

# The Influence of Work Discipline, Organizational Culture and Competence on Employee Performance (Study on Bukit Asam Tbk. Company Kertapati Pier Unit, South Sumatera)

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## **Abstract**

This research discusses the influence of work discipline, organizational culture and competence on employee performance in Bukit Asam, Tbk Company, Kertapati Pier Unit, South Sumatera. This type of research is associative. The population in this study were all employees of PT. Bukit Asam Tbk. Kertapati Jetty Unit, South Sumatra, totalling 113 employees, and the samples taken in this study were 84 respondents with the sampling technique of proportionate stratified random sampling. The analytical method used is qualitative, which is then quantified. The data analysis technique used in this research is multiple linear regression analysis, F test, t-test and coefficient of Determination. The data used in this study is primary data collected through the Kuesioner method. Data analysis techniques are performed with multiple linear regression. The Results showed that (1). there is a significant influence on work discipline (X1), organizational culture (X2) and competence (X3) on employee performance (Y) of PT. Both simultaneously and partially, Bukit Asam Tbk Company, Kertapati Pier Unit, South Sumatera. (2). The results of Multiple Linear Regression show that Work Discipline, Organizational Culture and Competence have a positive relationship direction for employee performance in Bukit Asam Tbk company, Kertapati pier unit, South Sumatera (3). The results of the coefficient of Determination of work discipline, organizational culture and competence can only contribute to changes that occur in employee performance with a significant contribution of 79.5%.

**Keyword:** Work Discipline, Organizational Culture, Competence, Employee Performance.

**JEL Codes:** C12, C30, C83

## **How to Cite:**

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# 1. Introduction

## 1.1 Problem Background

The human resource management function consists of planning, organizing, directing, controlling, procurement, development, compensation, integrating, maintenance, discipline, and dismissal. Given the vital role of human resources, it is appropriate for a company to pay attention to aspects of work related to human resources. Whether a company succeeds or not depends largely on its employees. So it is not surprising that most companies pay more attention to their employees. For this reason, the company must be able to build and improve performance in its environment, then it can be said that the company is successful. Good employees will make a good contribution in terms of achieving productivity and improving quality, achieving the company's vision and mission. Therefore, the existence of human resources in a company is very important considering that employees are the spearhead in the success of a company.

According to Ali chaerudin, et al (2020: 28) Employee Performance is the result of work both in quantity and quality achieved by an employee in carrying out their duties in accordance with the responsibilities given by the business owner. Performance is the level of success of an employee as a whole over a certain period in carrying out his duties compared to various possibilities, such as standards of work results, targets or criteria that have been determined in advance and have been mutually agreed upon

There are many factors that can affect individual performance in an organization including: Leadership style, work discipline, organizational culture, competence, work stress and so on (Kasmir, 2016:189). An ideal leader must have the right leadership style so that it can improve the performance of its employees. Furthermore, regarding the factors that affect employee performance, discipline is the will and willingness of employees to fulfill and obey all applicable rules and regulations, both written and unwritten. By having high work discipline, the tasks and work given by the company will be completed quickly and well. Discipline also reflects the magnitude of a person's sense of responsibility to the duties assigned to him. Work discipline will be good if employees can maintain and foster discipline in carrying out tasks related to work results. The better the work results, the better the employee performance. According to Afandi (2018:11) work discipline is a rule made by the management of an organization, endorsed by the board of commissioners or owners of capital, agreed upon by the trade union known by the labor service and the people who join the company are subject to the existing rules of order with a sense of pleasure, so that it is created and formed through the process of a series of behaviors that show the values of obedience, regularity and order

Organizational culture is a system of values, assumptions, beliefs, philosophies and organizational habits that exist in an organization. Corporate or organizational culture is a pattern of basic assumptions that are determined or developed by a group of people when they learn to overcome problems of external adaptation and internal integration that have worked well so that it is considered legitimate to be taught to new members as the right way to think, see, feel and solve the problem (Afandi 2018: 99). While competence according to Spencer in Moehariono (2014:6) is an underlying characteristic of people related to the effectiveness of individual performance in his work. Factors that affect employee competence are motives, traits and self-concept. The phenomenon of competency indicators is work standards, productivity and work behavior. The influence of competence on employee performance, the higher the competence possessed by employees and in accordance with the demands of job roles, employee performance will increase. While the effect of employee

performance on competence, the higher the employee's performance, the competence will also increase.

