

## ***Business Continuity***

Burkett Asset Management has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our Business Continuity Plan.

**Contacting Us** - After a significant business disruption you should be able to contact us as at (250) 370-0667. In the event that you cannot contact us in the usual manner, please refer to our web site at [www.burkettassetmanagement.ca](http://www.burkettassetmanagement.ca).

**Our Business Continuity Plan** - We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our customers to transact business. In short, our Business Continuity Plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

**Our Business Continuity Plan addresses:** data back-up and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees, and regulators; alternate physical location of employees; critical supplier, bank and counter-party impact; and regulatory reporting.

While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by the brokerage firm with whom we transact that its objective is to restore its own operations and be able to complete existing transactions and accept new transactions and payments as promptly as possible. Your requests for funds could be delayed during this period.

**Varying Disruptions** - Significant business disruptions can vary in their scope, such as only our firm, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to our firm or a building housing our firm, or a disruption affecting our business district, we will transfer our operations to a local disaster recovery site when needed and will use our best efforts to recover and resume business within the shortest time possible. In either situation, we plan to resume business and notify you through our web site on ([www.burkettassetmanagement.ca](http://www.burkettassetmanagement.ca)) how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will use our best efforts to ensure our clients have prompt access to their accounts.

**For more information** - If you have questions about our Business Continuity Plan, you can contact our compliance officer at [complianceofficer@burkett.ca](mailto:complianceofficer@burkett.ca).