



Business Continuity & Disaster Recovery (BCDR) Policy

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Contents of Document

Section No.	Section Title
1	Introduction
2	Purpose
3	Scope
4	Policy Statement
5	Governance and Accountability
5.1	Leadership Oversight
5.2	Assigned Responsibility
5.3	Business Ownership
5.4	Review and Monitoring
6	BCDR Principles
6.1	Continuity of Critical Operations
6.2	Preparedness
6.3	Recovery Focus
6.4	Risk-Based Planning
6.5	Coordination
6.6	Continuous Improvement
7	Business Impact and Continuity Planning
8	Business Continuity Strategy
9	Disaster Recovery Strategy
10	Roles and Responsibilities
10.1	Top Management
10.2	Function Owners
10.3	Technology Teams
10.4	Continuity Coordinators
10.5	Employees
10.6	Third Parties
11	Disruption Scenarios
12	Response and Recovery Approach
13	Communication During Disruption
14	Backup and Restoration Support

15	Testing and Exercise
16	Review and Maintenance
17	Third-Party and Supplier Considerations
18	Awareness and Preparedness
19	Exceptions
20	Continuous Improvement
21	Review of This Policy
—	Public Notice

1. Introduction

JK Cement Limited recognizes that business continuity and disaster recovery are essential to maintaining operational stability, protecting stakeholder confidence, and supporting business resilience. In a business environment that depends on digital systems, physical infrastructure, third-party services, and coordinated internal processes, any significant disruption may affect production, finance, supply chain, customer service, employee productivity, and overall business performance.

This policy sets out JK Cement's high-level commitment to prepare for, respond to, and recover from disruptions that may affect critical business functions, information systems, infrastructure, locations, or services. It is intended to demonstrate JK Cement's approach to resilience and continuity without exposing sensitive internal operating details.

JK Cement is committed to maintaining appropriate arrangements so that critical business activities can continue during a disruption, and normal operations can be restored within acceptable timeframes.

2. Purpose

The purpose of this policy is to define JK Cement's approach to business continuity and disaster recovery in a structured and transparent manner.

This policy is intended to:

- reduce the impact of disruptive events on critical business operations
- provide a framework for continuity planning and disaster recovery preparedness
- support timely response and recovery during incidents and disruptions
- establish roles and responsibilities for continuity management
- promote regular testing, review, and improvement of continuity arrangements
- support the organization's broader resilience and governance objectives

This policy serves as a public commitment to operational preparedness and continuity awareness.

3. Scope

This policy applies to:

- all critical business functions and business units of JK Cement
- all employees, contractors, consultants, and relevant third parties
- information systems, applications, infrastructure, and support services
- physical sites, offices, and operational facilities
- business processes that depend on technology, people, or external service providers

The policy covers disruptions that may arise from technology failures, cyber incidents, infrastructure outages, natural events, utility failures, human error, supply chain interruption, or other events that may impact continuity of operations.

4. Policy Statement

JK Cement shall maintain business continuity and disaster recovery capabilities that are appropriate to the nature of its operations and business requirements.

The organization shall:

- identify critical business activities and supporting resources
- assess the impact of disruption on essential services
- define continuity and recovery strategies for significant risks
- maintain recovery arrangements for critical operations and systems
- test and review continuity measures on a periodic basis
- improve continuity preparedness based on lessons learned
- ensure management oversight of continuity and recovery readiness

Business continuity and disaster recovery shall be treated as an ongoing business discipline and not as a one-time exercise.

5. Governance and Accountability

JK Cement shall maintain a governance structure to oversee business continuity and disaster recovery planning, readiness, testing, and improvement.

5.1 Leadership Oversight

Senior leadership shall provide oversight for continuity preparedness and ensure that continuity planning receives appropriate attention and resources.

5.2 Assigned Responsibility

Responsibilities for continuity and recovery shall be assigned to appropriate functions, including business owners, technology teams, support teams, and designated coordinators.

