

CAMPBELL LUTYENS & CO. INC.  
BUSINESS CONTINUITY PLAN



Campbell Lutyens & Co. Inc. (“CLINC” or the “Firm”) has developed a Business Continuity Plan on how it will respond to events that significantly disrupt its business. Since the timing and impact of disasters and disruptions is unpredictable, the Firm will be flexible in responding to actual events as they occur. With that in mind, CLINC is providing you with this information on its business continuity plan.

**Contacting CLINC** – If after a significant business disruption, you cannot contact CLINC as you usually do, you should call the main line at +1 212 223 8448 or go to the website at [campbell-lutyens.com](http://campbell-lutyens.com).

**Business Continuity Plan** – CLINC plans to quickly recover and resume business operations after a significant business disruption and respond by safeguarding its employees and property, making a financial and operational assessment, protecting the Firm’s books and records, and allowing customers to transact business. In short, the business continuity plan is designed to permit the Firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

The business continuity plan addresses: data backup and recovery; all mission critical systems; financial and operational assessments; alternate communications with customers, employees, and regulators; alternate physical location of employees; critical supplier, contractor, bank, and counter-party impact; and regulatory reporting.

**Varying Disruptions** – Significant business disruptions can vary in their scope, such as only the Firm’s office, the city where your CLINC Contact is located or a whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In the event of a significant business disruption, CLINC has plans in place to move to a back-up location or remote locations as necessary. In either situation, the Firm plans to continue business and notify you through its website, phone, or email.

**For more information** – If you have questions about CLINC’s business continuity planning, you can contact the Firm at +1 212 223 8448 or [compliance@campbell-lutyens.com](mailto:compliance@campbell-lutyens.com).