



TCS-BI

Business Continuity Management Policy

This policy is to formalise the Business Continuity Management (BCM) program in order to have effective plans that minimise disruptions to the delivery of products and services and to safeguard personnel.

This policy establishes the principles necessary to ensure emergency response, resumption and recovery, restoration and permanent recovery of the operations and critical business activities from a business interruption event.

This policy applies to the main office in Unanderra. Where applicable all subcontracted manufacturing processes, direct material and component suppliers shall be encouraged to have robust business continuity programs. Compliance shall be measured annually.

TCS BI shall be prepared for a variety of potential scenarios including, but not limited to:

- Natural hazards including geological (e.g. earthquake, landslide, flood), severe weather (e.g. hurricane, extreme heat or cold), and biological (e.g. pandemic)
- Human-caused events (e.g. theft, facility fire, security breach, intellectual property compromise)
- Technological-caused events (e.g. outage of power, communications, fuel)

Business continuity policy and planning are fundamental to ensure against organisational and reputation risk in case of business interruption.

TCS BI within the scope of this policy must develop, exercise, test and maintain a Crisis Response Plan and a Recovery Plan covering critical business functions within pre-established Recovery Time Objectives. The plans must be based on a risk assessment that considers potential business losses due to unavailability of critical business functions. The plans must be tested annually.

Senior management shall review the BCM program annually to ensure necessary processes have been established and maintained in the previous 12 months.

All employees will be informed of this policy that will be documented, maintained and regularly reviewed to ensure that it remains relevant to TCS BI's organisational processes. This policy is to be displayed in the office, and in designated public areas when appropriate to ensure that it is available to all interested people.

This policy is authorised and approved by the Executive Management.