5.3 Business Ownership

Critical business functions shall identify their continuity needs and support the development of recovery strategies suitable for their operations.

5.4 Review and Monitoring

Continuity readiness shall be periodically reviewed by relevant stakeholders, and actions arising from tests, incidents, or assessments shall be tracked to closure.

6. BCDR Principles

JK Cement's BCDR approach is based on the following principles:

6.1 Continuity of Critical Operations

Critical business operations should continue or be restored within acceptable timeframes during a disruption.

6.2 Preparedness

Plans, procedures, and responsibilities should be established in advance and maintained in a ready state.

6.3 Recovery Focus

Recovery arrangements should support timely restoration of critical services, systems, and business processes.

6.4 Risk-Based Planning

Continuity arrangements should be based on the business impact of disruption and the level of risk associated with each critical service.

6.5 Coordination

Continuity and recovery actions should be coordinated across business, IT, support, and third-party stakeholders where required.

6.6 Continuous Improvement

Continuity capabilities should be strengthened over time through testing, review, lessons learned, and management oversight.

7. Business Impact and Continuity Planning

JK Cement shall maintain a business impact-based approach to continuity planning.

This means that:

- critical business processes shall be identified
- dependencies on systems, locations, people, and third parties shall be considered
- potential disruption scenarios shall be assessed
- recovery priorities shall be defined based on business need
- continuity arrangements shall be aligned to the criticality of operations

Where applicable, continuity planning may consider the following factors:

- operational dependency on technology or infrastructure
- production and supply chain impact
- financial and customer impact
- legal, contractual, or regulatory consequences
- effect on safety, service delivery, or business reputation

The purpose of this planning is to ensure that continuity arrangements are meaningful, practical, and proportionate.

8. Business Continuity Strategy

JK Cement shall maintain business continuity strategies to support the continuation or resumption of critical business functions during disruption.

The continuity strategy may include, where appropriate:

- alternate ways of working
- manual workarounds for essential operations
- backup arrangements for key processes
- alternate communication methods
- remote working or distributed working capabilities
- prioritization of resources for essential functions
- coordination with third-party service providers
- restoration sequencing based on business priority

Continuity strategies shall be selected based on the nature of the process, the impact of interruption, and the resources required to sustain operations during a disruption.

9. Disaster Recovery Strategy

JK Cement shall maintain disaster recovery arrangements to support restoration of technology-enabled business operations after a disruptive event.

The disaster recovery approach may include:

- recovery of critical applications and infrastructure
- restoration from backup or alternate systems where applicable
- use of alternate or redundant services for essential operations
- prioritization of recovery for critical systems
- restoration sequencing based on business need
- validation of restored services before return to normal operation

Disaster recovery arrangements shall be aligned with business requirements and reviewed periodically to ensure they remain suitable and effective.

10. Roles and Responsibilities

10.1 Top Management

Top Management shall support continuity planning, approve relevant arrangements, and ensure appropriate resources are made available.

10.2 Function Owners

Function owners shall identify critical activities, confirm continuity requirements, and support continuity testing where relevant.

10.3 Technology Teams

Technology teams shall support the recovery of systems, services, infrastructure, and backups where technology recovery is required.

10.4 Continuity Coordinators

Designated coordinators shall help organize preparedness activities, update continuity documentation, support exercises, and assist with communication during disruptions.

10.5 Employees

Employees shall follow continuity instructions, cooperate during recovery efforts, and report disruption-related issues promptly.

10.6 Third Parties

Where third parties support critical services, they shall be expected to cooperate with continuity and recovery arrangements relevant to their scope of service.

11. Disruption Scenarios

JK Cement shall consider a range of disruption scenarios in continuity planning.

These may include:

- IT system failure or application outage
- cyber incident or malicious attack
- network or connectivity failure
- power interruption or utility disruption
- natural disaster such as flood, fire, or earthquake
- human error or accidental service interruption
- hardware or infrastructure failure
- unavailability of key personnel
- third-party service disruption
- supply chain interruption
- physical access disruption or facility incident

The purpose of scenario planning is to ensure that continuity arrangements remain realistic and relevant across different types of disruption.