Bukit Asam, Tbk Company is one of the State-Owned Enterprises engaged in coal mining. Bukit Asam, Tbk Company has two main production units, namely the Coal Mining Unit in Tanjung Enim and the Kertapati Pier Unit, South Sumatra. In this case, this research was carried out specifically for the kertapati unit located in the Kertapati district of Palembang city, South Sumatra. The coal from tanjung Enim mining is transported by train to the special coal pier of Tarahan, South Lampung and Kertapati Pier to be further sent to industrial consumers. Special coal dock activities of Bukit Asam, Tbk company is specifically for loading coal onto ships and is a control check for the final stage of the coal transportation flow from the mine as well as being the last quality control place for coal so that it really needs qualified and reliable employees considering that coal quality control at a special dock is very important because coal from the mine site is Raw material that requires special treatment and handling (Crushing and Blending) to meet the quality specifications desired by consumers.

The following table is shown the achievements of the production results of Bukit Asam, Tbk Company:

Table 1. Bukit Asam, Company – Production Result 2016 until 2020

Year	Targeted	Achievement	Percentage of Achievemen
2016	70,000,000 Ton	56,081,000 Ton	84.40%
2017	70,000,000 Ton	52,961,000 Ton	75.59%
2018	70,000,000 Ton	53,127,000 Ton	75.89%
2019	70,000,000 Ton	58,127,000 Ton	87.84%
2020	70,000,000 Ton	54,720,000 Ton	82.31%

The table data above shows that the results achieved by PT. Bukit Asam Tbk. Kertapati Pier Unit of South Sumatra in 2016-2020 is still not in accordance with the targeted number, it is indicated that employee performance is also not optimal so that what is targeted has not been able to be fulfilled. Factors of discipline, organizational culture and competence are indicated to be factors that affect the achievement of production targets and reflect the performance of employees who are not optimal.

The formulation of the problem in this study is how the influence of work disciplines and organizational culture and competence on employee performance at PT. Bukit Asam Tbk. Kertapati jetty unit, south Sumatra. This study formulates the problem is there any influence of work discipline organizational culture and competence on employee performance of Bukit Asam Tbk company, Kertapati Pier Unit, South Sumatra? At the same time, it aims to determine the influence of Work Discipline, organizational culture and Competence on employees of PT Bukit Asam, Tbk, Kertapati Pier Unit, South Sumatera.

## 2. Literature Review

According to Pandi Afandi (2017:84) Performance is the extent to which a person has played his part in implementing organizational strategies, both in achieving specific goals related to individual roles and or demonstrating competencies that are declared relevant to the organization. Similarly, Hasibuan's opinion (2012:14) states that in simple terms, performance is what employees do or do not do. Performance is a result of work achieved by

a person in carrying out the tasks charged to him which is based on proficiency, experience, and earnestness and time.

1. The factors that affect performance according to Kasmir (2016:189-193) are as follows:
2. Abilities and expertise: abilities and skills that a person has in doing a job.
3. Knowledge of work.
4. Work design: a job design that will make it easier for employees to achieve their goals.
5. Personality: the personality of a person or the character that a person has.
6. Work motivation: the impetus for a person to do work.
7. Leadership: the behavior of a leader in organizing, managing and commanding his subordinates to teach something the duties and responsibilities he gives.
8. Leadership style: the style or attitude of a person's leader in facing or commanding his subordinates.
9. Organizational culture: habits or norms that apply and are owned by an organization or company.
10. Job satisfaction: feelings of pleasure or joy, or feelings of liking someone before and after doing a job.
11. Work environment: atmosphere or conditions around the work location.
12. Loyalty: loyalty of employees to keep working and defend the company where they work.
13. Commitment: compliance of employees to carry out company policies or regulations in working.
14. Work Discipline: the efforts of employees to carry out their work activities seriously.

