



## BUSINESS CONTINUITY PLAN SUMMARY

*INTEGRATED PARTNERS IS DEDICATED TO ENSURING THAT WE RESPOND REASONABLY, PROMPTLY, AND EFFECTIVELY TO EVENTS IN ORDER TO ADDRESS OUR CLIENTS' NEEDS IN TIMES OF EMERGENCY. WE HAVE PREPARED A BUSINESS CONTINUITY PLAN TO ENSURE THAT CRITICAL BUSINESS PRACTICES CAN CONTINUE IMMEDIATELY FOLLOWING THE DECLARATION OF A DISRUPTION OR DISASTER.*

*THE PLAN DEFINES CRITICAL FUNCTIONS, STAFF ASSIGNMENTS, RESOURCE REQUIREMENTS, VITAL RECORDS, AND ALTERNATIVE WORK LOCATIONS RELATED TO RESTORING BUSINESS OPERATIONS WITH MINIMAL IMPACT. TO FACILITATE THE MANAGEMENT OF THIS GOAL, INTEGRATED CONTINUOUSLY MAINTAINS ALTERNATIVE WORK SITES AS WELL AS DATA BACKED UP AT OFF-SITE LOCATIONS. THE ALTERNATIVE WORK SITES ARE EQUIPPED TO SUPPORT THE BUSINESS PROCESSES THAT HAVE BEEN CATEGORIZED AS ACTIVITIES THAT ARE MISSION CRITICAL TO OUR CORE BUSINESS AND/OR ARE REQUIRED TO MEET OUR REGULATORY OBLIGATIONS.*

*TO ENSURE CONFIDENCE IN OUR BUSINESS CONTINUITY PLAN, WE REGULARLY REVIEW, TEST, AND AS NEEDED, UPDATE OUR PLANS TO MAINTAIN OPTIMAL RELIABILITY AND EFFECTIVENESS.*

*IF YOU HAVE QUESTIONS REGARDING OUR BUSINESS CONTINUITY PLAN, YOU MAY WRITE US AT INTEGRATED PARTNERS, 200 5TH AVENUE, SUITE 4010, WALTHAM, MA 02451, SEND US AN EMAIL AT [INFO@IFPADVISOR.COM](mailto:INFO@IFPADVISOR.COM), OR CALL US AT (800) 239-5751.*