



Business Continuity Policy

Organisation Issue No: 1.0

Organisation Issue Date: 29 September 2023

The Executive Management and the Business Continuity Committee of MBJ Airports Limited (MBJ), located at Sangster International Airport, Jamaica are committed to preserving the continuity of MBJ's processes and services and other functions in the face of disruptions to preserve its legal, regulatory and contractual compliance, cash-flow, profitability, commercial image and competitive edge.

The organization is committed to satisfy applicable legal, regulatory and contractual obligations, and reduce operational (continuity-related) disruption risks to acceptable levels, MBJ Airports Limited operates a business continuity management system (BCMS) in line with the requirements of ISO 22301:2019.

MBJ's current strategic business plan and risk management framework provides the context for identifying, assessing, evaluating and controlling continuity-related risks through the establishment and maintenance of a BCMS. The business impact analysis, risk assessment and risk mitigation identify how continuity-related risks are controlled.

MBJ aims to achieve specific, defined business continuity objectives, which are developed in accordance with the business objectives, the context of the organisation, the results of risk assessments and the risk treatment plan. These objectives are recorded in the Objectives and Measurement record.

We have documented this policy and will maintain it and update it as appropriate at relevant intervals or upon significant change.

All employees of the MBJ Airports Limited and external parties identified in the BCMS are expected to comply with these policies and with the Business Continuity Management System. All staff, and certain external parties, will receive or be required to provide appropriate training.

This policy is communicated within MBJ Airports Limited and to all Employees/Staff and, as appropriate, those who perform work on our behalf. It is available to interested parties upon request.

MBJ is committed to the continual, systematic review and improvement of the BCMS.



MBJ has established a Business Continuity Committee chaired by the Business Continuity Manager and others to support the BCMS framework and to periodically review this policy. MBJ Airports Limited is committed to maintaining certification of its BCMS to ISO 22301:2019.

This policy will be reviewed to respond to any significant changes in the context of the organisation or risk assessment, at least annually.

In this policy, 'business continuity' is defined as the *"capability of an organisation to continue the delivery of products or services within acceptable time frames at predefined capacity during a disruption"* (ISO 22301:2019, 3.3).

A **disruption** is an *'incident, whether anticipated or unanticipated, that causes an unplanned, negative deviation from the expected delivery of products and services according to an organisation's objectives'* (ISO 22301:2019, 3.10).

The Business Continuity Management System, of which this policy, the Business Continuity Manual ('the Manual'), the Business Continuity Plans and procedures (BCP) and other supporting and related documentation is a part, and which has been designed in accordance with the specification contained in ISO 22301:2019.

Document owner and approval

The BC Manager is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to the Crisis Management Team and Business Continuity Committee and is published on SharePoint.

This procedure was approved by the CEO and is issued on a version-controlled basis under his signature.

Signature:

Date: 29 September 2023

Change History Record

Issue	Description of Change	Date of change
1.0	Initial issue	29 September 2023