

POLICY

The NBCC Board of Governors (the “Board”) will ensure, through the President and CEO, that a systematic process is put in place to plan for continuity of critical functions and processes in the event of a business interruption, and to minimize potential disruption should business interruption occur.

This plan should be reviewed by senior management annually. The need to test the business continuity plan, or parts thereof, should also be considered as part of the annual review. The plan should be flexible enough to respond to a range of potential situations. The President and CEO is expected to brief the Board on the status of the business continuity plan annually, and this may or may not occur during his/her review of the organization’s risk management system.

The Business Continuity Plan should address the following elements:

- Crisis leadership structure
- Crisis communications plan
- Maintenance of core functions
- Co-ordination and liaison with key stakeholders (e.g. Department of Post-Secondary Education, Training and Labour (PETL), students, employees, etc.) and information sources

PURPOSE

Business continuity planning involves systematically identifying the critical functions of the organization, and the business processes necessary for those critical functions to continue in the event of a business disruption. It is one of the means by which potential risks identified through the risk management process are mitigated.

The objectives of a Business Continuity Plan for NBCC include:

- Protecting employees and students and critical assets such as information, physical plant, infrastructure, technology, communications and reputation
- Reducing exposure to loss
- Meeting legal and regulatory requirements
- Ensuring the continuation of core and critical services
- Minimizing the impact on students and staff during and after an emergency

1. Responsibilities and Roles

1.1. The primary role of the Board is to adopt a policy that requires the organization to have an adequate and effective business continuity plan in place at all times. The Board’s role is to

monitor the effectiveness of that plan through reports from the President and CEO on regular review of the plan. Periodic testing of the plan through a simulation exercise may also be considered. The Board's role is also to work with the President and CEO to anticipate the need for board decision-making during a period of crisis or business interruption and to ensure that systems are in place to enable such decision-making. Finally, the Board is responsible for monitoring the implementation of the business continuity plan in the event of an actual business interruption according to communication protocols established in the business continuity plan.

- 1.2. The following principles will guide the Board's oversight of business continuity plans for NBCC:
 - 1.2.1. The core business functions of NBCC should be resumed as quickly as possible following a crisis or significant business interruption.
 - 1.2.2. The President and CEO, Board Chair and Vice-Chair should all be familiar with and have access to the business continuity plan for NBCC.
 - 1.2.3. The adequacy of the business continuity plan should be reviewed at least annually and refined on the basis of the findings from such review. Periodic testing of the plan may also be carried out.
- 1.3. The Board Chair and Vice-Chair should be familiar with the business continuity plan and should review it annually with the President and CEO.
- 1.4. In the event that a crisis or business interruption interferes with the operations of NBCC for more than a very brief period, the Board Chair, in consultation with the President and CEO, may activate a Business Continuity ad hoc committee of the Board. This committee will be comprised of the Chair, the Vice-Chair and the Chairs of the Board's three standing committees. The Business Continuity Committee will fulfill advisory and oversight responsibilities vis-à-vis NBCC's business continuity plan. Where it is not possible or practical to convene a meeting of the Board to make decisions during a period of crisis or business interruption, the Business Continuity Committee has the delegated authority of the Board to act on its behalf. All decisions taken by the Committee will be reviewed when the Board next meets, with the expectation of ratification unless legal impropriety is determined.
- 1.5. The President and CEO is responsible for the development, testing and ongoing refinement of the business continuity plan for NBCC. In the event that the President and CEO is incapacitated or unavailable, the Board Chair will assign another designate.