



Business Continuity Policy

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Document Versions

Version	Revision Date	Prepared / Revised by	Business Unit	Status
V1.0	16 August 2019	Paul Masipa	Manager: ICT	Draft
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V3.0	09 April 2020	Paul Masipa	Manager: ICT	Draft
V4.0	21 May 2020	Paul Masipa	Manager: ICT	Draft
V5.0	13 August 2020	Paul Masipa	Manager: ICT	Final

Document Reference Library

Document File Name	Context and Relevance
Constitution of the Republic of South Africa Act (No. 108 of 1996)	To promote the right to a harmful environment to people's health or well-being
Government Employees Pension (GEP) law, 1996	To ensure the effective and efficient administration of the Fund.
ISO 22301:2012 (Societal security - Business continuity management systems – Requirements	ISO 22301:2012 specifies requirements to plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise.
King IV codes of Corporate Governance, 2016	To support the organisation to set and achieve its objectives.
Occupational Health and Safety Act (No. 85 of 1993)	To provide for the health and safety of persons at work.
The Good Practice Guide (GPG) 2018	Mechanisms and tools for BCM provided by the Business Continuity Institute' Good Practice Guidelines

Business Areas Impacted By This Policy

Name Business Unit / Area	Context and Relevance
All users who act on behalf of the GEPP or are in its employment.	To promote organisational resilience and establish an effective response that preserves the value given by the organisation. To guide the implementation of business continuity in the event of a disaster.

Glossary of Terminology

Abbreviation/Terminology	Description
BC	Business Continuity
BCC	Business Continuity Committee
BCM	Business Continuity Management

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Abbreviation/Terminology	Description
	A holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised might cause and which provides a framework for building organisations resilience with the capability of an effective response that safeguards the interest of its key stakeholders, reputation. brand and value-creating activities
BCP	Business continuity plan Documented procedures that guide organisation to respond , recover , resume and restore to a predefined level of operation following a disruption
BIA	Business impact analysis The process of analysing activities and the effect that a business disruption might have upon them.
CRA	Continuity requirements analysis
GEPF	Government Employees Pensions Fund
PEO	Principal Executive Officer
Business process owner	The process owner is the person who is responsible to design the processes necessary to achieve the objectives of the business plans. The process owner is responsible for the creation, update and approval of documents (procedures, work instructions/protocols) to support the process. The process owner is the only person with the authority to make changes in the process and to manage the entire process improvement cycle to ensure performance effectiveness. This person is the contact person for all information related to the process. Process owners are supported by a process improvement team. The process owner uses this team as a mechanism to help create a high-performance process.
Trustees	Trustees refer to Trustees as well as Substitute Trustees
User	Anyone with authorised access to the GEPF business information systems, including permanent and temporary employees, Trustees or third-party personnel such as temporaries, contractors, consultants, and other parties with valid GEPF access accounts
Systems Owner	The business manager is responsible for the overall procurement, development, integration, modification, or operation and maintenance of the information system. The systems owner relies on the assistance and advice of the IT staff in the implementation of the systems and ongoing technical support, including enhancements, adaptations and replacement.
Activities	All duties that belong to the business means of operations.
BCM Programme lifecycle	The processes and systems of practising Business Continuity in an institution
Disruption	A disturbance of any nature within GEPF that can critically hamper the delivery of services

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Abbreviation/Terminology	Description
Emergency	A serious situation or occurrence that happens unexpectedly and demands immediate action
Employee	Any person, excluding an independent contractor, who works for another person or the State and who receives, or is entitled to receive, any remuneration; and, Any other person who in any manner assists in carrying on or conducting the business of an employer, and 'employed' and 'employment' have meanings corresponding to that of 'employee'.
Foreseeable threats	Only threats that can be outlined by using BCM good practice tools
GPG 2018	Good Practice Guidelines:2018 Mechanisms and tools for BCM provided by the Business Continuity Institute' Good Practice Guidelines
Misconduct	Unacceptable or improper behaviour, especially by an employee or professional person
Mission Critical Activities	Operational duties of the institution which are indispensable to provide services to clients. e.g. Call Centre
Multi-Activity	The integration of activities – transactions between GEPF and its stakeholders, clients, and contractors
Resilience	The institution's ability to remain calm during an incident or disaster and still operate normally
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Service Provider	Any party that provides service to or on behalf of the GEPF
Tests	An exercise whose aim is to obtain an expected, measurable pass/fail outcome.

