



Dawood Equities Limited
Business Continuity and Disaster Recovery Plan

1. Plan Introduction

Business continuity and Disaster Recovery Plan has been at the forefront of corporate planning in recent years because of the interconnected and integrated global economy where one outage to one service threatens the whole chain involved.

Business continuity management is not just about having systems in place for backups and to fall back on. There needs to be a mindset change in the employees who operate these systems and hence what is needed is the ability to switch to the backup system or the offshore site and resume operations within no time.

1. Purpose

Business continuity and Disaster Recovery Plan is a plan to help ensure that business processes can continue during a time of emergency or disaster. Such emergencies or disasters might include a fire or any other case where business is not able to occur under normal conditions. Dawood Equities Limited need to look at all such potential threats and devise BCPs to ensure continued operations should the threat becomes a reality.

Major Goal of this Document is to provide an organized way to make decision to reduce confusion in case of disaster and enhance the ability of Dawood Equities limited to deal with the Crisis.

As new recommendations are completed, new areas of concern are recognized or after a disruption the plan will be reviewed, updated and enhanced for any incompleteness at any point in time the plan will reflect the current status.

2. Applicability

Business continuity and Disaster recovery plan applied to functions, Operations, and resources necessary to restore and resume and restore Dawood Equities limited Operations as it is install at corporate office situated at New Stock Exchange Building (Pakistan Stock Exchange) Karachi. The plan applies to Dawood Equities Limited and all other persons associates with Information Technology Department as identified under responsibilities section.

3. Audience

This Document is to address to all department head of the Dawood Equities Limited and Disaster recovery team.

2. Mission and Objective

Information technology system is vital element in the Dawood Equities Limited and it is critical that the services provided by this system are able to operate effectively without excessive interruption. Business Continuity Plan is establishing through plans and procedures and technical measures that can enable a system to be recovered quickly and effectively.

The central theme of Business Continuity Plan is to minimize the effective disaster will have upon on-going operation. This Business Continuity Plan responds to the most severe disaster as well as occurrence of a disaster of less severe nature.

The following Objective has been established for the plans:

4. Guide the company's disaster recovery teams

This is one of the most fundamental objectives of business continuity management. It's a step-by-step guide that will be used by your recovery teams during an actual disaster situation.

5. Identify disaster recovery personnel

Who is on those disaster recovery teams? What are their roles? How can they be reached in an emergency? Identifying this information is one of the most important goals of your business continuity planning.

6. Assess risks and impact

Another crucial purpose of creating a Business Continuity Plan is identifying the various threats to Dawood Equities Limited operations. In a later section, plan will outline different types of disasters that could disrupt the business. It also includes the impact of each scenario: how much damage would be caused, how long the recovery would take, the cost of operational losses and so on.

7. Provide the step-by-step protocols

Business Continuity Plan will provide the specific procedures that need to be followed to assist in recovery. Chances are, when disaster strikes, personnel won't remember exactly what they're supposed to do.

8. Identify the location of critical data and assets

One of the most important business continuity plan objectives is to identify where critical data and other assets are being stored. This allows recovery teams to begin recovery even if key personnel are unavailable.

9. Identify back-up locations and resources

To inform recovery teams to know where and how to relocate operations, and with what resources. Business Continuity Plan outlines the availability of back-up office space or the procedures for securing a new space rapidly. Additionally, it will cite the availability of back-up physical resources, such as workstations and devices.

10. Outline existing preventative measures

It will outline the technologies, tools and protocols that are *already in place* to prevent or mitigate the effects of a disaster.

3. Scope of Business Continuity Plan

The scope of Business Continuity Plan is protect the assets of the Dawood Equities Limited and provide the capability to resume effective operation at a level and in a time period that allows it to meet legal and regulatory requirements.

The Business Continuity Plan ensures that suitable alternative facilities are available, that key staff is available (and possibly cross trained to serve in many roles) and that critical technology, external services, vital records and other items critical to resuming business are duplicated and available in another location.

