

APPROVED

Chairperson of the Non-governmental
Organization
"Ukrainian Pet Association Worldwide"
_____ O.V. Koshak

Date

**BUSINESS CONTINUITY
AND CATAclySM RECOVERY POLICY**

Regulations on Ensuring Business Continuity and Cataclysm (Disaster?) Recovery of Non-governmental Organization "Ukrainian Pet Association Worldwide"

1. General Terms and Scope of Regulation

1.1. Definition of Terms:

- Continuity of the Organization shall be the ability to withstand various negative, both natural and economic impacts.
- Business Continuity shall mean the ability to overcome adverse events and the ability to adapt, use them with the greatest effect for the organization.
- Cataclysm shall mean a sudden catastrophe, a natural anomaly that caused significant environmental and socio-economic consequences and destruction.
- NGO shall mean Non-governmental Organization "Ukrainian Pet Association Worldwide"

1.2. This Policy shall be mandatory for application by the authorized person, employees or members of the NGO

2. Purpose of the Policy

Creation of a set of conditions sufficient to reduce the negative impact and the consequences of such an impact on the change in continuity of the Organization and the possible instability of internal and external influences on the NGO activities.

3. Principles

- Compliance with international standards, internal policies of the NGO
- Integration with the NGO activity strategy, increasing the efficiency and long-term continuity of activities
- Honesty, openness and transparency
- Zero tolerance for fraud and corruption
- Respect for interests and constructive dialog in relations with the interested parties
- Responsible leadership and compliance with ethical rules
- Equal opportunities, culture of respect and trust
- Ensuring decent and safe working conditions, the priority of saving the life and health of the employee in relation to the results of activities
- Tolerance, improving the quality of life and well-being of the population and social support in the regions where the NGO is located
- Responsible and rational use of resources in production
- Environmental protection and conservation of land resources.

4. Business Continuity System

4.1. The internal business continuity of the Organization, the achievement of which shall be based on the principle of active response to changes in internal and external factors. It shall include: general financial condition, labor potential, informational, organizational, marketing and management components and their dynamics, when consistently high economic results of functioning of the Organization are ensured.

4.2. The external business continuity of the Organization shall determine the stability of economic environment within which the activities are carried out. It shall be achieved through an appropriate system of economic management throughout the country.

4.3. Inherent business continuity shall determine the presence of a certain margin of safety, which protects the Organization from adverse destabilizing production conditions and sudden changes in external factors.

4.4. The overall continuity of the Organization shall imply its ability to manage internal factors and adapt to external factors of activity, thereby maintaining optimal conditions for effective management.

5. Factors of Economic Stability

5.1. The flexibility of the entire management system of the Organization (financial, personnel, marketing, investment and management components) shall provide a margin of safety for the enterprise and a balanced process of the functioning.

5.2. The flexibility of managing economic stability shall be ensured by the use of appropriate management algorithms, as well as various technical and organizational measures.

5.3. Achieving fast adaptation to changing conditions of the external and internal environment with adaptation to changes in economic processes in a competitive environment.

6. Plan of Measures in the Event of Unforeseen Circumstances and Cataclysms

6.1. Planning of measures in the event of unforeseen circumstances shall allow to reduce losses and the likelihood of their occurrence, increase the speed of resumption of the Organization's activities.

6.2. The plan of measures shall define the procedure for ensuring the implementation of the necessary operations in the event of unforeseen circumstances, including:

determining priority operations depending on their importance and the time during which their execution shall be restored (separately define operations / functions that may be terminated or not performed when unforeseen circumstances occur);

peculiarities of performing operations in the event of unforeseen circumstances and in the period after their completion during the time necessary to eliminate their consequences and return to normal operation;

6.3. The components of the overall plan of measures shall be a plan for ensuring continuity of activities and actions in case of emergency situations, an evacuation plan for personnel and customers in case of an explosion, fire threat and other plans aimed at ensuring the Organization's activities.

7. Supplementary Conditions

The NGO shall reserve the right to change the terms and conditions herein at any time.