# Business Impact Analysis (BIA) Policy

**Policy Statement:**

Language Reach recognises the importance of conducting a thorough Business Impact Analysis (BIA) to assess the potential risks and impact on our operations in the event of a disruption. This policy establishes guidelines for conducting BIA and identifies critical business functions, dependencies, and resources to ensure effective business continuity planning and preparedness.

**Policy Guidelines:**

1. BIA Objective:

- The objective of the BIA is to identify critical business functions, dependencies, and resources required for the continued operation of Language Reach.
- The BIA will assess the potential impact of disruptions on these functions, including financial, operational, reputational, and regulatory implications.

2. BIA Process:

- The BIA will be conducted at regular intervals, or as deemed necessary by the BCM team, to ensure ongoing assessment of risks and business impact.
- The BIA process will include the following steps:
a) Identify critical business functions: Identify and prioritise the functions that are crucial to the operation and delivery of Language Reach's services.
b) Assess dependencies: Identify internal and external dependencies, including systems, personnel, suppliers, and key stakeholders, that support critical functions.
c) Evaluate impact: Determine the potential impact of disruptions on critical functions, including financial, operational, and reputational consequences.
d) Establish recovery objectives: Define recovery time objectives (RTOs) and recovery point objectives (RPOs) for each critical function, indicating the maximum allowable downtime and data loss.
e) Document findings: Document the BIA findings, including critical functions, dependencies, impact assessment, and recovery objectives.

3. Responsible Parties: