



Sparks Interactive
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Business Continuity Plan

24 March 2020

Sparks Interactive have experienced disruptive events in the past including earthquakes, flooding and widespread illness affecting teams and operations. We have developed business continuity plans to minimise the impact and disruption for these types of events:

- Operational infrastructure, including client files and development sites, back-ups and our office administration and communication, are cloud-based with local copies
- We are experienced in running projects at a distance ('remotely') using video conference (Zoom) and instant messaging (Glip, Slack, Hangouts, Teams)
- We regularly 'work from home' and have written plans in place to distribute equipment (monitors, peripherals such as keyboards and camera) according to individual needs should a mass 'work from home' be indicated
- We have secure connections to enable appropriate protected connections to cloud infrastructure for people working from home (aka a distributed workforce)

For the current conditions we are all experiencing with the Covid-19 (novel coronavirus) here in New Zealand, Sparks Interactive have refreshed our business continuity plans and are following guidelines and information from the NZ Government on:

<https://covid19.govt.nz/>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Our team are now all working from home, as per our early planning, and everyone is well so far. We have no staff who have had international travel or close contact with travellers in the relevant timeframe. While the context is challenging, work for us is still business-as-usual.

It is important to us that we maintain our support for our clients, and for our local business communities. Please do not hesitate to get in touch if you have any questions. I am available on dave@sparksinteractive.co.nz or on mobile phone +64 21 683 009.

Regards, **Dave Sparks**, Managing Director – Sparks Interactive