COMPANY POLICY

Business Continuity Policy

SPONSORING ORGANIZATION: Security Services

INTRODUCTION

Booz Allen is committed to protecting the company against all unacceptable business interruptions. Protecting business operations, including physical and intellectual property, services, products, and assets, supports the company's resiliency capabilities. Accordingly, Booz Allen has a formal business continuity program to enable the efficient and effective resumption of the company's business operations.

The Booz Allen Business Continuity (BC) program is tasked with establishing an effective business continuity management system consisting of developing, maintaining, testing, training, exercising recovery strategies, and continuous improvements of viable BC plans.

The business continuity program is vital to the company's recovery of critical business processes, dependent systems, and related technology applications. The program conforms with ISO's 22301:2019 Standard, which consists of industry-neutral best practices focusing on an organizational business continuity management system.

SCOPE

This policy applies to all employees, officers, directors, subsidiaries, and affiliates of the company (referred to as "Booz Allen people").

DEFINITIONS

- Business Continuity Management System (BCMS)
  - The holistic management process identifies potential threats to an organization and the impacts on business operations that those threats might cause if realized. The BCMS provides a framework for delivering effective business continuity services, building organizational resilience capabilities, and responding to the interests of its key stakeholders, reputation, brand, and value-creating activities. The BCMS establishes the ISO framework for ISO 22301:2019, a standard that is the foundation of the Booz Allen business continuity program. Conformance with ISO 22301:2019 is critical to developing and implementing the best practices denoted in the standard.
- Business Continuity Plans
  - A documented collection of procedures and information developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue delivering its critical products and services at an acceptable level.

POLICY

Booz Allen's BCMS consists of business continuity and Disaster Recovery (DR) Plans. BC Plans conform to the requirements of ISO 22301:2019 and consist of industry best practices. The business continuity plans are developed, tested, maintained, and stored in Booz Allen's official Fusion Framework System (hereafter Fusion).

What is a Business Disruption Incident?

Business disruption incidents are events that disrupt normal business operations. All BC and IS DR Plans contain strategies to resume normal operations from any business disruption incident that results in a:

- Loss of Personnel
- Loss of Technology Systems
- Loss of a Key Supplier

- Loss of Local Facility
- Loss of the Washington Metropolitan Area (WMA)

The Responsibilities of Booz Allen People
To facilitate the rapid and safe resumption of Booz Allen business operations following an unacceptable disruption, Booz Allen people must:
- Maintain accurate contact information in Workday and review the company's business continuity and preparedness information
- Participate, as required, in developing, exercising, and maintaining business continuity and disaster recovery plans that apply to their business area. Access to the BC planning tool is based on an employee's role and assigned permissions
- Participate, as required, in any business continuity activities (e.g., Business Impact Analysis (BIA)), testing, training, and exercise initiatives). Access to the BC planning tool is based on an employee's role and assigned permissions
- At a minimum, the completion of BIAs must include the business process Subject Matter Expert (SME) / (POC), a representative from the business continuity function, and a representative from ETSS, if possible
- Have ready access to Booz Allen-issued laptops, government-furnished equipment, and smart device resources either at the primary work site or an alternate work location (e.g., home, another Booz Allen facility, or an alternate recovery site)

Booz Allen people are identified as essential personnel by the plan owners and Business Continuity Coordinators (BCCs) are notified about their specific roles by their supervisors. In addition, personnel with a designated role in response activities are required to take their laptop computers home each night to support any remote (e.g., work from home, alternate Booz Allen facility) work activities in the event of a business disruption.

Booz Allen people identified by their department heads as having a role in a BC or DR Plan are expected to be aware of and know how to respond to business disruptions relevant to their business processes and report any significant risk issues at BCPO or through our Crisis Response Hotline at 1-800-291-9955.

