



Business Continuity Plan & Disaster Recovery Plan

Version 1.0

1. Purpose:

- Ensure the organization's ability to maintain critical business operations during and after disruptive events.
- Minimize the impact of disruptions on customers, employees, and stakeholders.
- Recover critical systems and data effectively and efficiently.

2. Risk Assessment:

- Conduct a comprehensive risk assessment to identify potential threats and vulnerabilities.
- Evaluate the potential impact of each threat on business operations.
- Prioritize risks based on their likelihood and potential severity.

3. Business Impact Analysis:

- Perform a business impact analysis to determine the criticality of business processes and systems.
- Identify the maximum tolerable downtime and recovery time objectives for each critical process.

4. Business Continuity Strategies:

- Develop strategies to mitigate the impact of disruptions and maintain critical operations.
- Establish alternate work locations, backup systems, and redundancy measures.
- Define emergency response procedures and communication protocols.

5. Crisis Management Team:

- Establish a crisis management team responsible for coordinating the BCP and DRP efforts.
- Clearly define roles, responsibilities, and decision-making authority.
- Provide necessary training and conduct regular drills and exercises.

6. Communication Plan:

- Develop a communication plan to ensure timely and effective communication with employees, customers, suppliers, and other stakeholders during a crisis.

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- Establish communication channels, contact lists, and protocols for information dissemination.

7. Data Backup and Recovery:

- Implement regular data backup procedures to ensure the availability and integrity of critical data.
- Store backups securely offsite or in the cloud.
- Define procedures for data recovery and restoration.

8. System and Infrastructure Recovery:

- Develop a plan for restoring critical systems and infrastructure in the event of a disaster.
- Prioritize system recovery based on their criticality and impact on business operations.
- Document step-by-step recovery procedures and regularly test their effectiveness.

9. Training and Awareness:

- Provide regular training and awareness programs to employees on BCP and DRP.
- Ensure employees understand their roles and responsibilities during a crisis.
- Conduct drills and exercises to test preparedness and identify areas for improvement.

10. Plan Maintenance and Review:

- Regularly review and update the BCP and DRP to reflect changes in the organization, technology, and potential risks.
- Conduct audits and assessments to ensure plan effectiveness and compliance.
- Establish a process for lessons learned and continuous improvement.