



بيت الاستثمار
Investment House



BUSINESS CONTINUITY PLAN

Business Continuity Plan

For Investment House, Business Continuity Planning is a cornerstone of enterprise risk management, with the Business Continuity Plan ("BCP") being a vital part of the company's strategy to ensure operational continuity and protect against unforeseen risks. The company maintains a detailed Business Continuity Plan covering all its departments to ensure preparedness and readiness to address any unexpected events that may affect business operations.

The objectives of Investment House's Business Continuity Planning revolve around protecting employees and ensuring the continuity of business operations at the highest levels of efficiency in the event of an emergency. The company strives to resume critical activities as quickly as possible while ensuring the safety of employees and maintaining the quality of service provided to clients and partners. By implementing these policies, the company establishes the necessary foundation to minimize any negative impact on organizational performance.

Investment House relies on a shared services model at a remote data center, which is accessible from all offices, enhancing the company's flexibility and ability to adapt to any potential emergency or threat. This model enables the company to ensure business continuity in a dynamic manner, allowing employees to continue their work without interruption, even in the event of unforeseen incidents.

IT systems and data are regularly replicated to the remote data center, significantly reducing the likelihood of data loss in the event of an unplanned incident. Access to IT systems is available to all employees who have a computer and internet connectivity, ensuring they can continue working from any location. If returning to the office is not possible due to an emergency, employees can work from alternate locations provided by the company, further enhancing the flexibility of the work environment.

As part of its Business Continuity framework, Investment House is committed to taking all necessary measures to protect personal data stored in its remote data center, in accordance with Article 12 of the Personal Data Protection Law ("the Law"). The company ensures that no data is disclosed or transferred to any processor except for a legitimate purpose and in compliance with approved privacy and security policies. Advanced encryption systems and access control mechanisms are in place to prevent unauthorized access or use of the data, as mandated by Article 13 of the Law.

Personal data is processed only after obtaining the individual's prior consent or when processing is necessary to achieve a legitimate purpose in compliance with the Law. The company ensures that individuals are informed of its privacy policies related to data processing and provides them with the ability to withdraw their consent or object to processing at any time, reinforcing transparency and the protection of individual rights. Risks are categorized according to various levels of severity, with the Business Continuity Plan specifying the required actions based on the severity of each event. Through this process, preventive measures and corrective actions are taken to ensure operational continuity, and responsibilities are clearly assigned across specialized crisis management teams.

Each department in the company defines recovery time objectives based on its operational priorities. While factors beyond the company's control may affect the achievement of these objectives, the company continues to improve its mechanisms and its ability to adapt to any emerging challenges.

Finally, Investment House's Business Continuity Plan undergoes a thorough annual review by the Risk and Internal Audit departments. These reviews aim to ensure that plans and systems are updated in line with the continuously changing business environment and potential risks, thereby enhancing the company's ability to respond to any emergency and ensuring the efficient and effective continuity of its operations.