

[organization logo]

[organization name]

## BUSINESS CONTINUITY POLICY

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality level:	

**Commented [270012]:** All fields in this document marked by square brackets [ ] must be filled in.

**Commented [270013]:** To learn how to write the BC policy, read this article:

The purpose of Business continuity policy according to ISO 22301 <https://advisera.com/27001academy/blog/2013/06/04/the-purpose-of-business-continuity-policy-according-to-iso-22301/>

**Commented [270014]:** The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

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### 1. Purpose, scope and users

The purpose of this Policy is to define the objective, scope and basic rules for business continuity management.

This Policy is applied to the entire Business Continuity Management System (BCMS).

Users of this document are all employees of [organization name], as well as all suppliers and outsourcing partners who have a role in the BCMS.

**Commented [270015]:** If this policy is used as part of the implementation of ISO 27001, you can add the following sentence here: "This policy covers all the information security aspects of business continuity management."

**Commented [270016]:** Insert the name of your company.

### 2. Reference documents

- ISO 22301 standard, clauses 4.1, 4.3, 5.2, 5.3, 6.2, 6.3 and 9.1.1
- ISO 27001 standard, clause A.5.29
- Project Plan for Implementation of the Business Continuity Management System
- List of Legal, Regulatory, Contractual and Other Requirements
- Risk Treatment Plan
- Preparation Plan for Business Continuity
- Procedure for Corrective Action
- \*

**Commented [270017]:** Delete this item if such a document is not in place.

**Commented [270018]:** You can find a template for this document in the ISO 27001 & ISO 22301 Premium Documentation Toolkit folder "03\_Identification\_of\_Requirements".

**Commented [27A9]:** You can find a template for this document in the ISO 27001 & ISO 22301 Premium Documentation Toolkit folder "08\_Implementation\_Plan".

**Commented [27A10]:** You can find a template for this document in the ISO 27001 & ISO 22301 Premium Documentation Toolkit folder "14\_Corrective\_Actions".

### 3. Business Continuity Management

#### 3.1. Purpose of business continuity management

The purpose of business continuity management is to identify potential threats to an organization

objectives and [state here which specific organization's business objectives are to be fulfilled].

Business continuity management is implemented compliant to requirements listed in List of

**Commented [2700111]:** List other internal documents of the organization associated with this Policy/with business continuity - for example, strategic development plan, business plan, risk management strategy, etc.

**Commented [2700112]:** Insert the name of your company.

**Commented [2700113]:** E.g.:

**Commented [2700114]:**

**Commented [2700115]:** E.g.: CEO, business unit head, etc.

**Commented [2700116]:** Refer to the document where these general objectives and measurement method will be documented.

**Commented [2700117]:** E.g.: CEO, business unit head, etc.

#### 3.3. Setting business continuity objectives

[title]. [Job title] is responsible for reviewing those objectives at least once a year.

**Commented [2700118]:** This is only a recommendation - assess whether this frequency is appropriate to your company practices and modify if needed.

Objectives for individual elements of the BCMS are proposed and documented by [list job titles which  
for Business Continuity, corrective actions according to Procedure for Corrective Action, and Management Review.

- Commented [2700119]: E.g. business continuity plans, exercising & testing, maintenance, etc.
- Commented [2700120]: E.g.: Head of IT department, HR manager, production manager, etc.
- Commented [2700121]:

3.4. Scope

Business Continuity Management System is implemented for the entire organization [organization name], with special attention paid to activities identified during Business Impact Analysis.

Commented [2700122]: If the scope does not include the whole organization, list here what is excluded and the explanation of why such exclusions exist.

- [list]

Commented [2700123]: List the names and addresses of all locations.  
E.g., Headquarters at xyz street, Subsidiary A at abc street, HR department at Headquarters building, second floor, etc.

defined in the previous section:

Commented [2700124]: List the names of all organizational units.  
E.g., HR department, Sales department, IT department, etc.

- [list]

Commented [2700125]: Insert the name of your company.

Business continuity management must ensure that the above-mentioned products and services will

Commented [2700126]:

3.6. Responsibilities for business continuity management

General responsibilities:

- [job title] is responsible for ensuring that business continuity management is established and implemented according to this Policy, and for providing all necessary resources
- 
- establish the suitability, adequacy and effectiveness of the BCMS

Commented [2700127]: Member of top management.

Commented [2700128]: One or several persons;

Commented [2700129]: This must be the top management body within the BCMS scope - e.g. board of directors, management board, etc.

Specific responsibilities:

- [job title] is responsible for adopting and implementing the Training and Awareness Plan which applies to all persons who have a role in business continuity management

Commented [2700130]: E.g.: Business Continuity Manager, Security Manager, HR Manager, etc.

- Arrangements related to business continuity must be exercised and tested at least once a

[Redacted text]

an Exercising and Testing Report

- [job title] is responsible for adopting and implementing the BCMS Maintenance and Review

[Redacted text]

- and for raising preventive actions as required

**Commented [2700131]:** Change if necessary.

**Commented [2700132]:** E.g.: Business Continuity Manager, Security Manager, Business Continuity Plan Owner, etc.

**Commented [2700133]:** E.g.: Business Continuity Manager, Security Manager, Business Continuity Plan Owner, etc.

**Commented [2700134]:** E.g.: Business Continuity Plan Owner, etc.

**Commented [2700135]:** E.g.: Business Continuity Manager, Security Manager, Business Continuity Plan Owner, etc.

**Commented [2700136]:** E.g.: Business Continuity Manager, Security Manager, etc.

**Commented [2700137]:** Insert the name of your company.

2. Effectiveness and adequacy of business continuity plans – at frequency set in the Business Continuity Plan itself

[Job title] will prepare a report of measurement results, while analysis and evaluation of the results

**Commented [2700138]:** E.g.: Business Continuity Manager, Security Manager, Internal Auditor, etc.

### 3.8. Changes to the BCMS

[Organization name] will consider the following when performing the changes required to ensure the BCMS performs as expected and fulfills its objectives:

**Commented [2700139]:** Insert the name of your company.

- [Redacted text]
- [Redacted text]
- [Redacted text]
- Changes in responsibilities and authorities

### 3.9. Policy communication

[Job title] has to ensure that all employees of [organization name], as well as suppliers and

**Commented [2700140]:** E.g.: Business Continuity Manager, Security Manager, etc.

**Commented [2700141]:** Insert the name of your company.

to this Policy, as well as satisfy all identified requirements.

**Commented [2700142]:** E.g.: CEO, responsible for the business unit, etc.

## 4. Validity and document management

[organization name]

[confidentiality level]

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

**Commented [2700143]:** E.g.: CEO, responsible for the business unit.

**Commented [2700144]:** This is only a recommendation - assess whether this frequency is appropriate to your company practices and modify if needed.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- [blurred text]
- [blurred text]
- [blurred text]
- [blurred text]

[job title]

[name]

**Commented [2700145]:** This document must be approved by top management.

[signature]

**Commented [2700146]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.