
WKFS Business Continuity Planning Policy Statement

To ensure the effective availability of essential products and services, WKFS provides this Business Continuity Planning (BCP) policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

Business Continuity Planning or BCP is an important element in our overall corporate governance and security plans and processes. BCP involves reviewing our entire WKFS operation to determine how we conduct business, what tools, systems and equipment is required, and then creating a process for responding in the event of a business disruption.

Some examples of potential business disruptions include:

- Nature: winter storms, tornado, hurricane, etc.;
- Human: national disturbance: terrorism, civil unrest; and,
- Technical: A breakdown in our infrastructure: loss of our network, telephone or other critical business systems.

Each department is responsible for current and comprehensive BCP. When implemented, the BCP includes those procedures and support agreements which insure on-time availability and delivery of required products and services. Each BCP must be certified annually with the BCP policy compliance process through the WKFS Technical Operations team.

Resolution of issues in the development of or support for all BCP(s) are coordinated with the BCP team and appropriate internal or external organizations.

Copies of the applicable BCP(s) may be obtained from your Account Representative.