

Business Continuity Policy

HORIBA UK Limited is committed to the continuity of its business operations which is achieved through the continuous improvement of its certified business management systems. We place great emphasis on protecting our employees, data, assets, equipment, reputation and brand through our planning, preparation and response to incidents to ensure that:

- risks to our business operations and the wider society are identified, evaluated and managed based on their likelihood of occurrence and potential severity / impact;
- employees and other stakeholders necessary for our ongoing business continuity are appointed and trained as appropriate;
- emergency/disaster and business continuity processes and procedures are published and communicated to relevant personnel;
- business continuity is tested regularly through drills and other arrangements;
- we identify and adhere to our legal and other compliance obligations;
- business continuity is integrated into our normal business arrangements; and
- our business continuity processes are regularly reviewed and updated based on changes to our business, the knowledge we gain and other contextual information.

Our business continuity arrangements align with the requirements of ISO 9001, ISO 14001 and ISO 45001, and with the guidelines outlined in ISO 26000. We maintain various procedures to ensure that we manage risks to business continuity including *OP 22.12 Disaster Recovery Procedures*, which addresses risks to our Information Technology systems, and *EP06 Emergency Preparedness and Business Continuity*, which addresses risks to the health and safety of individuals and the protection of the environment. We operate a policy of continual improvement where all feedback on our business continuity arrangements is welcomed from customers, suppliers, employees, neighbours, legislative authorities and other interested parties. Our BlackJack continuous improvement scheme provides an open platform for our employees to help improve our operational effectiveness, and our internal audit programme helps identify further opportunities for improvement.

The ultimate responsibility for business continuity lies with the HORIBA UK Executive Management Team with performance reviewed regularly through our Management Review Meeting process.

Signed:**President:** Stuart Knight**Date:** 13 Feb 2024

On behalf of the HUK Executive Management Team