shall be done by raising the level of Preparedness, developing appropriate procedures and achieving effective communication nationally between the various stakeholders. One of those requirements shall be to provide a mechanism for raising Preparedness in the Emirate, which will contribute to standardizing the response method and harnessing efforts and possibilities to deal with various emergencies and crises to achieve and ensure an effective and timely response and effective communication between the various stakeholders involved in dealing with local and national risks that are likely to have an impact nationally.

This framework shall aim to standardize the concepts and standards for raising Preparedness in the Emirate of Abu Dhabi for all relevant local authorities and their affiliated institutions in the Emirate, through which integration and harmonization can be facilitated in achieving a common and effective response between the various authorities.

Purpose

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We seek to develop a framework that standardizes the levels of Preparedness of local authorities in Abu Dhabi in line with the national level, to achieve optimal Preparedness to deal with all relevant risks and their consequences by the leadership and support authorities in the emirate, each according to its competence.

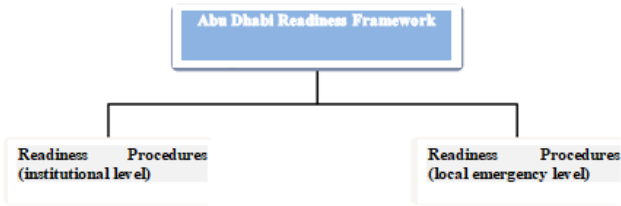
Scope of application

This framework serves as a unified standard for elevating the state of preparedness to achieve proactiveness and readiness. Its scope encompasses response and handling of all risks and events at the local and national levels that may have a negative impact on lives, properties, and the environment. This framework applies to all relevant local entities in the Emirate.

Objectives of the Abu Dhabi Preparedness Framework:

- Unifying the concept of Preparedness for all stakeholders in the Emirate of Abu Dhabi, to achieve proactiveness and Preparedness to effectively deal with potential risks and local events that may affect the Emirate.
- Promoting the principles of joint action to confront emergencies, crises and disasters and contribute to reducing their impact.
- Empowering stakeholders nationally to contribute to saving lives and property acquired and the protection of the environment in the Emirate of Abu Dhabi, through preparing and developing procedures for conducting Preparedness.

Procedures of the Abu Dhabi Preparedness Framework:



Preparedness Procedures (local emergency level)

The Emergencies, Crises and Disasters Management Centre in Abu Dhabi, represented by the Joint Local Operations Centre, prepares procedures for conducting Preparedness in the Emirate, in line with the framework and including a mechanism for alerting and notifying the stakeholders to achieve proactiveness and preparedness to deal with events and risks that have an impact on the emirate and to develop procedures for each level of Preparedness.

Preparedness Procedures (institutional level)

The stakeholders in the Emirate of Abu Dhabi, represented by the sectors, departments or divisions concerned with the operations management of each entity, shall prepare procedures for conducting Preparedness at the (institutional level) in line with the framework and including a mechanism for alerting and notifying institutional organizational units to achieve proactiveness and preparedness to deal with events and risks that have an impact on the institution and its activities and continuity. It also develops the necessary procedures for each level of Preparedness and determines the matrix of powers to conduct its Preparedness states.

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Levels of local emergency Preparedness

The table shows the standard for determining levels of Preparedness for the Emirate of Abu Dhabi.

