Business Continuity Plan (BCP)

Company Name: Bluekyte AI

Company Description: Bluekyte AI is an AI process automation and AI-powered solutions company.

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1. Introduction

Bluekyte AI recognizes the importance of maintaining business operations during disruptions. This Business Continuity Plan (BCP) outlines the strategies and procedures to ensure resilience, minimize downtime, and restore critical operations in case of emergencies.

2. Objectives

- Ensure the availability and continuity of critical business functions.
- Minimize the impact of disruptions on customers and stakeholders.
- Define roles and responsibilities during a crisis.
- Establish a structured approach for business recovery.

3. Scope

This BCP applies to all business units, IT infrastructure, employees, and third-party vendors involved in core operations.

4. Business Impact Analysis (BIA)

A business impact analysis has been conducted to identify key operational risks and dependencies. The following functions are critical to Bluekyte AI's operations:

Function	Criticality	Recovery Time Objective (RTO)	Recovery Strategy
IT Infrastructure	High	4 hours	Cloud backups, failover systems
Customer Support	High	2 hours	Remote access capabilities
AI Services	High	6 hours	Redundant computing resources
HR & Payroll	Medium	24 hours	Secure data backups
Vendor Management	Medium	48 hours	Alternative vendors

5. Risk Assessment and Mitigation Strategies

- **Cybersecurity Threats:** Implement firewalls, endpoint security, and regular penetration testing.
- **Natural Disasters:** Establish remote work policies and data recovery mechanisms.
- **Power Failures:** Maintain backup power solutions and cloud infrastructure.
- **Third-Party Failures:** Conduct regular vendor security assessments and have backup suppliers.

6. Response and Recovery Plan

- **Incident Detection:** Employees must report disruptions immediately to the Incident Response Team.
- **Crisis Communication:** A designated team will communicate with employees, customers, and stakeholders.
- **Data Backup and Recovery:** Daily backups will be maintained, with a restoration timeline of 4 hours.
- **Alternative Work Arrangements:** Remote work policies will be activated if needed.

7. Roles and Responsibilities

- **Core Tech Team:** Oversees security and business continuity implementation.

- **HR Team:** Coordinates employee communication and alternative work arrangements.

- **Operations Team:** Ensures minimal disruption in service delivery.

8. Plan Testing and Maintenance

- The BCP will be reviewed and tested annually.

- Employees will participate in disaster recovery drills.

- Updates will be made based on emerging threats and company growth.

9. Conclusion

Bluekyte AI is committed to business resilience and continuity. By following this plan, the company ensures a structured and effective response to any disruptions while maintaining critical business functions.

Approval:

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