



## Business Continuity Policy Statement



*The copyright of this document is vested in Kao Data. This document may only be reproduced in whole or in part, or stored in a retrieval system, or transmitted in any form, or by any means electronic, mechanical, photocopying or otherwise, with the prior permission of Kao Data*

Located on SharePoint: IMS

### **Controlled Document: 000**

#### **Kao Data Head Office Location**

- 80 Middlesex Street, London, E1 7EZ

#### **Kao Data Campus Locations**

- London Road, Harlow, CM17 9NA
- Galvin Road, Slough, SL1 4AN
- Rowdell Road, Northolt, UB5 6AG

## Contents

1	Purpose .....	3
2	Statement .....	3

Document Title:	Business Continuity Policy Statement	THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT	Review Date:	17/12/2025
Version Number:	V2		Classification:	External
Document Owner:	Compliance		Page No.	Page 2 of 3

## 1 Purpose

The purpose of the Business Continuity Policy is to outline the management direction and support for business continuity in accordance with business requirements and relevant laws and regulations across the KAO Data estate.

## 2 Statement

It is Kao Data’s policy to develop and maintain an Integrated (Quality, Environment, Information Security, Health and Safety, Energy and Business Continuity) Management System (IMS) that commits, through our Business Continuity Policy.

KAO Data’s IMS Overview details the integrated management system framework, including business continuity responsibilities and business continuity planning procedures, plans and controls and objectives.

The Policy is communicated to all person(s) working for or on behalf of Kao Data (as part of induction training), is available to all employees via the IMS and is displayed in each office location to continually remind employees of the Company’s commitment to business continuity.

The Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

The Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of this policy undertaken annually as a minimum.

Document Title:	Business Continuity Policy Statement	<b>THIS DOCUMENT IS UNCONTROLLED</b>  <b>IN HARD COPY FORMAT</b>	Review Date:	17/12/2025
Version Number:	V2		Classification:	External
Document Owner:	Compliance		Page No.	Page 3 of 3