



## BUSINESS CONTINUITY POLICY

### HORIZON INC LLP

The objective of Business Continuity Policy is to restore critical systems and restore the learning environment, administration, consulting immediately.

In scope of the policy Horizon INC LLP is committed to

- Identify key business activities and processes in the event of emergency, incidents, and other kind of disruption
- Establish priorities for resuming critical business functions.
- Allocate appropriate resources to manage business disruptions and resume business.
- routinely review and update the policy

This Policy must be read in conjunction with Risk Management Policy, Emergency Response Plan, Medical Response Plan, Fire Safety Policy and Procedure.

Major principles of the policy:

- The Company is committed to the efficient and orderly resumption of its critical business activity in the event of a major disruption.
- The Business Continuity Plan is to be activated following a disruption that has a sustained impact on the company's activity.
- In the event of a disruption and/or disaster, the Company will work to reinstate operations at a capacity or level that is sufficient to perform and maintain company activity.
- The company commits to testing, maintaining, and updating the procedures and processes documented in the Business Continuity Plan, and specialist recovery plans on a regular basis.

This Policy applies to all staff, learners, contractors, and visitors.

General director  
HORIZON INC LLP  
Malik Bakytbek

24/03/2022



H-POL-12  
Version 01