

# BUSINESS RECOVERY TOOLKIT

## Policy checklist

As you accelerate into business recovery you might want to check that you have your supporting documentation in a good state.

For reference here is a checklist of policies, plans and procedures - it is not exhaustive and each business or sector will have different requirements, but it is somewhere to start:

### Leadership

- Leadership mentoring and coaching

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- Contingency planning

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- Equipment policies for working from home

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- Safe and secure equipment disposal

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### Staff

- Staff wellbeing

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- Building capacity through outsourced headcount

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- Appraisal reporting

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- Performance management

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## Information

- Situational intelligence

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- New market assessment

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- Dealing with media, including hostile media

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- Competitor analysis

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## Organisation

- Risk register - enterprise, regional, local levels

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- Converged security reporting across physical, personnel and cyber security domains

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- Emergency and crisis preparation

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- Working remotely

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- Pandemic proofing the business

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- Lessons identified/lessons learned process

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- Crisis management and recovery

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- Internal enterprise risk audit

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## Infrastructure

- Risk register - enterprise, regional, local levels

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- Working from home - health and safety

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- Social distancing

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- Return to work risk assessment
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## Logistics

- Travel risk management
  - Supply chain management
  - Diversification intelligence, planning and reporting
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## Training

- Individual development
  - Collective training
  - Mandatory training
  - Ad hoc group development policies (e.g. crisis management team training)
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## GET IN TOUCH

Contact us now to find out how we can help

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