

## Olivar & Greb Capital Management, LLC Business Continuity Plan

### Background

While it is recognized it is not possible to create a plan to handle every possible eventuality, it is the intent of OAG to set up a framework to be used in the most likely of scenarios. It is also the intent that this framework provides guidance as to how to respond should an unforeseen situation occur.

OAG believes that an adviser's fiduciary obligation to its clients includes the obligation to take steps to protect the clients' interests from being placed at risk as a result of OAG's inability to provide advisory services after, for example, a natural disaster or, in the case of some smaller firms, the death of the owner or key personnel. The clients of an adviser that is engaged in the active management of their assets would ordinarily be placed at risk if the adviser ceased operations.

### Business Description

OAG conducts business in equity, fixed income, and other securities; it does not hold customer funds or securities. Transactions are sent to OAG's brokerage firm, which executes its orders, compares them, allocates them, clears and settles them. OAG's custodian maintains its clients' accounts, grants clients access to them, and delivers funds and securities.

### Emergency Information

#### *Firm Contact Persons*

OAG's two emergency contact persons are:

Contact Name	Phone	Email	Relationship
Thomas Greb	+1 508597590	thomas.greb@olivar-greb.com	Managing Director
Kyle Krasker	+86 135 6408 9574	kyle.krasker@olivar-greb.com	Portfolio Manager

#### *Support Services*

In the event of an emergency, the following is a list of support services and the methods by which they may be contacted:

Police Department: 911

Data Backup Provider: 14805058877

**Alternative firm contact in case of death of Key Personnel**

Kyle Krasker

This information will be updated in the event of a material change, and OAG's CCO will review the plan on an annual basis.

**Firm Policy**

OAG's policy is to respond to a Significant Business Disruption (SBD) by safeguarding employees' lives and firm property, making a financial and operational assessment, quickly recovering and resuming operations, protecting the firm's books and records, and allowing its clients to transact business.

In the event that OAG determines it is unable to continue its business, it will assure clients prompt access to their funds and securities.

**Significant Business Disruptions (SBDs)**

OAG's plan anticipates two kinds of SBDs, internal and external. Internal SBDs affect only OAG's ability to communicate and do business, such as a fire in its building or the death of a key member of the firm. External SBDs prevent the operation of the securities markets or a number of firms, such as a terrorist attack, a city flood, or a wide-scale, regional disruption.

OAG's response to an external SBD relies more heavily on other organizations and systems, such as the brokerage firm(s) and Internet Service Providers it uses.

**Approval and Execution Authority**

The CCO is responsible for approving the plan and for conducting the required annual review. The CCO has the authority to execute this BCP.

**Plan Location and Access**

OAG maintains copies of its BCP and annual reviews, and all changes that have been made. A physical copy of the BCP is stored with the company's Written Policies and Procedures Manual, which is kept in the following location: In CCO's cabinet on the bottom shelf. An electronic copy of this plan is stored: In a PDF on the firm's server in the folder entitled Business Continuity Plan [Year].

Each employee is given a copy of the plan and notified of the location/file within OAG's electronic systems to which employees have access. Physical copies need to be returned upon termination of employment with the firm.

**OAG's Custodian and Brokerage Firm Contacts**

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Interactive Brokers LLC (CRD# 36418)  
One Pickwick Plaza, 2nd Fl.  
Greenwich, CT 06830  
(203) 618-5710

Charles Schwab & Co, Inc.  
El Paso Operation Center  
P.O. Box 982600 El Paso, TX 79998

### **Office Locations**

OAG's primary office address and phone number are:

48 Foxhill Road, Framingham MA 01701

OAG engages in client servicing, order taking and entry at this location.

### **Alternative Physical Location(s) of Employees**

In the event of an SBD that makes it impossible or impractical to use any or all of the company offices, OAG will move its staff from affected offices to the closest of its unaffected office locations.

If none of OAG's other office locations is available, it will move the firm operations to:

19 Stoneleigh Road, Newton MA 02465  
Contact: 508-598-7590

### **Clients' Access to Funds and Securities**

OAG does not maintain custody of clients' funds or securities, which are maintained at its brokerage firm. In the event of an internal or external SBD, if telephone service and internet service are available, OAG's investment adviser representatives (IARs) will take customers' orders or instructions from its alternative locations, phone numbers, websites or alternative email addresses and contact its brokerage firm on their behalf. If internet access is available, OAG will post on its website that clients may access their funds and securities by contacting it.

