

## **BUSINESS CONTINUITY PLAN DISCLOSURE DOCUMENT**

The purpose of this disclosure is to describe the manner in which Bank of Nova Scotia's ("BNS" or the "Firm") Business Continuity Plan (the "Plan") addresses the possibility of a prospective significant business disruption and how BNS would respond to business interruptions of varying severity and scope including Firm-only, single building, business district, citywide, and regional disruptions.

BNS has compiled a Plan that identifies procedures relating to an emergency or significant business interruption that are reasonably designed to enable BNS to meet its existing obligations to customers.

Under the terms of the Plan in the event of (i) a Firm-only business interruption, (ii) a disruption involving our office building at 250 Vesey Street, New York, NY, (iii) a business district disruption, or (iv) a city-wide disruption, BNS has the ability and intention to relocate its core operation to an alternate site in New Jersey or remote from home through the Virtual Private Network (VPN) connection. In the case of a region-wide business interruption the Firm will seek to service its clients from its main office in Toronto, Ontario, Canada where appropriate. In each of the foregoing scenarios, it is BNS' plan to continue business; however, the lengths of delay in service will vary depending on the degree of severity of the interruption and are outlined with respect to various scenarios in the Plan. The Plan is designed to enable BNS to resume its business activities as soon as practicable given the severity of a particular interruption.

The major features of the Plan are as follows:

1. The back-up facility is available for utilization 24 hours a day, seven days a week and contains the systems and equipment necessary for BNS to conduct its customary business activities.
2. All staff that are expected to relocate to the alternate site, as well as business continuity support staff, have been advised of the location of the alternate site and have been provided with detailed procedures and instructions for proceeding to the site.
3. All critical employees have been equipped with technology to work from home and connect to systems through VPN.
4. The Firm has the ability to contact all employees through an automated notification system to facilitate communication during a business interruption.
5. Systems, records, and files reside on backed up network drives maintained away from the main office at 250 Vesey Street, New York, NY.

6. BNS tests the Plan periodically in accordance with Plan testing procedures, and key personnel visit the site periodically to ensure that readiness is maintained.

BNS' Plan is subject to modification as circumstances dictate. If you have any questions concerning this disclosure document, please contact your account representative.