



## **Business Continuity Plan**

Winans International 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** – If after a significant business disruption you cannot contact us as you usually do at (415) 506-3070, you should go to our website at [www.winansintl.com](http://www.winansintl.com) for more information and periodic status reports. If you cannot access us through either of those means, you should contact your respective custodian (broker-dealer where your Winans International account is held) for your account related needs until such time as we are operational.

**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 through their respective broker-dealer custodians. 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, contractor, bank and counter-party impact; regulatory reporting; and allowing our customers to contact their respective broker-dealer custodians for prompt access to their funds and securities if we are unable to continue our business.

While every emergency situation poses unique problems based on external factors, we have been advised by your custodian that its objective is to restore its own operations and be able to complete existing transactions and accept new transactions and payments as soon as practical. Your orders and requests for funds and securities could be delayed during this period.

**Varying Disruptions** – Significant business disruptions can vary in their scope, such as only our firm, our office building, 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. We plan to continue in business, remotely if necessary, rely on your custodians for account access if necessary, and notify you through our website or by e-mail how to contact us.

If you have questions about our business continuity plan, contact us at (415) 506-3070.