### **Data Back-Up and Recovery (Hard Copy and Electronic)**

OAG maintains its primary hard copy books and records and its electronic records at its primary office.

The firm's CCO is responsible for the maintenance of these books and records. OAG maintains the following document types and forms that are not transmitted to its brokerage firm: Investment Policy Statements, Client Contracts and other related documents.

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The firm backs up its electronic records daily by online digital backup and local digital backup and keeps a copy encrypted on Dropbox.com. Full online backups are kept in hard storage by Thomas Greb on a password protected and encrypted hard drive.

In the event of an internal or external SBD that causes the loss of its paper records, OAG will physically recover them from its back-up site(s). If its primary site is inoperable, OAG will continue operations from its back-up site or an alternate location. For the loss of electronic records, it will either physically recover the storage media or electronically recover data from its back-up site(s). If its primary site is inoperable, OAG will continue operations from its back-up site or an alternate location. OAG obtains the Business Continuity Plans of its electronic storage partners for access to its records in case of a regional event.

## **Operational Assessments**

### *Operational Risk*

In the event of an SBD, OAG will immediately identify what means will permit it to communicate with its clients, employees, critical business constituents, and regulators. Although the effects of an SBD will determine the means of alternative communication, the communications options OAG will employ will include its website, telephone voice mail, secure e-mail, etc. In addition, OAG will retrieve its key activity records as described in the section above, Data Back-Up and Recovery (Hard Copy and Electronic). Employees will establish contact with the firm's Emergency Contacts and communicate key firm directives as they apply to operating the business whether it be from a new location, each employee's residence or an alternative regional location with access to a different power grid from the principal office.

### *Mission Critical Systems*

OAG's "mission critical systems" are those that ensure client communication, access to client accounts and trading systems. More specifically, these systems include the office computer systems.

OAG has primary responsibility for establishing and maintaining its business relationships with its clients. OAG's brokerage firm/custodian provides the execution, comparison, allocation, clearance and settlement of securities transactions as well as the maintenance of customer accounts, access to customer accounts, and the delivery of funds and securities.

OAG's brokerage firm/custodian contract provides that the brokerage firm/custodian will maintain a business continuity plan and the capacity to execute that plan.

OAG's brokerage firm/custodian represents that it backs up OAG's records at a remote site. OAG's brokerage firm/custodian represents that it operates a back-up operating facility in a geographically separate area with the capability to conduct the same volume of business as its primary site. It has also confirmed the effectiveness of its back-up arrangements to recover from a wide scale disruption by testing.

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Recovery-time objectives provide concrete goals to plan for and test against. They are not, however, hard and fast deadlines that must be met in every emergency situation, and various external factors surrounding a disruption, such as time of day, scope of disruption, and status of critical infrastructure—particularly telecommunications—can affect actual recovery times. Recovery refers to the restoration of clearing and settlement activities after a wide-scale disruption; resumption refers to the capacity to accept and process new transactions and payments after a wide-scale disruption.

Interactive Brokers LLC (CRD# 36418) and Charles Schwab runs on a case-by-case basis for response time for critical, core trading functions and for critical, non-core trading functions.

## **The Firm's Mission Critical Systems**

### *Trading*

OAG uses the electronic order entry system provided by its custodian or another third party to enter trading activity and transactions. If electronic means are not available, OAG may place orders by fax or telephone, in which case order tickets will still be maintained.

In the event of an internal SBD, OAG will enter and send records to its brokerage firm by the fastest alternative means available. In the event of an external SBD, OAG will maintain the order in electronic or paper format, and deliver the order to the brokerage firm by the fastest means available when it resumes operations. In addition, during an internal SBD, OAG may need to refer its clients to deal directly with its brokerage firm for order entry.

### *Client Account Information*

OAG currently accesses client account information via its brokerage firm's website. In the event of an internal SBD, OAG would access client information via fax correspondence, alternate phone systems, etc. OAG may relocate to its alternative business location(s) if access to the brokerage firm website can be accomplished.

