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Midas Corporate Consulting Limited

Business Continuity & Disaster Recovery Plan

Dated: 1st August 2011

Signed: A Pegg
(For and on behalf of: Midas Corporate Consulting Ltd)

Position: Managing Director

To Be Reviewed: 1st August 2012

Issue: 1.0



Business Continuity & Disaster Recovery Plan

Midas Corporate Consulting strives to achieve quality and customer satisfaction through all our services and other endeavours. As part of our Quality Management System, we recognise that “disasters” and disruptions can occur which may impede business continuity and service delivery to our clients. We created this plan in order to minimise the negative impacts and reduce the risks of problems occurring in our operations.

We have identified that our main areas of risk fall into the following categories:

- People
- Premises & Equipment
- Data & Information Resources
- Disruption – Local, Regional & National
- Financial
- Systems
- Suppliers
- Relationship

Our business model involves using a network of Associates which provides flexibility to cover illness and accidents affecting client work. Currently there are a limited number of Associates with over-lapping and complementary skills, so we work closely as a team and with individual clients to plan contingency arrangements in all instances. Where holidays are planned or illness occurs, clients are informed of any periods that are not resourced by the consultant and alternative cover is provided as necessary.

We are a virtual network and, as such, not premises dependent to perform our consulting and advisory roles. Home offices and equipment are protected through periodic checks and various insurance policies. Since our business model enables work to be carried out anywhere, remote access to data and equipment is also not a key issue. PCs, Laptops, PDAs and mobile phones can be replaced easily and these constitute our main business equipment.

Data integrity and safety is important for Midas as is the safekeeping of client files, documents, records and work in progress. In order to mitigate against potential loss, theft or destruction, all key client information is stored electronically on the Managing Director’s PC which is then backed up safely and securely off-site each day. Hard copy data is kept in fire-proof cabinets. We envision that all key data can be restored to any alternate computer in our network within 24-36 hours of a reported loss or damage.

We are set up to work and communicate remotely and are therefore not location dependent should an incident occur that prevents either working in or travelling to an affected area.



Accordingly, we can continue to deliver much of our service uninterrupted.

We develop strong personal relationships with our clients which ensures negligible bad debt and a continuity of income from repeat business. We have a good working relationship with our Bank which means that our short term cash-flow situation can be handled effectively. We pay our Associates and suppliers monthly or as appropriate whereas client billing may be at other intervals. Where possible however, we try to ensure the two to work together to minimise pressure on cash-flow.

Our internal and external processes are covered by our ISO 9001 2008 Quality Management System which is reviewed and updated regularly. It can be accessed by all staff and associates remotely should another member of the team be unavailable and the remaining team need additional guidance on carrying out a specific task or role.

We have long standing strong relationships with suppliers based on service, trust and integrity which means we have a reliable raft of resources to support us service our clients. This means that they are patient if, for example, finance/invoicing systems were damaged and take time to restore.

A copy of this policy is given to all Associates and is available on request to suppliers, clients and potential customers. The plan is reviewed quarterly and updated as required to ensure it is appropriate and effective in practice.