Business Continuity and Disaster Management Policy (BCDMP)

Preamble

UFlex Limited (hereinafter referred as "UFlex", "the Company") is dedicated to formulating processes and procedures, to ensure that the essential functions can continue during a disaster. The Company strives to put necessary checks in place to prevent interruption of critical services and reinstate all functions smoothly as soon as possible.

A contingency plan cannot ensure that a crisis or event will not have unfavorable effects on business operations or cause disruptions. Natural and other disruptions are typically unpredictably prone to change over time, even if they were anticipated. Consequently, no plan can anticipate every requirement or circumstance, regardless of how it was initially developed or modified in the future. Despite this, the company is committed to updating its policy to reflect the most recent information, techniques, and technologies.

This Policy is read to be in conjunction with the Company's internal disaster management plans, emergency response plans, business continuity procedures as applicable.

Purpose

This policy aims to ensure that the Company quickly resumes operations after a significant disruption and protects its employees and property.

Scope

The Policy covers all the employees in the country.

Definition

"Business Continuity": Planning for the continued delivery of products or services at acceptable predefined levels following disruptive incident.

"Disaster management": Disaster Management is a strategic planning and procedure that is administered and employed to protect critical infrastructures (also known as "critical assets") from severe damages when natural or human made calamities and catastrophic even occur.

Policy Elements

The Company shall ensure to:

1. To identify potential risks, disruptions, hazards and issues that can impact the business and prepare continuity plans, emergency response plans for smooth transition from the potential impact. Review policy and plan at defined intervals to update when significant change occurs.
2. Define roles and responsibilities of personnel accountable in case of crisis and align a working group for effective implementation on ground.
3. Deal with a disruption to the business, the company is dedicated to incorporate communication and response procedures. In addition, the company aims to include tools, exercises, and training to assist employees in preparing for disruptions. The business is committed to developing a multi-pronged rapid response capability and regularly practice its crisis responses.

4. Restore the core infrastructure such as building, machinery and IT systems and data in the event of a disaster or other crisis to ensure that essential business system processing will continue.
5. Comply to all applicable regulatory requirements
6. Conduct periodic business continuity training for staff and relevant parties to ensure that staff and relevant parties comprehend their roles and responsibilities in the event of such operational disruptions, and how to carry themselves in such distressful situations.
7. Take requisite measures to ensure all the employees can resume their productive jobs quickly in case of their incapacitated facilities.
8. Conduct regular risk assessments in the premises to ensure high level safety and review their preparedness to deal with a distressful situation.
9. Communicate information relating to incidents, disruptions or disasters to relevant stakeholders.

Responsibilities

All employees and individuals associated with the Company are responsible for contributing and participating in the identification, escalation and management of business continuity related risks and incidents. For the smooth implementation of this Policy the following roles and responsibilities are defined hereunder:

CEO/Top Management Level

The CEO/Top Management Level would be responsible for:

- The overall accountability for the Company's business continuity and disaster management approach
- Approval of the policy and procedure as part of the corporate governance role.
- Providing support to reinforce the importance of effective planning and promoting continual improvement through various modes of communication.
- Ensure that appropriate roles and responsibilities are defined under a governance structure for effective implementation of the policy.

Policy monitoring and review:

The policy shall be reviewed periodically and any amendments to the same shall be approved by the Board of Directors.

The Company reserves the right to modify, add to, or remove specific components of the program as it deems necessary for everyone's safety. The Company shall inform its community as well as clients of any relevant changes.

Master List Ref	Release Date	Review Date	Next Review Date
Version	Process Owner	Reviewed by	Approved by