12. Response and Recovery Approach

When a disruption occurs or is suspected, JK Cement shall follow a structured response and recovery approach.

This may include:

- incident identification and initial assessment
- activation of continuity or recovery arrangements where required
- assignment of responsibilities
- communication with relevant internal stakeholders
- recovery of critical processes and services
- monitoring of service restoration
- escalation where required
- post-event review and improvement action

The organization shall aim to respond in a calm, coordinated, and business-focused manner to minimize operational impact and support timely restoration.

13. Communication During Disruption

JK Cement shall maintain communication arrangements to support continuity and recovery activities.

Communication arrangements may include:

- internal communication to relevant business and support teams
- escalation to management where required
- communication with service providers or partners
- communication with customers or stakeholders where necessary
- regulatory communication where required by law or contract

Communication methods should remain practical during disruption and should support clarity, timeliness, and coordination.

14. Backup and Restoration Support

JK Cement shall maintain backup and restoration arrangements that support recovery of critical information and services.

This includes:

- backup of important business data and systems where appropriate
- protection of backup resources from loss or misuse
- restoration planning for critical services
- periodic review of restoration capability
- validation of recovery success where applicable

Backup and restoration arrangements form an important part of the broader disaster recovery capability.

15. Testing and Exercise

JK Cement shall periodically test or exercise its business continuity and disaster recovery arrangements.

Testing may include:

- tabletop exercises
- scenario simulations
- recovery validation activities
- communication drills
- functional exercises for selected services
- reviews after real incidents or disruptions

Testing shall be performed to evaluate readiness, identify gaps, and improve continuity capability over time.

The results of testing shall be reviewed, and improvement actions shall be tracked and addressed as appropriate.

16. Review and Maintenance

Business continuity and disaster recovery arrangements shall be reviewed periodically and updated when necessary.

Reviews may be triggered by:

- organizational or operational change
- technology change
- major incidents or disruptions
- testing outcomes
- changes in risk or dependency
- lessons learned from exercises or events
- new legal, contractual, or business requirements

Continuity documentation should remain current and practical so that it is useful during actual disruption events.

17. Third-Party and Supplier Considerations

JK Cement recognizes that continuity may depend on external vendors, service providers, and business partners.

Accordingly, the organization shall consider:

- third-party dependency on critical services
- continuity expectations in relevant agreements
- service restoration coordination where applicable
- the potential impact of third-party disruption on JK Cement operations
- replacement or alternative arrangements where necessary

Third-party continuity expectations shall be proportionate to the importance of the service provided.

18. Awareness and Preparedness

JK Cement shall promote continuity awareness so that personnel understand their responsibilities during disruptions.

Awareness may include:

- communication of continuity instructions
- participation in exercises or drills
- guidance on response expectations
- awareness of reporting channels
- support for continuity and recovery roles

Prepared personnel contribute significantly to effective response during a disruption.

19. Exceptions

Any exception to this policy shall be reviewed and approved through the appropriate internal process.

Exceptions should be:

- justified
- time-bound
- risk-assessed
- documented
- periodically reviewed

Where an exception increases risk, appropriate mitigation measures shall be considered.

20. Continuous Improvement

JK Cement shall continue to improve its continuity and disaster recovery capabilities through:

- lessons learned from incidents and exercises
- feedback from review activities
- improvement actions resulting from testing
- updates based on business or technology change
- benchmarking against good practices where appropriate

Continuous improvement is a core part of maintaining resilience and operational readiness.

21. Review of This Policy

This policy shall be reviewed periodically to ensure that it remains relevant, effective, and aligned with the organization's continuity objectives and disclosure requirements.

Public Notice.

This policy provides a high-level overview of JK Cement's Business Continuity & Disaster Recovery approach. It is intended for transparency and stakeholder confidence and does not disclose sensitive internal controls, technical configurations, or recovery details.