To measure performance achievements, according to Wibowo (2017: 86-88) there are several indicators used, namely as follows:

1. Purpose: Goals are different circumstances that are actively sought by an individual or organization to be achieved. A goal is a better situation to be achieved in the future.
2. Standard: A standard is a measure of whether the desired goal can be achieved. Without standards, it cannot be known when a goal is achieved.
3. Feedback: Feedback is input that is used to measure performance progress, performance standards, and goal achievement. With feedback, an evaluation of performance is carried out and as a result performance improvements can be made
4. Tools or Means: Tools or means are resources that can be used to help complete goals successfully. Tools or means are factualr supporting the achievement of goals.
5. Competence: Competence is the ability possessed by a person to carry out the work given to him well
6. Motive: Motive is an excuse or impetus for someone to do something
7. Chance: Workers need to get the opportunity to show their work achievements. There are two factors that contribute to the lack of opportunities to excel, namely the availability of time and the ability to qualify

Pandi Afandi (2017:11) states that work discipline is a code of order or regulation made by the management of an organization, ratified by the board of commissioners or owners of capital, agreed upon by the trade union and known by the labor service and then the people who are members of the organization are subject to the existing rules of order with pleasure, until it is created and formed through the process of a series of behaviors that show the values of obedience, observance of order and order. Meanwhile, according to Singodimedjo

(2002:86) said discipline is an attitude of a person's willingness and willingness to obey and obey the norms of the regulations that apply around him. Good employee discipline will accelerate company goals, while declining discipline will become a hindrance and hinder the achievement of company goals.

Robbins (2012:40) says that Organizational culture is norms and habits that are accepted as a truth by everyone in the organization. Organizational culture becomes a common reference among humans in interacting in the organization. If people join an organization, they bring the values and beliefs that have been taught to them, employees who will be offered jobs, employees who will be judged to have high performance, and employees who will get promotions, all of which are greatly influenced by the suitability between individuals and the organization, that is, whether the attitudes and behaviors of those employees are in accordance with the organizational culture. Organizational resources have a number of important characteristics as indicators of organizational culture, including the following:

1. tolerate members or employees in order to act aggressively and innovatively to advance the organization or company and dare to take risks against what it does.
2. Briefing. The extent to which the organization can clearly create the desired goals and expectations, so that employees can understand them and all activities carried out by employees lead to the achievement of organizational goals. These goals and expectations are clearly stated in the vision, mission, and objectives of the organization.
3. Integration. The degree to which the organization or company can encourage organizational units to work in a coordinated manner
4. Management Support. The extent to which managers can provide communication or direction, assistance and clear support to subordinates. This support can be in the form of efforts to develop the abilities of employees such as conducting training.
5. Control, namely the supervision carried out in the organization on the behavior of employees in the performance of their duties using regulations that have been established for the sake of organizational operations.
6. Identity. The extent to which the members of an organization can identify themselves as a unit within the organization and not as a specific working group or professional expertise.
7. Reward System. The extent to which the allocation of rewards (salary increases, promotions and so on) is based on the employee's work performance, not based on seniority, favoritism and so on.
8. Conflict Tolerance. The extent to which employees are encouraged to express conflict or criticism openly. Dissent is a phenomenon that often occurs in an organization. However, such differences of opinion and criticism can be used to make improvements or changes in strategies to achieve organizational goals.
9. Communication Patterns. The extent to which communication is limited by a formal hierarchy of authority. Sometimes the hierarchy of authority can hinder the occurrence of communication patterns between superiors and subordinates or between employees themselves.

Research using similar variables has been recorded by various researchers, including those used as references in this study are:

1. Windy J. Sumaki, Rita N. Taroreh, Djurwati Soepeno (2015) in her research entitled the influence of work discipline, organizational culture, and communication on the performance of PT employees. PLN (Persero) suluttenggo area Manado Area. This

study used a sample of 51 employees using multiple linear regression analysis techniques. The results showed that simultaneously Work Discipline, Organizational Culture, and Communication influenced Employee Performance. Partially, Work Discipline and Communication do not affect Employee Performance, but Organizational Culture has a positive effect on Employee Performance.

