**Business Continuity & Disaster Recovery Plan/Procedures**

In addition to the resources we have and the procedures listed below, Bell & Bain own additional premises, 555 Lawmoor Street, Glasgow G5 0TT, located some 7 miles from our current premises, which facilitates the storage of paper and houses our digital line. This site with an area of 30,879 sq. ft. would facilitate early re-equipment in the event of a major disaster resulting in significant building damage at our current premises at 303 and/or 311 Burnfield Road, Glasgow G46 7UQ, as we would not have to wait for rebuilding of the factory before starting to re-equip it, we would simply use the premises at 555 Lawmoor Street.

Bell & Bain have in place an agreement with its sister company J. Thomson Colour Printers for the provision of platemaking, printing and binding services. All digital data is backed up daily and copies are held securely off site every night.

All our key suppliers for critical raw materials such as paper, printing plates and ink, maintain sufficient stocks to respond in the event of an emergency affecting these materials on site. This is also the case for all our Original Equipment Manufacturers (OEMs) for CTP, printing presses, Ricoh Digital production facility, folding machines and binders.

We would initiate the reciprocal back up agreement that exists between Bell & Bain and our selected strategic partner companies to ensure continuity of supply of the full range of products to our customers.

On a proactive side we regularly test the safety and efficacy of our factories regarding fire prevention and take advice from professionals regarding fire and flood prevention and potential cyber-attack with regular review and updates (see our statement on Intellectual Property). This has been bolstered by our recently upgraded GDPR Compliance System.



Stephen Docherty
Chairman