



## **Business Continuity Plan**

Two Rivers' Business Continuity Plan ("BCP") addresses the possibility of significant business disruptions ("SBD"). Accordingly, Two Rivers is providing this document to provide critical information about our efforts to ensure that impact is minimized in the event of an emergency or disaster.

Two Rivers has designed a business continuity plan to address possible scenarios in efforts to minimize any service impact to our clients. The business continuity plan is designed to address key areas of concern – including but not limited to the following:

- Data back-up and recovery;
- Mission critical systems;
- Financial and operational assessments;
- Regulatory reporting;
- Communication with regulators;
- To mitigate the impact to Two Rivers' customers through the rapid implementation of effective recovery strategies;
- To ensure the safety of all employees throughout the emergency condition, disaster declaration, and recovery process

In the event of a significant business disruption, where the primary business is located, we will move our staff from the affected location to a location that is not affected.

At a minimum, the Two Rivers business continuity plan is reviewed and updated on an annual basis. Additionally, our primary third-party vendors periodically conduct testing of their own back-up capabilities to ensure that, in the event of an emergency or significant business disruption, they will be able to provide us with the critical information and applications we need to continue or promptly resume our business. Two Rivers completes annual reviews of critical vendors' BCPs and Disaster Recovery plans.