



## **Statement on Business Continuity & Disaster Recovery**

Virtus maintains a high-priority focus on Business Continuity & Disaster Recovery (“BCDR”) in the event of an unexpected disruption in business operations. Plans and processes are documented and in place related to proper management of unforeseen events that have a significant impact on the company’s systems and their ability to facilitate normal business operations. Significant negative events can include anything that puts an organization’s operations at risk, such as office fire, cyber-attacks, technology failures, pandemics, or natural disasters.

Business Recovery Teams comprise employees from different departments, each with clearly defined roles and responsibilities. In the event of a business disruption affecting one or more of the company’s locations, associated Business Recovery Teams will implement a recovery strategy based on the severity and nature of the incident. Virtus anticipates that it will be able to continue business in the event of a disaster affecting one of its facilities by relocating necessary personnel to another office location or having key personnel work from home. All Virtus employees are provided a laptop with secure connectivity to the company’s network allowing them to work anywhere there is an Internet connection.

BCDR Plans are updated and reviewed with employees on an annual basis. Plans are tested periodically throughout the year during inclement weather events when employees are instructed to work remotely.

Virtus maintains several geographically dispersed locations for hosting in-house production systems. In accordance with documented backup procedures, all production systems are backed up to an alternate location at least once a day. Recovery tests for each of these systems are performed at least once a year. If any test fails initially, corrective measures are put in place and retested until successful.

Contractual agreements are in place with application service providers to assure they can provide necessary support in the event of any interruption to Virtus-based services. The BCDR Program also strives to assure that business affiliates maintain current BCDR plans for their operations.

Significant negative events, categorized as incidents, are managed by an Incident Response Team (IRT) made up of chosen representatives for certain core business functions. All external communications, including customer advisories, are handled according to the established protocol.