

## **Business Continuity Planning**

Diamond Hill Capital Management, Inc. has developed and maintains a Business Continuity Plan addressing intraday business disruptions as well as significant disruptions of a longer duration. The plan includes an inventory of systems, back-up routines, alternate site information, remote access capabilities, communication protocols, identification of essential personnel, and testing procedures.

Diamond Hill performs backup and recovery procedures utilizing a combination of three different methods: real-time replication with near-zero data loss; scheduled daily backups using replication software; and daily backups to external hard drives that are sent to a secure offsite location. The determination of which methods are used for backup and recovery is driven by system criticality. Notably, applications associated with trading, portfolio accounting, and other mission critical systems are replicated in real-time to remote back-up servers which are located in a LEED certified data center with a SOC attestation report. All critical workstations and servers are connected to an uninterruptable power supply (UPS) and a back-up generator for longer power disruptions. Server room environmental conditions are continuously monitored. Our business continuity data center and physical recovery locations are both protected by onsite direct natural gas generators.

## **Disaster Recovery Testing**

We routinely perform disaster recovery tests which are based upon two different test scenarios. Under scenario one, we assume that our permanent site and its network is intact; however, we are prohibited from entering the building or have made a decision to restrict office access. This scenario includes events such as a snow emergency, environmental hazard, or pandemic. Scenario two assumes that systems within the primary data center are not functional or the entire data center is no longer operational. For testing purposes, this scenario also considers the relocation of essential personnel to either the disaster recovery site or their homes. Triggering events include a cyber-security event, fire in the office space, or any scenario that would impact the company's technical infrastructure.

Test scenario one (access to the building is restricted/production data center intact) is tested throughout the year when staff members work from home and connect to the company infrastructure using Virtual Private Network (VPN) technology.

Test scenario two (access to the building is restricted / system malfunction or environmental impact) requires testing at our disaster recovery site and / or employee home locations. Diamond Hill performs scenario two disaster recovery tests on an annual basis. More frequent tests may be performed when major technology changes occur.

## **Commitment to Ongoing Testing**

Diamond Hill maintains a strong commitment to routinely test mission-critical applications and keeps business continuity planning at the forefront of our technology initiatives. We make every effort to safeguard client data and as such, each test will be designed to verify that we can continue our business in the event of a business disruption while at the same time ensuring that client information is secure.