StudyBeyondBorders Organisation

BUSINESS CONTINUITY POLICY

Change begins with Education

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1. INTRODUCTION

The purpose of this Business Continuity Policy is to ensure StudyBeyondBorders in Cambodia (**SBBC**) has planned for the continuation of key business activities during and following any critical incident that results in, or has the potential to cause, major or catastrophic disruption to normal operational capability, or existentially threatens the organisation.

SBBC's Business Continuity Policy has a two-step approach – Risk Management Planning and Crisis Management Planning.

Step 1: Risk Management Planning is used to identify actual or potential major or catastrophic incidents that pose a threat to business continuity.

If an Incident or Crisis occurs, despite all mitigations being in place, then the organisation will move to the next step.

Step 2: The Crisis Management Procedure is the framework used to manage the actual occurrence of a crisis or disaster Incident, and recovery from such, including business continuity.

This Business Continuity Policy must be read in conjunction with the following documents:

● Risk Management Policy – **SBBC**'s approach to identifying risks, assessing level of risk and adopting processes to mitigate or minimise those risks. This document categorises the Risk Impact Scale.

● Organisational Risk Register – Identifies all organisational risks and the actions taken to minimise exposure to those risks. Major and Catastrophic risks represent a threat to Business Continuity.

● Crisis Management Procedure – Identifies **SBBC**'s responsible personnel and the processes undertaken if the organisation encounters a crisis or disaster incident.

1.1. Glossary

Business Continuity Policy	**SBBC**'s plan for continuity of the organisation when faced with a major or catastrophic threat.
Continuity	Refers to the organisation's ability to maintain essential operations, during and after the disruption. The basic element of continuity is to keep the essential functions running and minimise the time spent recovering afterwards.
Key business activities	Those activities that are essential to deliver outputs and achievement of business objectives.
Resources	The means that support delivery of an identifiable output and/or result. Resources may be money, physical assets, or most importantly, people.
Risk Management	The culture, processes, and structures that are directed towards the effective management of potential risks and their adverse effects.

2. RISK MANAGEMENT PLANNING

SBBC has a detailed *Risk Management Policy* in place, which details the organisation's approach to identifying risks, assessing level of risk and agreeing what processes or controls are to be adopted to mitigate or minimise those risks.

Risks considered include business risks; financial risks; child protection risks; risks to employees, volunteers, other personnel, visitors, and beneficiaries; liability to others and environmental risks.

The organisational *Risk Register* identifies Major and Catastrophic risks to the organisation and relevant actions to mitigate those risks.

Examples of such risks include

- Pandemic

- Political or Civil Unrest

- Data Loss

- Financial Loss

- Threats to personnel

- Environmental disasters

These two documents are the key to detailed *planning* for business continuity risks.

3. CRISIS MANAGEMENT PLANNING

SBBC has a detailed *Crisis Management Procedure (CMP)* in place to identify the steps to be taken in the event of an incident which is a threat to business continuity.

The CMP identifies the setting up of a *Crisis Management Team (CMT)* to organise **SBBC**'s response to a crisis.

Crisis Management Planning involves immediate actions to respond to the crisis, ongoing management, a review of processes to deal with the crisis and an assessment of impacts on the organisation resulting from the crisis.

These aspects of managing a crisis are key to effective maintenance of business continuity. Section 6 of the Crisis Management Procedure provides Crisis Response Checklists which can be used to help maintain business continuity during and after a crisis.

4. ASSOCIATED DOCUMENTS

Risk Management Policy
Crisis Management Procedure
Organisational Risk Register

5. POLICY MANAGEMENT

This policy has been approved by the General Manager Shared Services and the Managing Director of SBBC as noted below. Amendments will be recommended to the Managing Director from time to time as deemed appropriate by the General Manager Shared Services, usually annually. Formal reviews are recommended every three years from the anniversary date of approval by the Managing Director. Recommendations for minor changes can be approved by the General Manager Shared Services before the Managing Director review every three years.

This policy and any amendments have been reviewed by the SBBC Board, as noted below.

Doc Ref	Doc Type	GM Shared Services	Managing Director	Board Review	Minute
BCP/01/2025/V1.0	Policy	Approved/03/2025	29/01/2025		