

# Business Continuity Plan

Continuity of service for a remote-first AI consultancy and training provider

Version	Date	Owner	Approved By	Next Review
1.0	June 2026	Fabio Rovai, Operations Lead	Dr Stylianos Kampakis	June 2027

## 1. Purpose and Scope

This Business Continuity Plan sets out how Kampakis and Co Ltd (trading as The Tesseract Academy) maintains continuity of service to clients during disruption. It covers all delivery, data and personnel functions of our remote-first operating model and applies to all staff and associates. It is reviewed annually and after any significant incident or organisational change.

## 2. Business Continuity Objectives

- Maintain delivery of contracted services to agreed service levels during disruption.
- Protect the confidentiality, integrity and availability of client and personal data.
- Restore any disrupted critical function within the recovery objectives below.

Critical function	Recovery Time Objective (RTO)	Recovery Point Objective (RPO)
Client communications	4 hours	Not applicable
Access to project data and deliverables	8 hours	24 hours
Cloud-hosted delivery platforms	8 hours	24 hours
Payroll and supplier payments	2 business days	Not applicable

## 3. Risk Scenarios and Responses

Scenario	Response
Key-person unavailability	A named deputy is assigned to every accountable delivery role, with documented handover packs. Our vetted associate network provides surge cover. There is no single point of delivery failure.
IT or cloud outage	Cloud-hosted, geographically redundant infrastructure; data backed up to an independent provider; alternative connectivity (mobile tethering) for remote staff.
Cyber incident or data breach	Cyber Essentials controls and an ISO 27001-aligned incident-response procedure. Isolate, assess, restore from backup, notify affected parties, and notify the ICO within 72 hours where required (ICO registration ZB715782).
Loss of premises	Not applicable. The fully remote operating model has no single physical dependency.

Supplier or subcontractor failure	Pre-qualified alternative suppliers, contractual continuity clauses, and critical sub-contracts kept below single-point-of-failure thresholds.
Pandemic or widespread disruption	The remote-first model continues unaffected, as demonstrated in normal operations.

## 4. Data Backup and Recovery

All client deliverables and operational data are held in cloud storage with version history and replicated backups held with an independent provider. Backups are tested for restorability on a quarterly basis. Recovery follows the objectives set out in Section 2.

## 5. Communications

In a continuity event, the document owner notifies affected clients via their nominated contact within the Recovery Time Objective for client communications. Where the disruption affects a public-sector framework call-off, the relevant Approved Organisation is contacted through the agreed call-off contact and, where applicable, the procurement portal event messaging.

## 6. Testing, Maintenance and Governance

This plan is reviewed at least annually and after any significant incident or organisational change. A tabletop walkthrough test is conducted at least annually, and lessons learned are incorporated into the next version. The plan is owned by the Operations Lead and approved by the Managing Director.

**Signed: Dr Stylianos Kampakis**

Title: Managing Director, Kampakis and Co Ltd

Date: June 2026

This Business Continuity Plan is published on our website and will be reviewed annually.