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1. Policy purpose

This policy aims to provide the framework for the development, implementation and monitoring of the GEPF Business Continuity Management to ensure the efficient and effective administration of the Fund. It seeks to identify assess and minimise the Business Continuity risk.

2. Policy Statement

- 2.1 The critical risks activities shall be identified through the Business Impact Analysis (BIA) and risk assessment.
- 2.2 The Business Continuity Plan shall be developed to ensure continuation of activities at the minimum acceptable level.
- 2.3 A BCM development, implementation, strategy and maintenance will be in line with the GPG 2018 and ISO 22301:2012.
- 2.4 The Business Continuity policy shall be cascaded down to the operational level, and each business unit shall support the methodology by drafting a BCP.
- 2.5 The Business Continuity Committee shall ensure synergy between the different structures to coordinate BCM in the organisation.
- 2.6 The GEPF will endeavour to make the users aware of BCM so that they may familiarise themselves with structures and objectives of Business Continuity.
- 2.7 The Principal Executive Officer shall nominate the BCC members through appointment letters signed by both the nominated member and the Head of Department.
- 2.8 BCC shall conduct regular tests as and when required.
- 2.9 BC tests conducted shall not disrupt the normal day-to-day operations of the GEPF.
- 2.10 BCM test results shall be monitored, evaluated and the impact recorded and reported to the BCC.
- 2.11 Business units shall review their BC plans regularly or as required by the GEPF management.
- 2.12 Post-exercise audits shall be carried out by the internal audit unit.
- 2.13 The BCC shall agree on reporting intervals for all BCM activities.
- 2.14 The BCC shall report quarterly to the Finance and Audit Committee.

2.15 Roles and responsibilities

The Board is accountable for monitoring the implementation of BCM through the Finance and Audit Committee, consistent with its responsibility for the total process of risk management and internal control.

The Business Continuity Management Committee is responsible for:

- declaring the state of emergency and disaster and to give relevant emergency instructions to all GEPF users;
- implementing and maintaining the BCM policy;

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- maintaining a high level of BCM coordination within the GEPF;
- participating in all BCM programme activities;
- facilitating the business continuity programme management lifecycle and drafting documents;
- reviewing all BC plans in all levels – strategic, tactical, and operational level;
- providing the business impact analysis and continuity requirements analysis (CRA) for the GEPF approval.
- providing emergency supplies during the disaster or incident. The emergency requisition form will be completed by the BCR member, supported by the BCC and approved by PEO
- stakeholder and reputation management;
- communicating with staff on BCM issues during a declared disaster.

3. Related Policies

- Information Security Policy
- Remote Access Policy
- End-user device Policy
- Email and Internet Policy
- Password& user access Policy

4. Non-compliance with the Policy

Non-compliance with this Policy and the procedures described in it by any user will be dealt with in accordance with Chapter 7 of the Board Charter and GEPF's disciplinary policy.

5. Acceptance of this Policy

As part of the user induction and ongoing compliance, each user shall be required to review a copy of this Policy and to acknowledge in writing that he/she has reviewed the Policy, understands the content and agrees to be bound by it.

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6. Policy Review and Evaluation

This policy will be reviewed every three-years or as and when necessary provided that such a required review will be within 6-months after the new legislation has been implemented.

The Finance and Audit Committee is responsible for implementing, updating and reviewing this Policy.

Any changes to the Policy shall be communicated immediately to all users.

7. Interpretation

In the event of any inconsistency between this Policy and the Rules of the Fund, the Rules shall prevail.

8. Policy Approval



MR STADI MNGOMEZULU
CHAIRPERSON: FINANCE AND AUDIT COMMITTEE
DATE: 2020-10-22

Approved / ~~Not Approved~~



DR RENOSI MOKATE
CHAIRPERSON: BOARD OF TRUSTEES
DATE: 2020-10-22
