Business Continuity Policy Statement

APS Group's senior management recognises the importance of developing and implementing a business continuity system, not only to ensure our own business long-term survival post disaster, but also our customers.

APS Group's Business Continuity Management System (BCMS) programme is founded on the requirements of the International Standard ISO 22301

APS Group's BCMS control documents have been produced to define requirements for a management systems approach to business continuity management, based on industry's best practices.

Demonstration of the successful implementation of this management system will assure all interested parties to the business that an appropriate BCMS is in place.

These specific requirements for setting up and managing an effective BCMS emphasise APS Group's commitment to:

- understanding business continuity needs and the necessity for establishing policy and objectives for business continuity.
- implementing and operating controls and measures for managing the organisation's overall business continuity risk to an acceptable level.
- meet all regulatory and legislative requirements.
- monitoring and reviewing the performance and effectiveness of the BCMS; and.
- implement, maintain, and evaluate DR / BC plans in line with the security policy.
- continual improvement based on objective measurement.

It is the policy of APS Group to conduct a management review of the BCMS annually or when significant changes take place to ensure the system meets the requirements of all stakeholders and compliance with the ISO 22301 standard.

All department managers are directly responsible for implementing the policy within their business areas, and for adherence by their staff. It is the responsibility of each member of staff to adhere to the policy.

Laurence Bosshard - Chief Commercial Officer- has overall responsibility for maintaining this Policy and providing guidance on its implementation. All managers are responsible for ensuring that policies and procedures are followed within their business areas. It is the responsibility of each employee to adhere to the business BCMS policies and procedures.

Our mission statement is: APS is an international marketing services business providing customer communications and customer experience solutions to leading brands in both the private and public sectors. Our proposition is built around our purpose to make more possible for our clients every day.

We have six key values within APS, these are:

- Be Open
- Be Energetic
- Be Ambitious
- Be Committed
- Be Passionate
- Be Honest

These values are re-enforced using sustainable business practices, social and environmental responsibility, and equal opportunities.

APS Group's BCMS programme applies the 'Plan-Do-Check-Act' (PDCA) cycle to establishing, implementing, operating, monitoring, exercising, maintaining, and improving the effectiveness of its BCMS programme.

Signed   (Nick Snelson, Managing Director)

Date   27th November 2025

Review Frequency

The contents of this policy will be reviewed annually to ensure that the policy still aligns with APS Group objectives, the interests of its stakeholders (interested parties) and that it meets the current regulatory, contractual and legal requirements.

The review is signed by the Information Security officer and counter-signed by an Executive Director

Signed: (Laurence Bosshard, Chief Commercial Officer)

Date: 27/11/2025

Signed: (Chris Wood, Director of Risk and Compliance)

Date: 27/11/2025