NDY BUSINESS CONTINUITY POLICY

Norman Disney & Young
A TETRA TECH COMPANY

AT NDY, SENIOR LEADERSHIP IS COMMITTED TO ENSURING THAT OUR BUSINESS PRACTICES AND PLANNING PROVIDES BUSINESS CONTINUITY IN THE EVENT OF DISRUPTION TO ONE OR MORE OF NDY'S OPERATING LOCATIONS.

This Policy outlines the guiding principles for NDY's Business Continuity Plan applying a prioritised and structured approach to dealing with unusual circumstances aimed at maintaining our operating environment such that the needs of our Clients and business Stakeholders continue to be met.

The objectives for our Business Continuity Plan are to:

- Provide a framework for the business to maintain continuity facilitating rapid, efficient and orderly resumption of business functions in the event of a major disruption
- Identify critical business functions for focused attention
- Identify, assess and plan to minimise risks associated with delivering on our Clients expectations should a disruptive event occur
- Enable business activity to continue within acceptable specified timeframes
- Protect the reputation of the business and minimise the financial, legal and regulatory impacts caused by a business disruption
- Maintain the confidence of our staff, clients and interested parties.

NDY's Business Continuity Plan will achieve these objectives by defining and providing:

- Clarity in roles and responsibilities across the Group when implementing the Business Continuity Plan
- Maintaining effective control and communication through the appointment of a Rapid Response Team led by the CEO and members of the Group Executive together with local response team(s) in the area(s) of disruption
- Implementing technology solutions that enable staff to effectively operate from alternative locations should one or more of NDY's offices become impacted. NDY's offices are IT interconnected with high bandwidth, reliable Internet connections and dedicated data links enabling work to be shared between offices
- All staff with mobile devices including laptops with Cloud Application access and Virtual Private Network (VPN) file access enabling them work from anywhere at any time
- Appropriate internal and external reporting and communications channels between Project Staff, Support Staff, Clients and Stakeholders through the application of technologies such as Skype, Teams, SharePoint, Email and associated project delivery and communication applications.

DAMAGED PREMISES | WEATHER EVENTS | PHYSICAL ATTACK | KEY PERSON | INSURANCE | FAILURE | PANDEMIC | LOSS OF UTILITY

RISK POLICY — EMERGENCY MANAGEMENT PLAN — RECOVERY PLANS — NDY FLEX — BCP MANUAL — SHEQ POLICY — IT BCP — SHEQ MANUAL — CYBER SECURITY — BCP FORMS

The documents illustrated above make up the Business Continuity Plan which is governed by this Policy.