2. Mardi Astutik (2016) with the title of research on the influence of work discipline and organizational culture on the performance of employees of the Secretariat of the Regional People's Representative Council of Jombang Regency. This study concluded that work discipline ( $X_1$ ) and organizational culture ( $X_2$ ) have a positive and significant effect on employee performance ( $Y$ ), both partially and together. The results of this study also explained that the contribution of the Variables of Work Discipline and Organizational Culture included in the regression equation to the Employee Performance variable ( $Y$ ) was 84.8%, while the remaining 15.2% was contributed by other variables that were not included in this study.
3. Budi Poniman and Endang Saryanti (2017) in a study entitled the influence of discipline, organizational culture and competence on the motivation and performance of employees of the Regional Company of the City Warehousing Center "Pedaringan" Surakarta. The collected data were tested with validity, reliability, and linearity tests, as well as analysis tests using the regression equation of the t test, F test, coefficient of determination test ( $R^2$ ), correlation analysis, direct influence test and indirect influence test. The results of the study can be concluded that together the variables of Discipline, Organizational Culture, Competence and Motivation affect the Performance of Employees of Regional Companies of the Surakarta City Warehousing Center "Pedaringan". Adjusted R Square ( $R^2$ ) in this study is 0.803 this means that the Performance of Employees of Perusda "Pedaringan" Surakarta is explained by the variables discipline, organizational culture, competence and motivation of 80.3% and the remaining 17% is influenced by other variables that were not studied.

### 3. Research Method

This research departs from the hypothetical thinking:

$H_0$ : There is no influence of Work discipline, Organizational Culture and Competence simultaneously on the performance of Bukit Asam Tbk, Company, Kertapati Pier Unit, South Sumatra.

$H_a$ : There is an influence of Work discipline, Organizational Culture and Competence simultaneously on the performance of Bukit Asam Tbk, Company, Kertapati Pier Unit, South Sumatra.

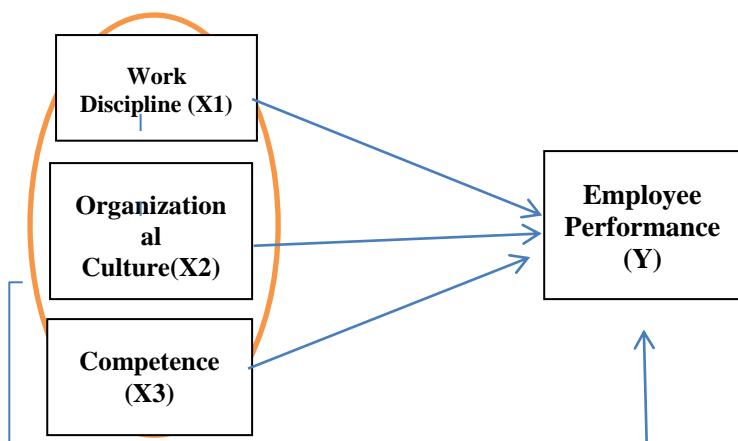


Figure 1. Thinking Framework

This research is an associative research with variables consisting of :

1. Variable Y: Employee Performance  
Indicators: Purpose, Standards, Tools and means
2. Variable X1 : Work Discipline  
Indicators : Work On Time, Mobey All Regulations, Target Work
3. Variable X2 : Organizational Culture  
Indicators: Implementation of Norms, Implementation of Values, Implementation
4. Of Codes Ethics  
Variable X3 : Competence
5. Indicators: Work Standards, Productivity, Harmonizing work behavior

This research was conducted in Kertapati Pier Unit of Bukit Asam Tbk Company in South Sumatra. A descriptive research survey design was adopted in this study. This research design shows the state of affairs as it exists at the present. The choice of this research design was motivated by the suitability of the instrument to collect a large amount of data. The researcher appointed a research assistants who were engaged in distribution the administration of the questionnaires. A self-designed questionnaire that entailed structured and unstructured questions was administered to all the respondents. Whereas definite responses were obtained from the structured questions, the unstructured questions allowed the respondents to express themselves.