Level of situation	Definition	Description	Powers to conduct/cancel the Preparedness status
Regular	It is the normal daily situation of the authority in which normal events are dealt with and follow-up is required by monitoring the situation and taking the necessary measures accordingly. The Authority's personnel, according to their specialization, are also alerted to be summoned according to the situation developments.	The normal condition for dealing with daily events.	-
Medium	It is the situation in which it is necessary to conduct Preparedness based on the prediction of an emergency or the occurrence of an influential event at the Emirate level or at the national level that has an impact on the Emirate of Abu Dhabi and requires raising the level of Preparedness according to the situation.	Preparedness requires conducting the preparedness of staff, capabilities, and business continuity.	Head of Emergencies, Crises and Disasters Centre Abu Dhabi Management Team
Excessive	It is a situation in which it is necessary to conduct Preparedness based on an imminent and influential event at the Emirate level or at the national level and requires the activation of the operations system in all organizational teams and groups.	An unstable situation requires upgrading the Preparedness of staff throughout 7/24, with various relevant competencies and capabilities.	Head of Emergencies, Crises and Disasters Centre Abu Dhabi Management Team
Maximum	It is a situation in which it is necessary to conduct Preparedness based on a certain event that will result in catastrophic effects at the Emirate level or at the national level and requires the activation of the operations system in all organizational teams and groups.	A catastrophic situation requires raising the maximum Preparedness of staff throughout 7/24, with various relevant competencies and capabilities.	Head of Emergencies, Crises and Disasters Centre Abu Dhabi Management Team

Levels of Preparedness of stakeholders (level of institutional event)

Stakeholders in the Emirate of Abu Dhabi, given the importance of conducting Preparedness by achieving preparedness and proactiveness of local entities and institutions in dealing with various events that they may face and according to their development, shall prepare procedures for levels of conducting Preparedness at the institutional level in line with the levels shown in the table above (Regular - Medium - Excessive - Maximum), and determine each level in line with its institutional

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levels, description, and matrix of powers for activation and deactivation, and taking into account the addition of its procedures that correspond to the achievement of Preparedness according to the requirements of conducting the status of Preparedness in the Emirate.

Types of local emergency Preparedness

Conducting the Preparedness to achieve optimal preparedness to confront risks and their consequences shall require activating procedures and harnessing the necessary capabilities and possibilities. Therefore, it has been decided to conduct the Preparedness for two types (partially - completely) to guide the activation procedures from providing staff and the capabilities according to the assessment of the situation.

Conducting the Preparedness (partially)

It is a state of Preparedness that is conducted nationally based on (prediction - event) of a particular risk that has an impact on the Emirate level. The Preparedness conducting shall be partially activated for the (leadership - support) authorities according to the approved risk response plans, with the possibility of adding authorities specifically as needed in providing support to address the risk, based on the assessment of the situation developments.

Conducting the Preparedness (completely)

It is a state of Preparedness that is conducted nationally based on an (event) of a particular risk that has a catastrophic impact on the Emirate level. The Preparedness conducting shall be completely activated for all Stakeholders in the Emirate based on the assessment of the situation developments.

Roles and responsibilities

Emergencies, Crises and Disasters Management Centre in Abu Dhabi

- It shall ensure that procedures for conducting Preparedness are prepared and developed by all stakeholders in the Emirate of Abu Dhabi in accordance with the framework.
- It shall prepare and hold exercises periodically with the stakeholders in the Emirate of Abu Dhabi to ensure, test and measure the effectiveness of the mechanism for conducting Preparedness.
- It shall conduct the Preparedness throughout the Emirate based on the factors that determine the need to conduct Preparedness and identify the stakeholders according to the approved plans or the situation developments.
- It shall prepare and develop procedures for conducting Preparedness throughout the Emirate in accordance with the framework.

Local Stakeholders

- It shall prepare and develop procedures for conducting Preparedness for each authority in accordance with the framework.
- It shall determine the matrix of powers to raise emergency levels at the institutional level and in accordance with the framework.
- It shall coordinate with the Emergencies, Crises and Disasters Management Centre of the Emirate of Abu Dhabi to raise the level of emergency throughout the Emirate according to the assessment of the situation developments.

Factors that determine the need to conduct Preparedness

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- National level guidance.
- Directives of the Emergency, Crisis and Disasters Management Team for the Emirate of Abu Dhabi.
- Predicting a risk that has an impact on lives, property and the environment.
- A risk occurred and resulted in an impact at the institutional level.