

Business Continuation Plan Summary

The Accountancy is committed to providing timely service to our clients. We recognize the importance of preparing for various disaster scenarios that could hamper our ability to provide service. We have taken aggressive steps to provide for business contingency and continuity planning under a variety of potential scenarios.

This is why we are pushing to become completely paperless. Paperless systems not only enhance security, they also simplify processes when it matters most, especially during business interruptions of any kind.

We will continue to evaluate our continuity plans and take the necessary actions to ensure the proper resources are available to provide for the recovery and timely resumption of critical business operations to internal business units, third-party business partners, and clients.

Business Scenario Preparedness

Single Building Disruption

If The Accountancy loses the ability to perform business in one of our buildings, recovery staff associated with mission-critical functions will continue business operations at an alternate site (to be determined depending on the impact). We have plans in place for this relocation, and these plans will be tested periodically. Recovery time objectives vary based on the criticality of the function that is disrupted.

Regional Disruption

If The Accountancy loses the ability to perform business at our main business location, mission-critical functions would be resumed elsewhere. Staff associated with non-mission-critical functions will be relocated to an alternative site (e.g., hotel, home) in an unaffected area. We have plans in place for this recovery and they are tested periodically. Recovery time objectives vary based on the criticality of each function.

Pandemic Event

The Accountancy has plans in place to continue business during a pandemic event. Our plan is a multi-tiered action plan based on the World Health Organization (WHO) alert phases with triggering events for each phase. As the threat of a pandemic becomes greater and a new phase is triggered, we will assess our plans and determine the appropriate course of action.