



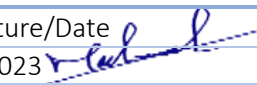
# Contingency Policy


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## 1. Purpose

The purpose of this Contingency Policy is to establish guidelines and procedures to ensure the SNLC's preparedness and resilience in the face of unexpected disruptions, emergencies, or contingencies that could affect its operations, assets, and stakeholders.

## 2. Scope

This policy applies to all employees, contractors, and stakeholders involved in the SNLC's activities.

## 3. Policy

### 3.1 Risk Assessment

- a) SNLC will regularly assess and identify potential risks, including but not limited to natural disasters, technological failures, cybersecurity incidents, and other unforeseen events that may disrupt business operations.

### 3.2 Business Continuity Plan

- a) SNLC will develop and maintain comprehensive BCP to mitigate the impact of disruptions on critical operations, assets, and stakeholders.

### 3.3 Communication

- a) Effective communication is crucial during contingencies. SNLC will establish clear communication channels and protocols for sharing information with employees, contractors, stakeholders, and relevant authorities.

### 3.4 Resource Allocation

- a) Adequate resources, including personnel, equipment, and financial resources, will be allocated to support contingency planning and response efforts.

### 3.5 Training and Awareness

- a) SNLC will provide training and awareness programs to ensure that all personnel are familiar with contingency plans and their roles and responsibilities during contingencies.

### 3.6 Testing and Drills

- a) SNLC will conduct regular testing, simulations, and contingency drills to evaluate the effectiveness of contingency plans and enhance preparedness.

### 3.7 Documentation

- a) All contingency plans, procedures, and incident reports will be documented, maintained, and regularly reviewed for accuracy and relevance.

## 4. Roles and Responsibilities

### 4.1 Executive Leadership

- a) The executive leadership team is responsible for overseeing the development, implementation, and periodic review of contingency plans and ensuring the availability of necessary resources.

### 4.2 BCP Team

- a) A dedicated BCP team will be established to develop, maintain, and update BCP, conduct risk assessments, and coordinate response efforts.

### 4.3 Employees and Stakeholders

- a) All employees and stakeholders must adhere to the SNLC's contingency plans, follow established protocols, and cooperate during contingency situations.

## 5. BCP Process

### 5.1 Identification of Risks

- a) SNLC will identify potential risks and vulnerabilities that could disrupt operations or impact assets and stakeholders.

### 5.2 Risk Assessment

- a) Risks will be assessed based on their likelihood and potential impact. Prioritization will guide resource allocation and planning efforts.

### 5.3 Development of BCP

- a) BCP will be developed for various scenarios, including but not limited to natural disasters, technology failures, and cybersecurity incidents. These plans will outline specific actions, roles, and communication protocols.

#### 5.4 Testing and Drills

- a) BCP will be regularly tested through simulations and drills to evaluate their effectiveness and identify areas for improvement.

#### 5.5 Review and Update

- a) The policy and BCP will be reviewed and updated at least annually or when significant changes occur in the SNLC's operations or risk landscape.

### 6. Communication

6.1 Clear communication is essential during contingencies. The SNLC will establish communication channels and protocols to:

- a) Notify employees, contractors, and stakeholders of a contingency situation.
- b) Provide regular updates on the situation's status and progress.
- c) Coordinate response efforts with relevant authorities and emergency services.

### 7. Reporting and Documentation

7.1 All contingency-related incidents will be documented, including their causes, responses, and outcomes. Reports will be used to evaluate the effectiveness of contingency plans and inform future planning efforts.

### 8. Training and Awareness

8.1 SNLC will provide training and awareness programs to ensure that all personnel understand their roles and responsibilities during contingencies and are familiar with the SNLC's contingency plans.

### 9. Resource Allocation

9.1 Adequate resources, including personnel, equipment, and financial resources, will be allocated to support contingency planning and response efforts.

### 10. Review and Compliance

6.1 This policy will be reviewed periodically for its effectiveness and relevance. Non-compliance with this policy may result in disciplinary actions in accordance with the organization's policies and procedures.