Business Continuity Plans
The BC plans contain recovery strategies and procedures for recovering the most critical business processes in an agreed-upon timeframe. Booz Allen's enterprise organizations (teams) are required to have a BCP. The plans are developed, maintained, and exercised by the plan owners, BCCs, Business Process Owners (BPOs), and recovery team members in conjunction with the company's business continuity staff.

<u>Departmental Head Responsibilities</u>
Departmental Heads (the most senior person within the enterprise organization team) must:
- Identify the Booz Allen people who have a role in a BC Plan.
- Ensure their business areas are sufficiently resourced to develop, exercise, and maintain an effective plan.

Department leaders have the option to complete the 10–15-minute Business Continuity – Booz Allen Fundamentals online training course.

<u>Plan Owner Responsibilities</u>
The Department Head designates a Plan Owner responsible for approving, exercising, and maintaining their BC or DR Plan.

Plan Owners must:
- Review and approve their applicable BC or DR plans annually or when a plan modification occurs.
- Participate in any corporate leadership resiliency activities.
- Allocate resources and recovery teams necessary to support their department's BCPs.
- Activate their BCP when business disruptions occur or when the company's crisis management team directs them.

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Plan owners have the option to complete the 10–15-minute Business Continuity – Booz Allen Fundamentals online training course.

<u>Business Continuity Coordinator Responsibilities</u>
The BCC, assigned by the plan owner, is responsible for developing, exercising, maintaining, and continuously improving the BC and DR plans. The BC staff will provide the tools, training, methods, and professional expertise to the BCCs.

With support from the (BC staff), BCCs are responsible for the following:
- Communicating with their plan owner on BC planning activities and assisting the BC staff to define recovery team members (essential personnel) and ensure that the BCP complies with this policy.
- Facilitating the completion and maintenance of their team's Business Impact Analysis and BC Plans.
- Facilitating regular exercises of their BC Plans with the recovery teams.
- Working closely with the BC staff to obtain the right tools, training, and methods for their continuity planning efforts.
- Knowing about the business processes for their team to ensure all critical business processes and related technology systems/applications have been identified and that plans, strategies, and recovery procedures exist for each.
- Participating in all stages of the business continuity management system at the direction of the BC staff.
- Ensuring the use of the company's corporate BC planning system to develop and maintain business continuity plans and related recovery strategies/procedures.
- Ensuring the effective recovery of their business processes within the established Recovery Time Objectives (RTOs) as defined by their department's Business Impact Analysis (BIA).
- Ensuring that two-year updates occur to the BIAs and BC Plans or following an exercise, actual event, or as changes occur.
- Coordinating the activities for updating, testing, approving, and distributing their business continuity plan(s).
- Participating in regularly scheduled meetings conducted by the BC staff.

BC coordinators have the option to complete the 10–15-minute Business Continuity – Booz Allen Fundamentals online training course.

<u>Business Process Owner (BPOs) Responsibilities</u>
The BCCs identify the BPOs/SMEs and document and maintain the BC and DR plans per this policy. With support from the BCCs, the BPOs are responsible for the following:
- Completing periodic reviews and updates for accuracy of their respective BIAs, including the "Details" and "Related" tabs in Fusion according to a two-year schedule established by the BC staff, following any exercise or actual business interruption, or when any significant organizational change occurs.

Process owners have the option to complete the 10–15-minute Business Continuity – Booz Allen Fundamentals online training course.

REPORTING CONCERNS
Booz Allen maintains the highest standards of ethical behavior and integrity. Our policies, procedures, trainings, and communications form a robust Ethics & Compliance program, promoting a culture of integrity that shapes all facets of employee conduct.

Anyone can report an ethics concern to our Ethics HelpLine at +1-800-501-8755 (US) or +1-888-475-0009 (International) or Speakup.bah.com. Concerns may be raised anonymously.

We take all allegations of misconduct seriously, investigate them promptly, and strictly prohibit retaliation against any person who raises a good faith ethical or legal concern.