

Business Continuity Plan

CapitalValue Advisors, LLC has developed a business continuity plan to 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 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 720-733-0400 at our direct lines, you should call our alternative number 303-570-2288 (Tolson cell phone) or send us an e-mail at david@capitalvalue.net. As a second alternate, you can contact Chris Younger at 303-249-5272 or via email at chris@capitalvalue.net.

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, and books and records, if we are unable to continue our business.

Varying Disruptions – Significant business disruptions can vary in scope; they might affect 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 one business day. In a disruption affecting our business district, city, or region, we will recover and resume business as soon as practicable. In either situation, we plan to continue in business and notify you through our customer emergency number, 303-333-0568, on how to contact us. If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customers prompt access to their funds, securities, books, and records.

For more information – If you have questions about our business continuity planning, you can contact us at 720-733-0400.

CapitalValue Advisors, LLC
188 Inverness Drive West, Suite 110
Englewood, CO 80112
720-733-0400