

Business Continuity and Succession Policy

Agora Prime Metals Trading FZCO | Version 1.0

This policy establishes how the Company sustains operations through disruption and how leadership continuity is assured over the long term. It is a core component of our risk management and human capital strategy, integrating contingency planning with structured succession management.

BUSINESS IMPACT ANALYSIS

A Business Impact Analysis forms the foundation of our continuity planning. It identifies the operations, processes and services indispensable to the business; evaluates the financial, reputational and operational consequences of their interruption; assigns each function a criticality rating; and establishes recovery priorities and resource allocation accordingly. Findings are documented with departmental interdependencies and maximum allowable downtime for every critical function. Department heads, team leads and subject matter experts validate the analysis and refine recovery time and recovery point objectives so that contingency plans reflect operational reality.

RISK ASSESSMENT AND MITIGATION

Risks are catalogued from internal sources such as operational failures, IT breaches and human resource issues, and from external sources including geopolitical shifts, economic instability, natural events and cyber threats. Each risk is evaluated for likelihood and impact and mapped to a risk matrix so that attention is directed to the most material exposures. Mitigation is multi-layered: preventative controls including cybersecurity protocols and training, responsive procedures including pre-planned communication and emergency response teams, transfer or sharing of risk through insurance and contractual arrangement, and continuous monitoring that keeps assessments current.

INCIDENT RESPONSE AND RECOVERY

Response is coordinated by an Incident Response Team drawn from critical departments, IT, communications and senior management, operating through a central command point with pre-established internal and external communication channels. On detection, the Company conducts an initial assessment of scope and impact, mobilises the response team with clearly delineated roles, and deploys the necessary technology, personnel and external expertise. Short-term recovery restores critical operations within agreed recovery time objectives through backup systems, rerouted supply chains or alternative workflows; long-term recovery restores normal operations and applies lessons learned. Incident logs and post-incident analysis feed directly into revisions of this policy.

SUCCESSION PLANNING

Every role critical to the Company has a prepared alternate. Critical roles are identified through structured mapping against strategic importance, decision-making authority, specialised knowledge, revenue impact and interdependency, and assessed for the consequences of vacancy. Successor pools are built using performance evaluations, competency frameworks, 360-degree review and leadership potential assessment, with fairness, transparency and diversity as governing principles. Each identified successor works to an individual development plan combining structured training, mentoring, cross-functional rotation, external education and simulated crisis exercises. Records of role inventories, successor identification, development plans and evaluation outcomes are maintained under appropriate confidentiality controls.

GOVERNANCE, TESTING AND REVIEW

The Board and executive management provide strategic oversight and final approval. A dedicated Business Continuity and Succession Planning Committee owns development, implementation and periodic review, coordinating across departments in both normal operations and crisis conditions. Department heads maintain tailored continuity strategies and current succession plans; Human Resources oversees talent development; IT maintains data backup, redundancy and cybersecurity measures; Finance and Legal ensure budgetary and regulatory alignment. Scheduled simulations, role-playing exercises and defined performance metrics test readiness, and the policy is formally reviewed at least annually and benchmarked against industry standards.

The full policy document is maintained by the Company and is available to employees via the company intranet and to counterparties, clients and regulators on request.
