

# *1<sup>st</sup> BCCW Capital Corp*

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## *Business Continuity Plan*

1<sup>st</sup> BCCW Capital Corp (1<sup>st</sup> BCCW) is dedicated to ensuring that we respond reasonably, promptly and effectively to events in order to meet our clients' needs in times of emergency. The primary goal of Business Continuity Plan is to ensure that critical business practices can continue immediately following the declaration of a disaster.

The plan defines critical functions, staff assignments, resource requirements, vital records, and alternative work site locations related to restoring business operations with minimal impact. To facilitate the achievement of this goal, 1<sup>st</sup> BCCW continuously maintains backup of critical computer information off site. Once we identify a business process as mission critical, we document the applications, and information and the tools needed to perform the activity. This detail is stored at the Business Continuity Plan recorded at the business unit level.

To ensure confidence in our Business Continuity Plan, we regularly review, test, and as needed, update our plans to maintain optimal reliability and effectiveness. If you have any questions, please feel free to contact us at (603) 668-4353.