Business Continuity Disaster Relief Policy

Company Name:	Halecroft Recruitment Limited (“the Company”)
Model Policy Name:	Business Continuity Disaster Relief Policy
Date:	1st October 2026

OUR POLICY

Halecroft Recruitment is committed to ensuring the ongoing operation and rapid recovery of The Company in the event of an emergency, disaster, or significant disruption. As a recruitment business, maintaining service delivery, data integrity and client and candidate communication is crucial.

DEFINITIONS

“Disaster”	Any unplanned event that disrupts business operations, such as severe weather conditions, natural disaster, fire, floor, cyber-attack, terror threats, pandemic, power outage, or data breach.
“Business Continuity”	The ability to maintain essential functions during and after a disaster.
“Vulnerable Person”	means any person who by reason of age, infirmity, illness, disability, or any other circumstances is in need of care or attention and includes any person under the age of eighteen.

1. This policy applies to all Halecroft Recruitment’s employees, temporary workers, facilities, and IT systems within the United Kingdom.
2. Halecroft Recruitment shall be prepared for Disaster scenarios which may occur locally, nationally, or internationally.
3. Halecroft Recruitment shall develop, test, exercise, and maintain plans for the resumption and recovery of business functions. The recovery plan shall be based on a risk assessment that considers the potential losses and impacts that may arise due to a variety of possible scenarios. Halecroft Recruitment shall also ensure that control measures are implemented to reduce the likelihood or impact of interruptions.

Staffing and Support

4. Halecroft Recruitment is committed to maintaining a supply of staff who can provide a high-quality service to its clients. It is acknowledged that there may be times where there are unexpected increases in demand or unexpected staff absences which can cause pressure on our staffing resources. Halecroft Recruitment will:
   a. Ensure senior staff are fully trained and prepared to respond to unforeseen staffing difficulties by providing hand-on support.
   b. Retain contact information of senior members of staff who may be contacted out of hours in the event of an emergency.
   c. Where necessary engage temporary staff who work on a casual basis of a high standard and who are trained in all key areas. Halecroft Recruitment will keep an up-to-date record of temporary staff availability and contact details in case of emergency. This will provide Halecroft Recruitment a wide range of specialist profiles as required at short notice.
5. Halecroft Recruitment will operate an out of hours service, which can offer advice and support to employees, temporary workers, and clients. The out of hours service will be staffed by appropriately qualified and trained senior staff who can provide advice and support in serious situations. Depending on the particular scenario, specialised professionals may need to be contacted, such as the fire brigade, ambulance, or police. Where there are any concerns regarding the safety of Vulnerable People, Halecroft Recruitment will immediately notify the relevant bodies, such as the local authority.

Health and Safety

6. Halecroft Recruitment will conduct regular health and safety risk assessments to ensure staff policies and procedures are kept up-to-date and are appropriate.
7. This will include identifying workplace hazards, assessing and controlling the risks, recording findings, and regularly reviewing health and safety policies.
8. Halecroft Recruitment will take into account Disaster scenarios and make provisions for health and safety in this context.

IT and Communications

9. If a fault arises in IT equipment, including but not limited to, desktop and laptop computers, mobile phones, printer/fax machines, computer software and data files, Halecroft Recruitment's IT staff will endeavour to provide staff with support to resolve the problem, as well as provide replacement hardware where possible. IT staff will maintain up-to-date plans establishing key risks and steps taken to mitigate those risks.
10. IT staff will ensure backup computer systems are maintained and regular system backups are completed by Halecroft Recruitment's staff.

Insurance

11. Halecroft Recruitment will ensure that they hold adequate business continuity insurance to protect their business in the event of a Disaster. Such policies will be available to clients as per their request, although Halecroft Recruitment will refer to the relevant Terms of Business with the client to determine applicability.