The study involved all employees totaling 113 employees as the population and take 84 samples determined using Isaac and Michael's formula, with an error rate of 5. Sample determination using techniques *proportionate stratified random sampling* with the following details:

Table 2. Population and Sample Distribution

Employee Education Level	Number of Employees	Proportion	Number of Samples
SLTA	34	$34/113 \times 84$	25
DIII	26	$26/113 \times 84$	19
S1	35	$35/113 \times 84$	26
S2	19	$19/113 \times 84$	14
Jumlah	113		84

The data used are primary data obtained through questionnaires distributed to respondents in Bukit Asam Tbk Company, Kertapati Pier Unit. Data analysis was carried out using multiple linear regression analysis. Tests were carried out in the following stages:

Testing the variables X1, X2, X3 simultaneously against Y

Testing the variables X1, X2, X3 partially against Y

#### 4. Research Results And Discussion

##### 4.1 Research Results

###### 4.1.1 Instrument test

###### 1. Validity test

all construct indicators are declared valid because the loading factor value generated for all indicators is 0.50 or t-value 1.96, except for indicators that have a loading factor value 0.5 or t-value 1.96, so it must be removed for further data analysis.

###### 2. Reliability Test

Reliability (reliability test) shows the extent to which a measuring instrument can provide relatively the same results when repeated measurements are made on the same subject. The level of reliability that is accepted is if the construct reliability value is 0.70.

###### 4.1.2 Testing Process

###### 1. Coefficient of Determination

Table 3. Coefficient of Determination

Model	R	R Square	Adjusted Square	R	Std. Error of the Estimate
1	.896 <sup>a</sup>	.802	.795		.442

Referring to table a, it can be seen that the Adjusted R Square value .795 indicates that the contribution of work discipline, organizational culture and competence is 79.5% and the remaining 21.5% is influenced by other variables that are not included in this research

###### 2. Regression Testing

Table 4. Coefficients of Multiple Linear Regression

Model	Unstandardized Coefficients		Standardized Coefficients	t	Sig.
	B	Std. Error	Beta		
(Constant)	.794	.14		5.671	0.000
1 Work Discipline	.222	.111	.276	2.009	0.048
Organizational Culture	.217	.092	.271	2.356	0.021
Competence	.309	.09	.387	3.426	0.001



from Table 4 it can be expressed into multiple linear regression equations as follows:

$$Y = 0.794 + 0.222X_1 + 0.217X_2 + 0.309X_3$$

The coefficient value of each variable X indicates that the variables of work discipline, organizational culture and competence both have a positive relationship direction to employee performance. That is, if there is an increase in the variables of work discipline, organizational culture and competence, the variables of employee performance will also increase, and vice versa, if the variables of work discipline, organizational culture and competence decrease, employee performance will also decrease.

The value of the Y constant of 0.794 is positively marked, meaning that it indicates a unidirectional influence between the independent variable and the dependent variable. if all independent variables including Work discipline (X1), Organizational culture (X2 and Competence (X3) are valued at 0 percent or have not changed, then the Employee Performance value is 0.794

### 3. F test

Table 5 F Test

Model	Sum of Squares	Df	Mean Square	F	Sig.
Regression	63,203	3	21,068	107,992	,000 <sup>a</sup>
<sup>1</sup> Residual	15,607	80	0,195		
Total	78,810	83			

Table 5 shows that from the calculated value of F (107.992) > F<sub>of the table</sub> (2.72) that is previously determined with a confidence level of 95%. This value is strengthened by the significance of F 0.000 < 0.05 which is proven to be significant, it can be concluded that there is a simultaneous influence of work discipline, organizational culture and competence on the performance of employees of Bukit Asam, Tbk company, Kertapati Pier Unit, South Sumatra.

