

01.CP_08 – Business Continuity Policy

Version 25/07/2024

Scope

Archiva S.r.l. a socio unico has built its credibility by ensuring customers continuity in the services provided. This also applies to the occurrence of adverse events, dealing with situations which on a case-by-case basis have highlighted impacts on entire geographical areas. Maintaining and developing operational continuity (Business Continuity) is for Archiva S.r.l. a socio unico essential. We therefore ask the same commitment from all our stakeholders: suppliers, collaborators, business partners, investee and associated companies. This policy has been approved by the company's top management and represents the commitment of Archiva S.r.l. a socio unico regarding operational continuity. The Business Continuity Policy is reviewed annually or in the event that significant changes or events occur, in order to always guarantee its suitability, adequacy and effectiveness.

Introduction

To guarantee its commitment to ensuring continuity in the provision of its services, Archiva has chosen to implement a management system for operational continuity certified according to the ISO 22301 standard, integrated with the already existing integrated management system, including systems for quality, for information security, for environmental management. This management system contributes to corporate sustainability mainly through the improvement of performance, compliance with regulatory obligations and the achievement of set objectives.

Archiva Group is committed, as part of operational continuity, to:

- comply with all applicable national and supranational rules on business continuity, where relevant, and in ensuring that interested parties are able to demonstrate their compliance with business continuity obligations;
- disseminate specific responsibilities aimed at monitoring and applying business continuity rules at all management levels;
- grow over time a proactive culture aimed at achieving safe behavior and attitudes on the part of staff regarding operational continuity;
- define specific continuous improvement objectives for the performance of the business continuity management system, integrated with the Archiva S.r.l. a socio unico IMS system.

Basic Principles

With this policy, Archiva undertakes to adopt and incorporate the following principles for operational continuity into its business model, processes and services provided:

1. Resilience of the ability to provide services in the face of adverse events including general crisis or emergency situations, which may lead to the interruption of the provision of such services. The requirement for operational continuity is therefore also an integral part of our quality policy in accordance with the ISO 9001 standard;
2. Resilience of our ability to process personal data in compliance with national and supranational data protection requirements. The requirement for business continuity is therefore also an integral part of our personal data protection policy;
3. Resilience of our ability to protect information security in accordance with the requirements of the ISO/IEC 27001 standard and the related guidelines already adopted ISO/IEC 27017, ISO/IEC 27018, ISO/IEC 27701. The requirement for resilience is therefore also an integral part of our information security policy in accordance with the ISO 27001 standard.

This policy is communicated to all our stakeholders and is available on the website <https://www.archivagroup.com>.

Archiva is committed to pursuing operational continuity objectives in a systematic and planned manner. Such objectives may include:

1. minimum business continuity objectives (MBCO): minimum level of services and/or products acceptable for the organization to achieve its business objectives during an interruption
2. Recovery Point Objectives (RPO): Point at which information used by an activity must be recovered to allow the activity to recover
3. Recovery time objective (RTO): period of time, after an incident, within which the product or service must be restored, or the activity must be restored, or the resources must be recovered.

Our operational control objectives

In order to pursue our business continuity objectives, we plan and pursue specific operational control objectives to address business continuity risks. These objectives are referred to in the business continuity plans and include:

1. operational continuity objectives for assets critical to the provision of our services, including procured goods and services;
2. operational continuity objectives for processes critical to the provision of our services;
3. operational continuity objectives for the services provided to our customers, possibly broken down by individual customer or type of customer.

Our Management System for business continuity

In order to pursue our business continuity objectives we have adopted a business continuity management system compliant with the ISO 22301 standard.

Our management system for business continuity has been integrated into the more general corporate management system (IMS) and has been planned in such a way as to consider aspects of Governance and Internal Control System, aspects of Risk Management (with reference to the guidelines of the ISO 31000 standard) and compliance aspects.

We are committed to adapting and continuously improving our Business Continuity Management System and to raising awareness and training our stakeholders regarding its correct application.

Our contact channels

or each report of vulnerability, threat, opportunity for improvement, non-compliance, it is possible to send a message to the PEC address security@pec.archivagroup.it or ciso@archivagroup.it.

Report

The CISO, in his role as manager of the Integrated Management System, presents to Archiva an annual report on the adequacy of the management system and the progress of the implementation plans.

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