

Business Continuity Plan

General

Financial Freedom House (“FFH”) has a Business Continuity Plan in place that provides for continued operations and client service in the event of the loss of office space, communications, services, or key people.

Disasters

The Business Continuity Plan covers natural disasters such as snow storms, hurricanes, tornados, flooding, and public health emergencies. The Plan also covers man-made disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological event, fiber-optic communications line outage, internet outage, railway accident, and aircraft accident.

Continuity of Access to Systems and Data

FFH’s data is hosted on Microsoft’s Azure server platform. In addition to Microsoft’s security and backup protocols, FFH has retained Centaris (formerly Center for Computer Resources) to provide business class security and advanced networking and connectivity services.

All of FFH’s advisers and administrative staff are provided with notebook computers maintained by Centaris. Each of these notebook computers are configured to access FFH’s server via any internet connection by using Windows Virtual Desktop and/or Sharepoint.

These arrangements allow for FFH’s staff to complete their normal work functions and continue to serve clients with minimal disruption.

Alternate Offices

In the event FFH’s main office is rendered unusable, or employees are prohibited from coming into the office, we can immediately transition all employees to a work-from-home arrangement. It is our intention to contact all clients within five days of a disaster or other event that renders our office unusable.

Loss of Key Personnel

FFH has multiple Series 65 Investment Advisor Representatives on staff and three individuals serving as Corporate Officers. This will permit FFH to continue business operations and the servicing of clients in the event of any one person’s incapacity or death.

FFH has also formed an advisory board comprised out outside professionals (attorney, CPA, and consultant) who will be able to assist FFH’s remaining Corporate Officers and staff in the event of a loss.