



P O L I C Y 1 4 O F 1 6

Business Continuity & Disaster Recovery Policy

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Policy owner	Adam O'Neill, Director
Approved by	Stevie MacGregor
Classification	Public — available on request

SOMA Project Controls Ltd
www.somaprojectcontrols.com

1. Purpose

This policy sets out how SOMA Project Controls Ltd will continue to provide services to its clients in the event of disruption, and how we will recover quickly from incidents affecting our people, systems or operations.

2. Scope

Covers all SOMA operations and the services we provide to clients.

3. Objectives

- Keep people safe.
- Meet critical client commitments, even in disrupted conditions.
- Restore normal operations as quickly as reasonably possible.
- Protect information, reputation and ability to bill.

4. Business Impact Assessment

SOMA is a remote-first, cloud-based consultancy. Our critical dependencies are: key personnel; access to client project data in our primary cloud platform; internet connectivity; and the ability to communicate with clients. A prolonged loss of any of these is the principal business-continuity risk.

5. Recovery Objectives

- Recovery Time Objective (RTO) for core collaboration and client data: 8 working hours.
- Recovery Point Objective (RPO) for client project data: 24 hours.
- Client-facing communications target: same-day acknowledgement of any material disruption affecting their project.

6. Continuity Arrangements

- Remote-first operating model — no single office dependency.
 - Cloud-hosted productivity, collaboration and project tooling with vendor-managed redundancy.
 - Daily backups of client project data with off-platform copies held in a separate region.
 - Key-person cover — for every live engagement, a named deputy is briefed and has access.
 - Alternative communications channels (secondary email, mobile, messaging platform) established with each client.
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- Pre-agreed associate pool available to be mobilised at short notice in a capacity disruption.

7. Disaster Recovery — Information Systems

Our primary recovery strategy relies on the hosted resilience of our cloud providers. We verify, at least annually, that we can: (a) log into core services from a replacement device; (b) restore a sample of client project data from backup; and (c) communicate securely with clients through our secondary channel.

8. Incident Response

1. Any member of staff can declare a continuity incident.
2. The Director takes the lead as Incident Manager and confirms severity.
3. Internal and client communications are issued using pre-prepared templates.
4. Actions are logged, a recovery plan is executed, and clients are updated at agreed intervals.
5. A post-incident review is held within five working days of stand-down.

9. Testing & Review

The plan is tested at least annually through a tabletop exercise, and is reviewed after every live incident and whenever there is a material change to our operating model.

10. Review & Governance

This policy is reviewed at least annually, and sooner if legislation, SOMA Project Controls Ltd's operating context or client requirements change materially. The Director is the accountable owner. Minor amendments are logged in the version-control table; material changes trigger a re-issue and fresh sign-off by the policy owner and approver named on the sign-off page.

S I G N E D & A P P R O V E D

Policy Adoption & Approval

This policy is formally adopted by SOMA Project Controls Ltd. It is communicated to all employees, associates and, where relevant, supply-chain partners, and is available on request to clients, prospective clients and other interested parties. The signatures below record its adoption and the date from which it takes effect.

P O L I C Y O W N E R

Adam O'Neill

Adam O'NeillDirector
SOMA Project Controls Ltd**Date: March 2026****A P P R O V E D B Y**

Stevie MacGregor

Stevie MacGregorDirector
SOMA Project Controls Ltd**Date: March 2026****N e x t s c h e d u l e d r e v i e w****March 2027**