### 4.2 Discussion

1. Based on the results of multiple linear regression analysis, and the results of simultaneous hypothesis tests with a 95% confidence level, it shows that there is a significant influence of work discipline variables and organizational culture as well as competence on the employee performance of Bukit Asam Tbk Unit of Kertapati Pier, South Sumatra. This means that work discipline and organizational culture and competence are interrelated in contributing to the employee performance. This is also proven through the coefficient of determination which shows the contribution of variables of work discipline and organizational culture as well as competence to employee performance by 95% proving the theory stated by Kasmir (2016: 182) that work discipline, organizational culture and low competence will have an impact on reducing employee performance and vice versa if work discipline, organizational culture and employee competence increase, performance will also increase.
2. Likewise, the results of partial hypothesis testing show that work discipline, organizational culture and competence are also proven to affect employee performance. This also proves the suitability of the theory. Organizational culture is believed to be the main determining factor towards the success of organizational performance. The success of an organization to implement aspects or values of its

organizational culture can encourage the organization to grow and develop sustainably. In terms of competence, employees who have high competence will be able to improve the performance of the employees themselves. Employees who have work competence tend to have good abilities in carrying out work and have the skills to be able to complete work based on work targets given by the company

3. The results of this study not only prove the theory proposed by Kasmir (2018) but also in line with the results of research conducted by Windy J. Sumaki, Rita N. Taroreh, Djurwati Soepeno (2015) at PT. PLN (Persero) suluttenggo area manado area, Mardik Astutik (2016) at the Secretariat of the Regional People's Representative Council of Jombang Regency and Budi Poniman and Endang Saryanti (2017) at the Regional Company of the City Warehousing Center "Pedaringan" Surakarta show that Work Discipline, Organizational Culture, and Communication affect on Employee Performance both simultaneously and partially.

From a series of discussions on the results of the analysis providing answers there is an influence of work discipline variables and organizational culture as well as competence on the employee performance of PT. Bukit Asam Tbk Unit of Kertapati Pier, South Sumatra. This shows that the hypothesis ( $H_a$ ) is proven and can be accepted.

## 5. Conclusion

Based on the results of research and discussion, it can be concluded that Employee discipline, organizational culture and competence are proven both simultaneously and partially affect employee performance of Bukit Asam Tbk Unit of Kertapati Pier, South Sumatra. This conclusions obtained from the results of the analysis, can bring benefits for Bukit Asam Company to pay more attention to Discipline as well as to improve employee performance so as to foster loyalty and good and positive culture that have an impact on the performance of employee which in turn can strengthen the existence and reputation of organization and increase the competitiveness. Employees will provide a comfortable and conducive atmosphere in work process so more comfortable and enthusiastic in working and will be satisfied in work, so as to bring a good organization's value and reputation in the future.

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# The Mediating Effect of Disaster Recovery Plan on the Relationship Between Critical Personnel And Business Continuity Management

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## Abstract

The aim of this paper is to investigate the mediating effect of disaster recovery plan on the relationship between critical personnel and business continuity management. The study applied cross sectional quantitative survey approach to collect data using 326 questionnaires from Abu Dhabi municipalities' employees. 281 responses were retrieved and analysed for descriptive and inferential statistics. The result shows that the relationship between critical personnel and BCM, as well as critical personnel and DRP were negative. But the DRP -> BCM relationship was found to be positively significant. However, the mediating effect of DRP on critical personnel and BCM relationship was negatively significant against the positive significant mediation posited in the study. Implications, limitations and future study areas have been illustrated in the study.

**Keywords:** Critical Personnel, Disaster Recovery Plan, Business Continuity Management

**JEL Codes:** L52, M1

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## 1. Introduction

Business Continuity Management (BCM) process has now become a necessity for business operation in all the levels of management and commercial actions. However, BCM application and popularity varies between countries, while BCM has been popular in some countries, it was found to be at infancy in other countries (Sawalha, 2020). For instance, a notable business information service provider "ZAWYA" situated in Dubai, UAE conducted a survey and found that 70% of businesses in Saudi Arabia, UAE, Qatar, Bahrain, Kuwait and Oman are lacking robust BCM programs (Zawya, 2009). Notwithstanding its importance, the level of BCM awareness and implementation in UAE is still at its infancy across various industries. Herbane (2010) deliberated the growths in the area of BCM and noted that

additional research efforts are still required on the utilization and practice of BCM as a business process.

