



Business Continuity

INTRODUCTION

Booz Allen is committed to the safety and security of our people, the delivery of our products and services to our clients and protecting shareholder value. To ensure this, Booz Allen has a formal Business Assurance Program to enable the rapid and safe resumption of normal business operations following a disruption incident including cases of natural disasters, extreme weather, or other emergency situations, Booz Allen's operations may be affected, and, in rare instances, offices may be closed.

The purpose of this policy is to set expectations for planning and response to a business disruption incident.

SUMMARY OF POLICY

Booz Allen's Business Continuity policy covers all the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Reinforces commitment to employee safety and well-being as the priority during any emergency
- Explains three types of business disruption response plans: business continuity, crisis management and incident recovery
- Outlines roles and planning responsibilities of all Booz Allen employees and managers during an anticipated or unanticipated emergency
- Provides additional information on status updates, office closures, and time reporting during emergencies
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Provides points of contact and additional resources