

## **TM Capital Corp. Business Continuity Plan**

TM Capital Corp. has developed a Business Continuity Plan outlining how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is 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 business continuity plan.

### **Contacting Us**

If after a significant business disruption you cannot contact us as you usually do at (404) 995-6230, you should call our alternative numbers (212) 809-1360, (617) 259-2200 or go to our website <http://www.tmcapital.com> – we will update our website, as needed, with emergency contact information.

### **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 clients 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 business continuity plan 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 and bank impact; regulatory reporting; and assuring our clients prompt access to information regarding their engagements if we are unable to continue our business.

### **Varying Disruptions**

Significant business disruptions can vary in their scope, such as only our firm, a single building housing one of our offices, the business district where one of our offices is located, the city where one of our offices is 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 one of our offices, we will transfer our operations to a local site when needed and expect to recover and resume business within 24 hours. 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 24 hours. In either situation, we plan to continue in business and notify you through our website or our customer emergency number. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our clients prompt access to information regarding the status of their engagements.

### **For More Information**

If you have questions about our business continuity plan, you can contact us at (404) 995-6230 or <http://www.tmcapital.com>.