

## Business Continuity Policy

### Purpose

This document establishes the corporate policy and standards for ensuring continued operations of critical services in the event of a disruption to regular operations at Landstar Title Agency, Inc..

### Policy

Each department at Landstar Title Agency, Inc. is responsible for ensuring that a detailed continuity plan is in place for all services and mission critical applications.

Each office/division is responsible for creating and maintaining their individual business continuity plans. All plans must

- Provide detailed instructions for the resumption of critical operations for each business location (see Continuity Plan immediately below)
- Be reviewed, updated, and tested once per year to ensure accuracy

All third-party data centers must be Service Organization Control (SOC) certified.

### Continuity Plan

Each continuity plan must include

- Detailed plans for resuming operations at a hot site or alternative office, including
  - Standby hardware and connectivity necessary to establish critical operations
  - Access to the most recent versions of business systems software required for critical operations
  - Access to the most recent data backups
- Contact information for all personnel, clients/customers, and vendors
- Business continuity plan training and maintenance schedules
- A list of the critical business functions and processes including
  - Recovery time objectives (RTO) for critical systems (that is, the amount of time required to recover critical systems)
  - Recovery point objectives (RPO) for critical data (that is, the maximum amount of critical data that can be lost)
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- Detailed Business Continuity Plan and Preparation Response Plan attached

### Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

**Review**

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

**Approved**

Kenneth Warner, Esq., Vice President and Senior Counsel

**Revision History**

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary