

Business Continuity Management Policy

NEXTDC Limited and its subsidiaries (ACN 143 582 521)



N E X T D C

Purpose

NEXTDC acknowledges that Business Continuity Management (BCM) plays an integral part in strategic and operational planning, risk management, operational management, and decision-making throughout the organisation. This Policy outlines NEXTDC's commitment towards establishing and maintaining a BCM Framework to prepare, to respond to disruptions and to support the continuing availability of critical systems, processes, and resources in-line with our organisational objectives.

This Policy applies to all facilities, business units and activities performed by NEXTDC, and its supply chain engaged by NEXTDC.

Business Continuity Management Framework

NEXTDC's Business Continuity Management Framework ('Framework') will support the implementation, monitoring and review of this Policy and NEXTDC's business continuity arrangements more broadly. The Framework incorporates various elements from both the Good Practice Guidelines, Global Edition (GPG2013) issued by the Business Continuity Institute and ISO 22301:2012 and other recognised standards.

Objectives

In the event of a disruption, NEXTDC will meet the following objectives:

- Safeguard the wellbeing of employees, customers, contractors, the environment, and relevant stakeholders.
- Provide timely availability of all key resources necessary to operate critical business processes to an acceptable level of operation.
- Maintain regular communications with customers, staff, and relevant stakeholders.
- Fulfil regulatory requirements.
- Control expenditure and reduce any unexpected costs caused by an event.

Policy Statement

This Policy aims to provide direction for the Framework, in paving a path for resilience and response capability to safeguard people, operations, financial viability as well as to uphold confidence in NEXTDC's reputation.

To meet the objectives of this Policy, the Framework must:

- Provide a systematic approach to the management of adverse events, and to ensure the recovery of critical business operations.
- Ensures our people, including suppliers and contractors, are aware of the need to prepare for, respond to and recover from significant incidents and are trained in their roles and responsibilities for Business Continuity.
- Be complete, organised, and effective.
- Be monitored, reviewed, maintained, and continually improve.
- Include viable, responsive, and practical business continuity processes for NEXTDC.
- Be regularly validated to reflect business changes, for example a new data centre is built, or a new business function is established.

- Undergo periodic testing, knowledge development and awareness programs to ensure that staff are familiar with the Business Continuity Framework to ensure the effectiveness of the framework in the event of an actual disaster.
- Be embedded at all levels of the organisation.
- Align with NEXTDC's Risk Management Framework.
- Align with NEXTDC's Values.

Compliance and Assurance

Third party assurance on the effectiveness of NEXTDC's BCM Framework is provided via our ISO27001, PCI-DSS certifications and SOC1/SOC2 Type 2 reports where applicable. Certificates and scope of certification can be found on our [website](#). Please contact NEXTDC's Risk and Compliance team at compliance@nextdc.com for more details.