In addition, the 2019 Business Continuity Benchmark Survey revealed that merely 9% of respondents specified their BCM programs as “very mature,” 27% believed BCM program in their institutions was “mature” and 33% believed it to be “reasonably mature,” this indicates that their BCM approach differed in relations to sound implementation and therefore echoed on the process outcomes. The study also revealed that poor executive support was a challenge that portrayed weakness at the primary phases of BCM program instigation, which is project’s planning (Continuity Central, 2019). Thus, one of the broader aspects of great concern and source of problems in implementing business continuity management is managerial capacity. The managerial capacity within the organization refers to all the processes that are implemented to enhance the success and sustainability of the organization, which heavily depends on the critical personnel factors.

At the individual level, we all aim to minimize or avert loss or damage of our private properties by taking a combination of measures such as alarms, physical security, adequate insurance cover, and vigilance (Herbane, Elliott & Swartz, 2004). In the organizational setting, BCM has advanced into a process of identifying the exposure of organizations to both external and internal threats and synthesizing all the necessary assets to provide effective prevention and reclamation (Herbane et al., 2004). Therefore, BCM is considered as the nervous system for business development, which ensures the ease of responding to external and internal variables in and adapts to them to ensure the continuity of providing important activities in all circumstances. This was clear and evident in the Covid 19 pandemic, where many parties were affected by the pandemic and poor service delivery. For example, some inspection work in the municipality stopped at the beginning of the pandemic, which led to the interruption of some work, such as the issuance of agricultural permits for homes, in order to avoid contact with homeowners. Andrea (2016) showed that the period from 2010 to 2016 witnessed a failure in business continuity in many parties, in sporadic events such as the tsunami in Japan 2011 and Hurricane Sandy in the United States 2012.

The most recent ISO 22301:2019 highlighted the significant enduring changes and advances that are happening in the field of BCM and targeted at conveying additional value to users through best practices that are necessary to support organizations to effectively react and recover from interruptions (ISO, 2019). The ISO 22301 latest version also stresses that BCM is pertinent to all organizations, irrespective of sector or size of organization. Yet, many researchers emphasized that, there is still a paucity of “empirical” research on BCM implementation and effectiveness in some countries and business sectors, which prompts the need for additional research (Azadegan et al., 2020; Ferguson, 2019).

Several reasons can obstruct the application of effective BCM program; effective BCM approach relies on a sum of activities that need to be sequentially performed. It is also dependent on the degree to which these activities intensify enterprises’ BCM awareness and expedite embedding it in the organizational culture (Sawalha, 2020). Based on the available literature, critical employee factors can influence BCM (Abdullah, Noor & Ibrahim, 2015), which will be studied in depth to clarify the extent of its impact on ensuring BCM and their contribution to the successful implementation of the program.

Critical employees are important in the success of BCM application. Essential to the realization of BCM is a detailed understanding of the internal and external threats and

recognizing that an effective response will be driven by employees' behavior during the business recovery process (Herbane et al., 2004). Every organization has a group of important employees who are considered important for the effective implementation of various programs of the institution. Critical employees refer to a group of employees who possess important information related to the operations of an organization. Thus, critical employees must be involved in BCM activities (Herbane et al., 2004). The core employees within the organization represent many of the senior operations managers, such as the Chief Financial Officers CFO and other employees of the same level. These employees have a great contribution to BCM and organizational development in general.

DRP is also directly related to the success of BCM implementation in organizations. DRP is considered the safety valve of organizations, and it will be difficult for organizations to maintain BCM in the absence of it, which may in turn lead to failure in the application of BCM. For effective operation of organizations, there must be an effective DRP to help the organization recover from unforeseen vulnerabilities. Thus, effective implementation of the DRP will promote a sound BCM (Sahebjamnia, Torabi, & Mansouri, 2015).

The development of DRP and BCM improvement requires effective implementation of planning, process flow, resource planning, as well as a competent management team. As a complex process DRP is however influenced by the critical employees (Hoong & Marthandan, 2014). Thus, critical employees are linked to DRP which help organizations to recover from unforeseen catastrophes. Critical individuals are the most important functions that could reactivate and operate organization systems according to target times to restore services.

Based on the literature, the relationship between critical employees and BCM, critical employees and DRP, as well as DRP – BCM relationship has been established. Hence, the condition for testing the mediating effect of DRP on the critical employees and BCM relationship have been satisfied (Baron & Kenny, 1986; Hayes, 2009). This study applies the quantitative approach to examine the mediating effect of DRP on the relationship between critical employees and BCM implementation in UAE.