4. Recovery Strategies

The plan procedures shall be designed with a worst-case scenario in mind that includes both no access to normal business premises and no access to primary systems and services. The plan procedures also account for there being no impact on competing firms or the situation where other firms have been able to recover fully.

The objective of the plan is for Dawood Equities Limited to have the capacity to operate to an agreed level of business activity that meets its legal, fiduciary, and regulatory obligations and its commitment to its customers.

Recovery times shall be detailed in taking into account that external factors and the scope of the disruption may constrained the speed of recovery.

5. Plan Components

1. Framework

The Framework shall provide the process and standards to create, maintain and test an integrated set of plans and the infrastructure to support them. It covers all areas from senior management control to business and technical recovery.

2. Plans and Procedures

The Business Continuity Plan define the responsibilities and procedures to be followed to establish the control and communication needed to maintain all critical business functions and manage recovery. The Business Continuity Plan based on an analysis of the impact to the business of a serious or prolonged disruption and the mitigating solutions. It s specify following facilities, services and technology to resume all critical business processes.

- An alternate operating facility exists at pre-decided secondary site (Corporate Branch at Pakistan stock exchange).
 - Dawood Equities Limited will use the secondary site (corporate branch) and IT resources to recover It Functions during an emergency situation.
 - The designated computer system at the secondary site (corporate branch)has been configured to begin processing system information.

- The switchover will be performed as fast as possible to ensure the continuity of normal data processing.
- The secondary site (corporate branch) will be used to continue system processing through the period of disruption until the return to normal operations.

3. Staff Awareness

Plan The Awareness Plan shall be implemented to ensure that all personnel are continually aware of their responsibilities and know how to remain in contact and what to do in the event of a crisis.

6. Reviewing and Testing

All plans and procedures reviewed and comprehensively tested annually and as warranted by the changes in business or technology. Dawood Equities Limited prepared to participate in industry-wide testing or testing coordinated by the Exchanges, clearance, settlement or other critical infrastructure providers.

Standards

Plan content can be adopted from the following list but compliance requires adequate specific procedure content as well as annual review and testing evidenced by sign-off by the Business Continuity Plan officer.

1. Communication

Contact lists and the procedures to contact all employees, building management (both primary and recovery site), customers and counterparties shall be included in the plan. There should be alternative methods of communication to anticipate disruption in one or the other.

2. Recovery site location

The recovery site and back up infrastructure, is located sufficiently far away from the primary location so that power, communication, water supply, transportation, and other risks are minimized to the extent possible and reasonable.

3. System back-up

There is comprehensive backup processes to ensure critical data as well as application source code is captured, stored and available for recovery

4. External dependencies

All third parties, and service providers, upon whom the organization is critically dependent, to demonstrate an effective and proven business continuity capability.

5. *Vital records*

All Departments Heads is responsible for ensuring that all vital records including hardcopy, microfiche and those electronically or magnetically stored are duplicated in a secured geographically removed location and are current and available for use in the required timeframe during an emergency.

6. *Staff awareness*

The awareness plan ensure that each staff member is trained to be fully capable of responding to an event and performing the required business functions at the alternative site.

7. *Ongoing maintenance of a Business continuity Plan*

Business continuity is an operational requirement and, therefore, integral to the development of new business operations, products, services and infrastructure and safeguarded in the change management process.

8. *Human resources plan*

Businesses Continuity Plan Officer should ensure that the BCP considers payroll services, emergency services like grief counseling, financial assistance and other support services appropriate to an emergency.

7. *FUTURE IMPROVEMENTS*

The management will review and may amend or otherwise modify this policy statement from time to time with the approval of Board of Directors of Dawood equities limited.

8. *BOARD OF DIRECTOR APPROVAL*

This policy has been approved by the Board of Directors on April 27, 2022.