



Business Continuation Policy

A. GENERAL

Business Continuation Policy of AIM Texas is a comprehensive framework designed to ensure the continuous operations and resilience of our organization under various circumstances, including emergencies, disasters, or unforeseen disruptions. Our policy is built upon the fundamental principles of preparedness, adaptability, and commitment to our employees, customers, and stakeholders.

At AIM Texas, we recognize the importance of being prepared for potential disruptions that may impact our business. We are dedicated to identifying and assessing potential risks and vulnerabilities to our operations, both internally and externally. By understanding these risks, we can develop effective strategies and contingency plans to mitigate the impact and ensure the continuity of critical business functions.

Our commitment to business continuity extends to our valued employees. We believe in fostering a work environment that prioritizes employee safety and well-being during any adverse event. AIM Texas is committed to providing resources and support to our employees to enable them to carry out their roles effectively, even in challenging circumstances. We acknowledge the unique contributions of each team member and strive to create an inclusive atmosphere where everyone feels valued and respected.

In times of disruption, AIM Texas adheres to a flexible and adaptable approach. Our leadership recognizes the importance of making informed decisions promptly and implementing necessary measures to maintain essential operations and services. Through effective crisis management, we aim to minimize downtime and swiftly restore full functionality to serve our customers and meet their needs.

Communication lies at the heart of our business continuity strategy. We promote open and transparent communication channels within our organization and with our customers, partners, and stakeholders. Timely and accurate information exchange is crucial to managing uncertainties effectively and ensuring that all parties are informed of the situation's developments and progress towards resolution.

AIM Texas is committed to complying with relevant laws, regulations, and industry standards related to business continuity. We regularly review and update our policies and procedures to align with best practices and evolving business landscapes. By continuously improving our processes, we enhance our ability to adapt to new challenges and emerging threats.



Our business continuation policy forms the backbone of our organizational culture. We believe that preparedness, adaptability, and a strong commitment to our employees and customers are essential elements in sustaining our success. By upholding these principles, we aim to navigate through any disruptions with resilience and integrity, ensuring the continuous provision of high-quality products and services to our customers and maintaining the trust of all our stakeholders

B. Principles of Business Continuation Policy

The first step is to establish a comprehensive EEO policy that clearly outlines the company's commitment to equal opportunities and non-discrimination. The policy should be communicated to all employees, and management should lead by example in adhering to these principles.

- *Risk Assessment and Analysis*
- *Business Impact Analysis*
- *Prioritization of Critical Functions*
- *Contingency Planning*
- *Testing and Exercises*
- *Communication Strategy*
- *Employee Preparedness*
- *Response and Recovery*
- *Post-Incident Evaluation*

1. Risk Assessment and Analysis

- Conduct a comprehensive assessment of potential risks and threats that could disrupt business operations. This includes identifying internal and external risks, their likelihood, and potential impact on critical functions.
- Identify potential risks and threats that could disrupt business operations, both internal (e.g., IT failures, supply chain disruptions) and external (e.g., natural disasters, pandemics).

2. Business Impact Analysis



- Analyze the potential consequences of various disruptions on different aspects of the organization, such as financial, operational, reputational, and regulatory aspects. This helps prioritize critical functions and allocate resources appropriately.
- Evaluate the potential consequences of identified risks on critical business functions and assess their financial, operational, and reputational impacts.

3. Prioritization of Critical Functions

- Identify and prioritize critical business functions, processes, and assets that are essential for the organization's survival and swift recovery. Develop plans to protect, recover, and restore these functions in the event of a disruption.
- Develop detailed plans and strategies to ensure the continuity of critical functions during a disruption. This includes determining alternative facilities, resource allocation, and establishing recovery time objectives.

4. Contingency Planning

- Develop detailed contingency plans and strategies for each critical function to ensure continuity during and after a disruption. This includes alternative work arrangements, data backups, resource allocations, and communication plans.
- Document all business continuity plans, including roles and responsibilities of key personnel, communication protocols, and step-by-step procedures for responding to different scenarios.

5. Testing and Exercises

- Regularly conduct drills and exercises to validate the effectiveness of the business continuity plans. These tests help identify gaps, assess the readiness of employees, and improve the overall response to potential disruptions.
- Conduct regular testing and exercises to assess the effectiveness of the business continuity plans. These can include tabletop exercises, simulations, and full-scale drills.

6. Communication Strategy



- Establish clear communication channels and protocols for both internal and external stakeholders during a disruption. Ensuring timely and accurate information flow is crucial for managing uncertainty and maintaining trust.
- Continuously review and update business continuity plans to reflect changes in the organization, technology, or the business environment. Ensure that plans remain relevant and actionable.

7. Employee Preparedness

- Train and educate employees on their roles and responsibilities in implementing the business continuity plans. Foster a culture of preparedness and resilience among employees.

8. Response and Recovery

- Activate the business continuity plans when a disruption occurs, implement necessary actions to mitigate the impact, and focus on recovering critical functions as quickly as possible.

By adhering to these principles and following the defined processes, our firm builds a robust and effective business continuation policy that ensures resilience and continuity during adverse events or disruptions.

Aim Texas Trading, LLC
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