

SCANTIME ENERGY

BUSINESS CONTINUITY AND CRISIS MANAGEMENT PLAN SUMMARY

Scantime's Business Continuity and Crisis Management (BCCM) Plan facilitates the continued functioning of Scantime's operations in the event of an incident that has the potential to critically disrupt regular business functions (e.g., natural disaster, security incident or building damage). The BCCM Plan describes the actions, resources and information required to ensure safety, minimize disruption and facilitate the resumption of normal operations in accordance with recovery time objectives (RTO) following an incident.

The BCCM Plan outlines the roles and responsibilities of the teams responsible for responding to an incident, as well as the procedures to follow and tasks to complete based on incident duration, including:

- Incident detection and reporting
- BCCM team members for each office, including roles and responsibilities
- Communication systems and procedures
- Technology tools and support, including remote access to systems and data
- Use of alternate work sites
- Preparatory measures
- Plan review and testing

Business impact analyses are performed and reviewed regularly with input from business functions to identify the criticality of activities and systems, RTOs and the resources required to continue operations. Incident scenarios are regularly reviewed, and response plans exercised to help ensure that the BCCM Plan continues to appropriately address identified risks.

A key aspect of the Plan is technology availability, which is addressed by the Disaster Recovery (DR) Plan (a component of the overall BCCM Plan) and details the back-up and recovery procedures for Scantime systems, applications, and data. Scantime's DR Plan includes:

- Risk identification and mitigation protocols
- Declaration and activation procedures
- Notification procedures
- Scenario-based recovery strategies and procedures

The DR Plan is reviewed and exercised annually or when significant changes to the environment dictate, and improvements implemented, as required.