



BBPOS International Limited

Business Continuity Planning for COVID-19

Version 1

Date: 10 March 2020

	Name (Title)	Signature	Date
Prepared by	Esther Tsang (QMS Manager)		10 Mar, 2020
Approved by	Kevin Tang (Quality Assurance Director)		10 Mar 2020

Business Continuity Planning for COVID-19

1. Introduction

BBPOS original BCP is being updated in progress. For COVID-19 outbreak, this Business Continuity Plan is specifically created for risk minimization of COVID-19 outbreak.

It covers the risk mitigation strategies to maintain BBPOS operations including :

- a. BBPOS Offices (Work From Home Policy & IT Support Policy)
- b. OEM/Supplier Productivity (Supply Chain Recovery Plan)

These guidelines help to minimize risk to BBPOS in following areas:

- a. Minimize health risk to employees
- b. Minimize the risk of premises becoming a node of transmission
- c. Ensure plans are in place should employees be on leave of absence, quarantined or Infected
- d. Work from home, IT support and supply chain arrangements to ensure business operation continue

2. Business Continuity Plans (BCP)

2.1. Work From Home Policy

1. To protect the health of our employees and their families and even for social responsibilities, staff is permitted to work from home. Employees and department head must consider the elements mentioned in Work from Home Policy.
2. To ensure that all employees understand the responsibilities while working from home, employees can report the daily completed tasks in sharepoint template.
3. During this Period, all employees must take their temperature and put the record in the Sheet Log when they come to office.
4. In emergency cases, to ensure all employees receive the message from company, HR department will notify the employees through email/Microsoft Teams/Whatsapp.

2.2. IT Support

1. Remote access allows all employees work from home with access to data, applications, and systems.
2. Microsoft Teams Meetings enable employees communication via the internet from office or work from home.
3. Virtual private network (VPN) ensure employees are using a secure, encrypted connection at home to access corporate information.

2.3. Supply Chain management

1. During the emergency period, Supply Chain takes below action to minimize the risk of material shortage, capacity recovery, shipment delay and short term raw material price up:
 - Closely check with OEMs on material supply status to avoid material shortage.
 - Share priority list to OEM for production plan.
 - Based on forecast, plan material purchase ahead.
 - For some raw material shortage, we applied air freight to shorten leadtime
 - Update customers ordering leadtime to 12-16 weeks
 - Looking for alternative component suppliers
 - We are checking if some shipments can be partially shipped.

- Checking with OEM on gatings and work on solutions (ie, capacity, raw material, ...)
2. If emergency period continue for a long time, supply chain will face below worst cases:
 - Worst case will be shipment delays due to above risks
 - What we can see now is some shipment delay up to 2 months
 3. Action for long term risk management:
 - Plan for production shift to another OEM
 - Tooling will be located in multiple suppliers