

## **BUSINESS CONTINUITY PLAN**

Artemis Financial Advisors has developed a Business Continuity Plan on how it will best continue to operate in the event of a significant business disruption. Since the timing and impact of disruptions and disasters are unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you the following 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, protecting the firm's books and records, and allowing our clients to transact business. In short, our business continuity plan is designed to permit Artemis to resume operations as quickly as possible, given the scope and severity of the disruption.

Our business continuity plan addresses: data back up and recovery; all mission critical systems; alternative communications with clients, employees, and regulators; alternative physical location of employees; critical suppliers, regulatory reporting; and assuring our clients prompt access to their funds and securities if we are unable to continue business.

While every emergency situation poses unique problems based on external factors, (such as time of day and the severity of the disruption), our objective is to restore our operations and be able to complete existing transactions and accept new transactions and payments as soon as reasonable practicable following a significant business disruption. Your orders and requests for funds could be delayed during this period.

### **Varying Disruptions**

Significant business disruptions can vary in their scope, and severity. In a disruption to our firm or a building housing our firm, or a disruption affecting our business district or city, we have made arrangements to temporarily transfer our mission critical operations to an off-site location outside of the affected area when needed and we expect to resume business as soon as reasonably practicable depending upon the severity of the disruption. In such event, we plan to notify you through telephone, mail, email, or our website, [www.artemisadvisors.net](http://www.artemisadvisors.net), on how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will take all necessary steps to assure prompt access to your funds and securities.

### **Contacting US**

Artemis Financial Advisors will you of activation of the business continuity plan through our website at: [www.artemisadvisors.net](http://www.artemisadvisors.net) and by recorded message at our Main Office phone line, 617-542-2420. We have also established an alternative email address, [artemisadvisorsllc@gmail.com](mailto:artemisadvisorsllc@gmail.com), which you may use to contact us in the event you are unable to contact us via phone or the disruption involves the interruption of Artemis' primary email service. In the event you are not able to contact us, please call our custodial firm, John Russell at Fidelity at 617-392-2003 or 1-800-515-5908 for instructions on how you may access your funds.