

WORKING PRINCIPLES – WORKING GROUP ON BUSINESS CONTINUITY AND DISASTER MANAGEMENT

Aim

The aim of the Working Group (WG) on Business Continuity and Disaster Management is to develop an earthquake disaster plan within the framework of Fiba Holding's Earthquake Master Program and subsequently implement this plan. The goal is to cope with disasters and emergencies, ensure business continuity, and enhance organizational resilience.

Composition of the Working Group

- The Working Group on Business Continuity and Disaster Management is chaired by the HSE and Sustainability Director.
- At least one representative from the Finance, Operations, HSE and Sustainability, Human Resources and Administrative Affairs and Information Technology and Business Solutions departments is responsible for attending the WG meetings.

Roles and Responsibilities

- The Working Group must fulfill the duties established by the Sustainability Committee.
- The WG develops business plans to implement the strategies, goals, policies and tasks set by the Sustainability Committee.
- The Head of the Working Group is responsible for evaluating the outcomes generated by the WG and presenting them and the meetings of the Sustainability Committee.
- The responsible officers are tasked with taking and following up actions, data collection and informing the Head of the WG.
- The WG is responsible for identifying needs in its field of mandate and presenting recommendations to the Sustainability Committee regarding regulations relevant to its scope of roles and responsibilities.
- The roles and responsibilities of the WG may be updated in accordance with the decisions and guidance of the Sustainability Committee.
- The WG defines the disaster management, communication and decision-making process.
- Each member has specific roles and responsibilities, including tasks such as creating disaster plans, coordinating communication, ensuring employee safety, and managing the supply chain.
- The WG clarifies the responsibilities of individuals accountable for creating, updating, and implementing the business continuity plan.
- The WG conducts a detailed risk assessment of potential disaster scenarios and their impacts on the organization.
- The WG organizes training and drills to ensure employees and Working Group members understand the disaster plan.
- The WG Works on strategies to maintain business operations, including data backup and recovery plans.

Meetings and Reporting

- The WG meets as necessary but no less than quarterly in any case.
- The secretarial duties of the WG are carried out by the HSE and Sustainability Department which will also prepare the minutes of meetings.
- The minutes of the meetings should include the following items as a minimum:
 - Place and time of the meeting,
 - Agenda items,
 - Attending members,
 - Decisions taken.
- The minutes of the meeting are submitted to the Sustainability Committee in writing within the month that follows the meeting date.
- Members who will not be able to attend the meeting for a valid excuse should inform the committee secretariat in advance. Otherwise, they will be considered absent without an excuse.

ANNEX 1: Actions of the Working Group:

The WG Actions were set out upon approval of the Sustainability Committee on 18 December 2023. These actions will be updated as necessary on the basis of recommendations from the Working Group and guidance and approval of the Sustainability Committee.

- Identifying stakeholders and preparing a stakeholder list.
- Determining stakeholder expectations.
- Updating the existing Disaster Plan within the Integrated Management System to include crisis management.
- Creating a crisis communication plan.
- Prioritizing and specifying critical business processes.
- Monitoring Corporate Insurance Coverage (including insurance coverage for financial risks).
- Storing critical data in secure vaults and updating it periodically.