



Title: Business Continuity Policy

Code: GU-PL44BUSC

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Approval Authority: Board of Trustees

Document Owner: Vice President of Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies

1. Purpose

The purpose of this policy is to ensure the proactive approach of GU to various crisis situations. This policy entails the strategic resilience framework to ensure the University business continuity without any crisis.

2. Scope

This policy applies to all academic and non-academic units, all Councils and Committees, all academic and administrative staff at Gulf university,

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council

4. Definitions

Crisis: A crisis is any “sudden event or series of events” that seriously threatens or has the potential to escalate and threaten the people, operations, assets, environment, or long-term prospects and reputation of GU.

Risk: Risk implies future uncertainty about deviation from expected earnings or expected outcome.

Risk Assessment: A risk assessment is the combined effort of identifying and analyzing potential events that may negatively impact individuals, assets, and/or the environment; and making judgments "on the tolerability of the risk on the basis of a risk analysis" while considering influencing factors.

Risk Management: It is the identification, evaluation, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability or impact of unfortunate events or to maximize the realization of opportunities.

5. Policy Statement

Gulf University ensures an ongoing structure to review the risk and crisis management on regular basis and to adopt the recovery plan thereof across the University-procedures. The University provides a mandate for emergency management activities within the University, and to facilitate appropriate decision-making which shall ensure business continuity by protecting life, limiting damage, and minimizing business disruption for the benefit of the University, its communities, and its operations.

6. Policy Details

- 6.1 GU is committed to aligning its business continuity process with vision and mission of the University to manage a crisis or to prevent a situation that leading to crisis.
- 6.2 Gulf University ensures institutional preparedness to continue operation in anticipated and unanticipated risk.
- 6.3 Gulf University commits to identifying range of risk management areas namely, physical infrastructure, information technology and information sources, finance, staffing and learning resources.
- 6.4 GU ensures planning for risk assessment and management to secure proper treatment of anticipated and unanticipated risk.
- 6.5 GU ensures preparedness of all stakeholders involved through proper training and awareness sessions.
- 6.6 GU is committed to assigning the task of risk assessment to different teams to identify the sources of risk in each area and the level of risk. Risk assessment for staffing is conducted by HR department staff along with risk management twice in one academic year. Risk assessment and management for learning resources are conducted by library staff along with risk management twice in one academic year. Risk assessment and management for information and communication technology are done by IT department staff. Facilities and Purchasing department staff under the leadership of the Facilities and Purchasing manager are responsible to complete risk assessment and management exercise twice in one academic year. Finance department staff conduct risk assessment and management exercise twice in one academic year.
- 6.7 Gulf University is committed to prepare risk assessment and action plan at program level, college level and institutional level annually.
- 6.8 The university ensures preparation of risk recovery plans and needed action to mitigate risk.

7. Responsibilities

Academic and Administrative staff members are responsible for:

- appropriate implementation of this document.

Heads of Departments are responsible for:

- ensuring that all faculty members are fully informed of this document.
- appropriate implementation of this document.

Heads of Units, Centers and Chairs of Committees are responsible for:

- appropriate implementation of this document.

Managers of Administrative Departments are responsible for:

- ensuring that staff members are fully informed of this document.
- appropriate implementation of this document.

Deans are responsible for:

- appropriate implementation of this document.

Chief Operating Officer is responsible for:

- appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

8. Related Policies

- All University Policies

9. Related Procedures

- All University Procedures

10. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
HEC	Regulations and Resolutions