## **Alternate Communications with Clients, Employees, and Regulators**

### *Clients*

OAG now communicates with its clients using the telephone, e-mail, its Website, fax, U.S. mail, and in person visits at OAG's or at the other's location. In the event of an SBD, OAG will assess which means of communication are still available to it, and use the means closest in speed and form (written or oral) to the means that it has used in the past to communicate with the other party. For example, if OAG has communicated with a party by e-mail but the Internet is unavailable, OAG will call the party on the telephone and follow up and where a record is needed with paper copy in the U.S. mail. In the event of an anticipated significant regional business disruption, OAG will

communicate to its clients in advance how to establish contact with it and its personnel or brokerage and custodian prior to the disruptive event occurrence.

### ***Employees***

OAG now communicates with its employees using the telephone, e-mail, WeChat, and in person. In the event of an SBD, OAG will assess which means of communication are still available to it, and use the means closest in speed and form (written or oral) to the means that it has used in the past to communicate with the other party. In the event of key employees being unable to perform their job functions, immediately and for any time period afterwards, OAG will delegate, if possible, those key functions to other employees.

### ***Regulators***

OAG communicates with its regulators using the telephone, e-mail, fax, U.S. mail, and in person. In the event of an SBD, OAG will assess which means of communication are still available to it, and use the means closest in speed and form (written or oral) to the means that it has used in the past to communicate with the other party.

## **Regulatory Reporting**

OAG is subject to regulation by the Securities and Exchange Commission (SEC). OAG now files reports with its regulators using the IARD/CRD System. In the event of an SBD, OAG will check with the SEC to determine which means of filing are still available to it, and use the means closest in speed and form (written or oral) to its previous filing method. In the event that OAG cannot contact its regulators, it will continue to file required reports using the communication means available to it and forward those reports at the earliest opportunity.

### ***Regulatory Contact:***

Office of Compliance Inspections and Examinations  
U.S. Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20549  
(202) 551-6200

Investment Adviser Regulation Office, Division of Investment Management  
U.S. Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20549  
(202) 551-6999

## **Death of Key Personnel**

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The following personnel are identified as “Key Personnel” without which it would be difficult or impossible to continue operating the firm and/or properly service clients:

Thomas Greb	Managing Director
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If some event made it impossible for any person listed above able to continue to service the firm, OAG would implement the following succession plan:

Olivar & Greb Capital Management, LLC has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our business continuity plan.

If after a significant business disruption you cannot contact us as you usually do at +1-508-598-7590, you should call our alternative number +86 18321444514, go to our web site at [www.olivar-greb.com](http://www.olivar-greb.com) and contact Kyle Krasker at [kyle.krasker@olivar-greb.com](mailto:kyle.krasker@olivar-greb.com).

We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our customers to transact business. In short, our business continuity plan is designed to permit 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 customers, employees, and regulators; alternate physical location of employees; critical supplier, contractor, banks and counter-party impact; regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business. Olivar & Greb Capital Management, LLC backs up our important records in a geographically separate area. 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 operations and be able to complete existing transactions and accept new transactions and payments within 24 hours. Your orders and requests for funds and securities could be delayed during this period.

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 24 - 48 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 a 48-hour time period. In either situation, we plan to continue in business, transfer operations to our clearing firm if necessary, and notify you through our website [www.olivar-greb.com](http://www.olivar-greb.com) or our customer emergency number, +1 5085987590 how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customer's prompt access to their funds and securities.

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If you have questions about our business continuity planning, you can contact us at +1 5085987590 or at [thomas.greb@olivar-greb.com](mailto:thomas.greb@olivar-greb.com)

In case of death of any key personnel, the following will assume the responsibility to make contact with the clients of the firm in the most efficient manner possible and as soon as possible to allow clients to access their accounts. If a business succession plan is to be implemented, clients will be contacted to obtain consent prior to any assignment of their advisory management contracts with this firm to a successor firm.

Kyle Krasker	Responsible for contact all clients and business partners immediately.
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### Updates and Annual Review

OAG will update this plan whenever it has a material change to its operations, structure, business or location or to those of its brokerage firm. In addition, OAG will review this BCP annually, to modify it for any changes in its operations, structure, business, or location or those of its brokerage firm.

### Approval & Signature

#### *Supervisor Approval*

Approve the firm's Business Continuity Plan (BCP) program by signing below.

I have approved this Business Continuity Plan as reasonably designed to enable OAG to meet its obligations to clients in the event of a Significant Business Disruption.

Signed:

Officer Name and Title:	Thomas Greb, Partner and Managing Director
	6/14/21
Supervisor Signature	Date