

## COMPANY CONTINUITY POLICY

TEi Limited is engaged in the business of design, installation and repair of steam generating plant, process plant, piping and a wide range of ancillary equipment.

This policy applies to all business areas throughout the organisation. TEi must be prepared for scenarios including, but not limited to, natural disaster, power failure, hardware/telecommunications failures, data corruption, explosives and chemical, biological and nuclear hazards. These events may be localised affecting a single regional office or could have longer reaching impacts with multiple facilities becoming inaccessible.

The purpose of this policy is to formalise the Company Continuity program and provide guidelines for developing, maintaining and exercising Company Continuity Plans.

All TEi offices must develop, exercise, test and maintain plans for the resumption and recovery of business functions and operational resources. These plans shall anticipate a variety of probable scenarios ranging from local to regional crisis.

Company Continuity Plans identify the designated primary staff member from each business operation and an alternate who can perform functional responsibilities in their absence.

The TEi IT network is at present backed up and stored at remote locations for head office and all Regional offices have electronic documentation kept on file at a remote location.

Company Continuity Plans will be tested annually to ensure credible recovery preparedness.

Internal audits will review the Company Continuity Plans periodically to ensure compliance with the overall Company Continuity Program.



**Alan Waddington**  
**Managing Director**  
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