

**Business Continuity Planning of Chapin Davis, Inc.**

***This policy is effective as of March 27, 2024***

Chapin Davis 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.

**Contacting Us** – If after a significant business disruption, you cannot contact us as you usually do at (410) 435-3200, you should call our alternative number (267) 748-2300 or go to www.chapindavis.com for information or potential announcements. If you cannot access us through either of those means, you should contact our clearing firm, First Clearing Corporation at (877) 496-3223 or www.firstclearing.com for instructions on how they may assist you with matters related to your account(s), including access to funds and securities, entering orders, and processing other trade-related, cash and security transfer transactions for you.

**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, 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 backup 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, bank 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. Our clearing firm, First Clearing Corporation, backs up our important records in a geographically separate area. While every situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by our clearing firm that it reviews the recovery time and resumption time period for all mission critical systems. Making sure that any type of disruption does not unduly impact their introducing firms, such as Chapin Davis, or our clients. As all situations are different, 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 a business day. 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 reasonable time conveyed via available methods. In either situation, we plan to continue in business, transfer operations to our clearing firm if necessary, and notify you through our website, www.chapindavis.com on how best to contact the firm. If the significant business disruption is so severe that it prevents us from remaining in business, we will ensure our customers’ prompt access to their funds and securities.

**For more information** – If you have questions about our business continuity planning, you can contact us at (410) 435-3200 or compliance@chapindavis.com.