

# **Chaffe Securities, Inc.**

## **Business Continuity Plan**

### **Client Disclosure Statement**

Chaffe Securities, Inc. ("Chaffe") 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 are unpredictable, we must be flexible in responding to actual events as they occur. To that end, 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 by phone at (504) 524-1801 or by email at [glebreton@chaffe-associates.com](mailto:glebreton@chaffe-associates.com), you should call our alternate number at (832) 496-3823.

*Our Business Continuity Plan* – We plan to quickly recover and resume business operations after a significant business disruption and we will respond by safeguarding our employees and property, making a financial and operational assessment, protecting the Firm's books and records, and enabling our clients to transact business. In short, our business continuity plan is designed to allow 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 clients, employees, and regulators; alternate physical location of employees; critical supplier, contractor, bank, and counter-party impact; regulatory reporting; and assuring our clients prompt access to their investments if we are unable to continue to conduct our business.

Because you invest directly, the entities in which you have invested are responsible for those records they maintain on your behalf. Additionally, when you invest with our assistance, we take specific steps to assure that you have paper or electronic copies of everything that you have signed and/or obligated yourself to, thereby giving you access to the same records as us, should you be unable to contact us during an emergency situation. Finally, while most transactions done through us are not time sensitive, each emergency situation presents unique problems based on external factors, such as time of day and the severity of the disruption. Thus, while each entity with which you have invested desires to restore its own operations and to be able to complete existing and accept new transactions as well as payments within a short period of time, 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 four 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 one business day. In either situation, we plan to continue business, and notify you through our client emergency number (832) 496-3823 on how to reach us. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our client's timely interface with the respective companies and entities that have provided investment products to you, through us.

*Response to a Pandemic* – To the extent that a Company office is in an area where a Pandemic has been declared, if travel restrictions have not been imposed, the Designated Principal shall consider temporarily moving key personnel to an alternative location or implement the Firm's Remote Working procedures.

*Remote Working Policy* – Chaffe allows registered representatives to work remotely in the event of an SBD. As a result, additional policies and procedures tailored to such circumstances have been implemented to assist registered representatives and other personnel in continuing business during an SBD and ensuring compliance with updating circumstances, rules, and regulations

*For more information* – If you have questions about our business continuity plan, you may contact us at (504) 524-1801.

*This plan is subject to modification. Clients may alternatively obtain updated summaries by requesting a written copy by mail.*

Revised: September 14, 2022