

GENERAL POLICY: BUSINESS CONTINUITY POLICY

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Executive Leadership Team	
Reviewed by: Chief Operating Officer	
Date of next review	May 2026

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability

1. Document Control

1.1. Document Details

Title	Business Continuity Policy
Author	Debbie Holland
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1.2. Revision History

Version	Date	Author	Comments
1.0	Nov 2022	D Holland	Definitive Release
1.1	July 2024	D Holland	Amendment – Mention of ISO22301: 2012 changed to 2019
2.0	May 2025	D Holland	Reviewed – No changes

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

Boston College is committed to implementing and maintaining robust business continuity arrangements which will enable critical functions to continue to deliver key services in the event of minor/major incidents, disruptive events, and crisis situations.

To achieve this objective, the College will maintain an effective and efficient Business Continuity Management System based upon the requirements of ISO 22301:2019.

In particular, Boston College will:

- Ensure business continuity arrangements meet the requirements of any statutory, regulatory, and contractual duties placed upon it.
- Develop, implement, maintain, and continually improve business continuity strategies, plans, and arrangements.
- Ensure all functions/activities have effective strategies and plans to manage disruptive events and maintain service delivery.
- Ensure business continuity arrangements reflect the level of risk accepted by the Corporation and Executive Leadership Team.
- Create strategies and plans for new risks (if appropriate) that have been identified as a result of the risk management process and have adequate arrangements in place for existing risks that could affect service delivery.
- Provide assurances to all stakeholders through the implementation and maintenance of relating strategies and plans.
- Apply this policy to all functions and activities within Boston College.
- Provide adequate resources, training, and competent staff required to establish, implement, operate, and maintain the Business Continuity Management System.
- Ensure all business continuity critical suppliers are made aware of this policy and their contribution to the effectiveness of the Business Continuity Management System.
- Test and review its business continuity arrangements on a regular basis.
- Evaluate its response to disruptive events and identify areas for further development.
- Ensure it adopts best practices where improvements to arrangements can be achieved.

The continual improvement of Boston College's Business Continuity Management System is fundamental to the success of its business and must be supported by all employees as an integral part of their daily work.

Signed on behalf of Executive Leadership Team:



Debbie Holland – Vice Principal: Finance & Corporate Services