

Holmes Murphy Disaster Preparedness Plan

June 2023

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Executive Summary

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OBJECTIVE/PURPOSE OF THE PREPAREDNESS PLAN

The objective of Holmes Murphy's Preparedness Plan is to prepare personnel to successfully manage potential interruptions or disaster situations while also considering their personal safety during the recovery efforts.

Holmes Murphy defines a disaster as a sudden, unplanned event causing unacceptable damage or loss as defined or determined by a risk assessment: 1) Any event that creates an inability on an organization's part to provide critical business functions for some predetermined period of time. 2) In the business environment, any event that creates an inability on an organization's part to provide critical business functions for some predetermined period of time. 3) The period when company management decides to divert from normal production responses and exercises its plan. Typically signifies the beginning of a move from a primary to an alternate location.

This plan will identify the necessary personnel and resources required for both disaster preparation and response. Furthermore, it will ensure the proper steps will be carried out to permit the timely restoration of services and business functions. The plan should minimize decision-making during a disaster or interruption by listing all actions required to restore the ability to complete business processes.

The objective of the Preparedness Plan is to reduce the risk to the communications and business to an acceptable level by ensuring the restoration of critical business functions within the determined Recovery Time Objectives (RTOs).

This plan aims to ensure the continuation of services to customers, as well as the protection of shareholder interests and the following of any regulatory requirements.

LOCATION OF THE PREPAREDNESS PLAN

The most current revisions of this plan are to reside in the following locations at all times:

1. Online Copies
 - a. All Office Locations Employee Action Plan (EAP) Only
 - i. Holmes Murphy Intranet
 - b. Leadership Business Continuity Plan (BCP) and All Office Locations EAP
 - i. LogicGate
 - ii. Executive Committee and Executive Leadership Team Hard Drives
 - iii. Office Leaders/Local Coordinators
2. Physical Paper Copies in the Physical Office Location
 - a. Location Specific EAP
 - i. Reception Desk
 - ii. Office Leaders'/Coordinators' Desks
 - b. Leadership BCP and All Office Locations EAP
 - i. Mailroom – Aaron Gould's Office
 - ii. Human Resources – Amanda Vander Ley's Office

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- iii. Information Technology – Dave Ashton’s Office
- iv. Risk/Compliance – Chris Nelson’s Office
- v. Risk & Safety – Chris Murphy’s Office

3. Offsite Locations

- a. Chris Nelson – 12890 Lincoln Ave. Clive, IA, 50325, 515-250-9485

DEFINITION OF CRISIS MANAGEMENT TEAM (CMT)

Holmes Murphy’s Crisis Management Team will consist of the Executive Committee as well as certain identified members of the Enterprise Leadership Team and the appropriate business owners of critical organizational functions who are responsible for recovery or location operations during a crisis. As a team, they will:

- Decide whether the organization should declare an alert or a disaster.
- Provide direction and support to all employees and recovery support staff members.
- Monitor and coordinate the necessary recovery activities.
- Liaison with civil authorities, major customers, public relations, etc.

ASSUMPTIONS

This plan is predicated on the validity of the assumptions listed below.

The plan is written to cover a worst-case disaster situation. However, the plan may also be activated in less than worst-case scenarios, with any potential interruption to business or imminent threat, whether technical or physical.

Things to keep in mind:

- Annual training as part of Legal and Compliance Season will keep all personnel affected by this plan aware of its current procedures and practices.
- All personnel affected by this plan are responsible for understanding their role(s) in a disaster situation.
- This plan will be continually maintained on a yearly basis.
- The recovery process documented in the plan will be tested annually.

AUDIENCE

- Employees
- Customers, upon request and following an executed non-disclosure agreement (NDA)
- Vendors, upon request and following an executed NDA
- Shareholders, Board of Directors, and Executive Committee
- Regulatory Positions/Auditors

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DISTRIBUTION

The plan is to be posted on the Holmes Murphy Intranet, in LogicGate, on select individuals' hard drives, and physically at select locations at Holmes Murphy. A reminder of the document location on the Holmes Murphy Intranet will be sent out to employees annually as part of the annual training during Legal and Compliance Season. New employees will watch their office's training in Simon as part of their New Employee Orientation. A new employee will also be given an office tour as part of New Employee Orientation where emergency exits and shelter areas will be noted.

MAINTENANCE

The plan must be updated annually to reflect changes to resources (systems and personnel), as well as the business environment. The plan must be retested, and personnel retrained on any changes. Holmes Murphy will record any and all changes in the version control page.

