

Member FINRA

## **BUSINESS CONTINUITY PLAN**

To our Clients and Prospective Clients:

Cambridge International Securities, LLC ("CIS" or the "Firm") is committed to protecting its employees, clients and their assets at all times, including during emergencies or significant business disruptions. The Firm's Enterprise Business Continuity Program has been developed to provide a reasonable, but not absolute, assurance of business continuity in the event of a disruption to the Firm's normal operations.

As part of this commitment, and in compliance with internal policies and industry regulations, the Firm has developed and implemented Business Continuity Plans (the "Plans") for its business units. Each Plan is developed by identifying each business unit's critical risks and documenting the functional requirements needed to reestablish essential business operations. The Plans document the actions and procedures to be followed before, during, and after a prolonged service outage resulting from the loss of operational facilities, critical information systems, or essential personnel. In instances by which business processes require recovery from a significant operational disruption, the Plans include off-site recovery environments, work-area displacement agreements, and/ or work-from-home arrangements.

The Firm conducts annual disaster recovery exercises, designed to ensure computing systems and networks are built with sufficient redundancies. The Firm also requires all business units conduct an annual contact exercise to ensure personnel, particularly recovery team personnel and their alternates, can be contacted at any time, on short notice. In addition, Plans are tested throughout the year to ensure that the Firm and its clients are provided with a recovery solution most conducive to their needs.

The Firm relies on the availability, capacity, and reliability of information technology. Each primary computer center has a corresponding back-up/disaster recovery site that is established away from the Firm's primary facilities. The Firm's computer centers are equipped with standalone electrical power and cooling capabilities sufficient to run for several weeks without relying on utility power. To ensure that applications are restored within a period of time acceptable to the business, applications have been prioritized, and their recovery requirements are based off of that prioritization.

The Firm's incident management team is responsible for the coordination of communication and response procedures in the event of a disruption or possible disruption to normal operations. Included in the incident management team's responsibilities is the communication of the Plans



Member FINRA

with regulatory agencies and key business partners. Members of the incident management team, and its procedures and protocols, have been documented in the Plans. Pertinent updates to this disclosure statement will be posted on the Firm's website, as required by applicable law or regulation. Hard copies of the disclosure statement can be obtained by contacting your representative of the Firm. The Plans are confidential and proprietary in nature and are therefore not made available for public distribution.

For further information about our business continuity planning contact our Chief Operating Officer Bill Weber at 203-341-3350.

If, after a significant business disruption, you cannot contact us in Connecticut at 203-341-3350, you should call 203-858-5359 or 203-571-9316 and your call will be directed accordingly or go to our web site at <u>http://www.cambridgeintl.com</u>.