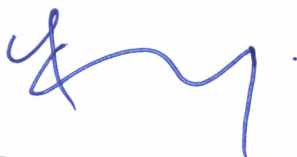


BUSINESS CONTINUITY POLICY STATEMENT

The purpose of Business Continuity activity is to facilitate the protection of Williams Lea business objectives from disruption. The appropriateness, cost effectiveness and fitness for purpose of countermeasures to be implemented will be considered and continually reviewed as part of normal management responsibility under the guidance of the Divisional Management Teams and the Business Continuity Manager(s).

The scope of the activities covers all customer driven business processes, key support services and internal management functions across all Williams Lea locations, including client sites. Disruptions may arise for a number of reasons and including natural disasters, external threats, service level failure and any unforeseen event that could adversely affect our ability to meet corporate objectives. It is the policy of Williams Lea to ensure that:

- All Business Continuity activity underpins the strategic organisational objectives with regard to Profit, Operations, Clients and Reputation.
- All business areas must have up to date Business Continuity Plans ('Plans') that include business impact analysis to agree process priorities.
- All areas will exercise their plans at least annually.
- Strategic measures will provide for agreed business priorities, organisational interdependency, key business services and will be based around reduction of risks and provision of recovery solutions.
- The strategy will be considered and implemented for Williams Lea as a whole and may be supplemented by local measures introduced by line managers.
- The impact and risk profile will be regularly reviewed and changes reflected in the continuity strategy.
- A Business Continuity Management structure exists to manage the response to, and aftermath of, any potential disruption.
- Plans to enable recovery of business processes are developed to a consistent framework and standard, with defined roles and responsibilities.
- Regulatory and legislative requirements will be met.
- All Plans will be produced, maintained and exercised.
- Divisional Management Teams have responsibility for maintaining their Plans and associated procedures in conjunction with the Business Continuity Manager(s) and for providing advice and guidance on their implementation.
- All managers are responsible for implementing their Plans covering their areas of responsibility, and for owning these Plans.
- Business Continuity considerations will be included as part of all new projects.



Conor Davey
Chief Executive Officer, UK and Europe

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