

## **Business Continuity Plan**

Our firm has developed a Business Continuity Plan (“BCP”) on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions are 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 BCP.

**Contacting Us** – If after a significant business disruption you cannot contact us as you usually do at 212 285-5500 or 212 602-0640, or you should call our alternative numbers 516 625-7035 or 570 620-4309 or go to our website at [www.bishoprosen.com](http://www.bishoprosen.com). Depending on the severity of the disruption, we will publish information on how to contact your Financial Advisor. In addition, depending on the severity of the disruption, there may be information on contacting our clearing firm, National Financial Services, LLC.

**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. 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 BCP 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 assuring our customers prompt access to their funds and securities if we are unable to continue our business.

Our clearing firm, National Financial Services, LLC, backs up our important customer records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by our clearing firm that their objective is to restore their own operations and be able to complete existing transactions and accept new transactions and payments within 1 day. 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, a single building housing our firm, 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. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business within 1 day. In a disruption affecting our business district, city or region, we will transfer our operations to a site outside of the affected area, and recover and resume business within 2 days. In either situation, we plan to continue in business, transfer operations to our clearing firm if necessary, and notify you through our website [www.bishoprosen.com](http://www.bishoprosen.com) or our customer emergency numbers; 516 625-7035 or 570 620-4309 on how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customers prompt access to their funds and securities.

**For more information** – If you have questions about our business continuity planning, please contact our Compliance Department at 212 602-0640.