

## Solution Resources Disaster Recovery Policy

<b>Title:</b> Head of Human Resource and Managing Director		
<b>Department:</b> Human Resources	<b>Version:</b> Original	
<b>Senior Management Approval : Samar El Gazar</b>	<b>Approval Date: Dec 24, 2017</b>	
<b>Effective Date: Jan 2<sup>nd</sup>. 2018</b>	<b>Last Updated: Dec 30 2016</b>	
<b>Author:</b>		
<b>Company Name &amp; Location</b>		
This policy applies to <b>Solution Resources SPC</b> . A Company registered and incorporated in Bahrain with its registered at United Tower Level 29, Registration no. 69169.		
<b>Authority</b>		
This policy is hereby approved and authorized.		
Samar El Gazar	Managing Director	Jan 2 <sup>nd</sup> , 2018
_____	_____	_____
Name	Title	Date
<b>Purpose</b>		
The purpose of this policy is to define the activities associated with the provision of disaster recovery (DR) plans and programs that protect Solution Resources information systems, networks, data, databases and other information assets..		
<b>Scope</b>		
The scope of this disaster recovery policy is all information technology systems, software, databases, applications and network resources needed by the company to conduct its business.		
<b>Policy</b>		
<ol style="list-style-type: none"> <li>1. The company shall develop comprehensive disaster recovery plans in accordance with good disaster recovery management practices as defined by the disaster recovery standard.</li> <li>2. Technology disaster recovery activities shall be performed as part of the company's business continuity management system (BCMS), which administers and manages the technology disaster recovery program which includes: <ul style="list-style-type: none"> <li>o Planning and design of technology disaster recovery activities, which include technology disaster recovery plans.</li> <li>o Identification of DR teams, defining their roles and responsibilities and ensuring they are properly trained and prepared to respond to an incident.</li> <li>o Scheduling of updates to DR business impact analyses.</li> <li>o Scheduling of updates to DR risk assessments.</li> <li>o Planning and delivery of awareness and training activities for employees and DR team members.</li> <li>o Planning and design of incident response activities.</li> <li>o Planning and execution of DR plan exercises.</li> <li>o Designing and implementing a DR program/plan maintenance activity to ensure that all plans are up to date and ready for use.</li> <li>o Preparing for management review and auditing of DR plans.</li> <li>o Planning and implementation of continuous improvement activities for the DR program and plans.</li> </ul> </li> <li>3. A formal risk assessment (RA) and business impact analysis (BIA) shall be undertaken to determine the requirements for all DR plans; RAs and BIAs shall be updated at least annually to ensure they are in alignment with the business and its technology requirements.</li> <li>4. Strategies for responding to specific technology incidents, as defined in the BIA and RA, shall be identified and used when developing individual DR plans.</li> <li>5. Disaster recovery plans shall address critical technology elements, including systems, networks, databases and data, in accordance with key business activities.</li> </ol>		

6. Disaster recovery plans shall be periodically tested in a suitable environment to ensure that the systems, networks, databases and other infrastructure elements can be recovered and returned to a business as usual (BAU) status in emergency situations and that Solution Resources management and employees understand how the plans are to be executed as well as their roles and responsibilities.
7. All employees must be made aware of the disaster recovery program and plans and their own roles and responsibilities during an incident.
8. Technology disaster recovery plans and other documents are to be kept up to date and will reflect existing and changing circumstances.

**Responsibilities**

- Policy Approval – Solution Resources senior Management is responsible for approving this policy.
- Policy Implementation – The Company HR is responsible for planning, organizing and implementing all activities that fulfill this policy.
- Policy Maintenance and Updating – The Company HR is responsible for all activities associated with maintaining and updating this policy.
- Policy Monitoring and Review – The Company HR is responsible for monitoring and reviewing this policy.
- Policy Improvement – The Company HR is responsible for defining and implementing activities that will improve this policy.

**Management Review**

Solution Resources Senior Management will review and update this disaster recovery policy on an annual basis. As changes to this DR policy are indicated in the course of business, the HR may initiate a change management process to update this policy.

**Policy Enforcement**

The HR Head will enforce this policy.