

Business Continuity Statement

Issued by	PROTEC GmbH
Applicable for	Office-Based Small Business Operations
Version	1.0
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1. Purpose

PROTEC GmbH maintains business continuity planning to protect employees, assets and customer service during disruptions such as IT outages, supply interruptions, natural events or other emergencies.

2. Objectives

- Maintain critical operations and customer communication during incidents.
- Restore normal operations within defined recovery time objectives.
- Protect employee health and safety and company information.

3. Planning and testing

PROTEC identifies critical processes, assigns responsibilities and maintains contingency measures including backup systems, alternate communication channels and supplier coordination procedures. Plans are tested and updated as required.

4. Review

Business continuity arrangements and this statement are reviewed at least annually.