## **2. Literature Review**

### *2.1 Relationship between Critical Personnel/Employees and BCM*

Woodman (2008) investigated three activities relating to critical employees, i.e., formation of teams, allocating roles and responsibilities, training and updating the plans. It was found that, 47% of the respondents reported the formation of teams and roles and responsibilities allocation for BCM implementation is the responsibility of senior management. Likewise, critical employees across diverse business units such as IT teams, security, human resources, risk and facilities management, finance, public relations, marketing, sales, etc. are widely engaged in BCM implementation. However, Goodwin (2006) deliberated BCM approach based on the “Scottish Power” case, which is one of the major utility firms in the world, as it decided to implement BCM. The firm began with the project planning, creation of senior teams, appointment of team leaders and the hiring of BCM advisers. The risk assessment and business impact analysis were hold across critical business functions, and BCM plans were then developed alongside the recovery plans. This specifies the importance of critical employees across business units for effective BCM approach (Sawalha, 2020).

Moreover, training and awareness is another crucial thought for BCM effectiveness. According to Clark (2015) training process is an important segment for BCM implementation which should not be ignored as it engrains BCM consciousness. Awareness and training provide the required confidence to internal and external stakeholders for the organization's disaster recovery ability (Khanna, 2008). The entire staff of the organization from rank and file employees to the executive must be conscious of their expected roles and responsibilities in reaction to disaster recovery efforts to avert palpable resource waste (Muparadzi & Rodze, 2021). In a Malaysian study, Abdullah, Noor and Ibrahim (2015) showed that people/employees factor is significantly and positively correlated with BCM implementation in the Public Sector. Therefore;

H1: There is a significant relationship between critical employees dimension and BCM implementation

### *2.2 Relationship between Critical Employees and DRP*

Contemporary organizations appreciate the fact that business success is increasingly contingent on their ability to convey the required services to customers and other stakeholders on demand (Omar, Alijani & Mason, 2011). Most essentially, getting the business functioning as usual after a disruptive incident is the foremost goal of all top level managements (Smith et al., 2019). Moore (2008) stated that the commitment of senior management is a precondition for DRP. Precisely, at the early phases of DRP, senior management support is indispensable (Chow, 2000). Senior management must also assign accountability, roles and ownership, as well as a damage assessment team for effective DRP (Moore and Lakha, 2006). Concurrently, functional area managers should create their functional teams to develop and file a comprehensive recovery and recommencement processes for their business areas (Sawalha, 2021).

Critical employees are thus, very important in the effort to guaranty uninterrupted operations through effective DRP. A thorough DRP project will be incomplete without the critical employees that will work it effectively. During disaster periods, critical employees are the ones to reclaim operations by working the DRP procedures accordingly. The sustained operations of an organization relies on critical employee's consciousness of potential disasters, ability to plan the procedures to reduce disruptions and expedite convenient and successful recovery (Omar et al., 2011). Therefore;

H2: There is a significant relationship between critical employees dimension and DRP

### *2.3 Relationship between DRP and BCM*

DRP and BCM are closely related programs that guarantee sustained operations of organizations after the occurrence of a disaster (Barnett-Quaicoo & Ahmadu, 2020). The DRP approach accentuates on disaster recovery rather than prevention because disasters are in most cases beyond human control (Quarantelli, 1988). Founding a reliable DRP is crucial to organizational survival during and after disastrous events (Omar et al., 2011). In both theory and practice, DRP has been associated with BCM (Herbane et al., 2004). Cervone (2017) found that DRP implementation can help to guarantee the emergence and viability of BCM within an organization. Since DRP is believed to support organizations in reinstating their operations after a substantial disruption with a minimal time lag, effective DRP will significantly influence the BCM of organizations (Omar et al., 2011). Therefore;

H3: There is a significant relationship between DRP and BCM implementation

*2.4 Mediating effect of DRP on the Relationship between Critical Employees and BCM*

DRP entails the processes and policies that are put in place to recover the critical operations of a business, in reaction to any disaster (Hoong & Marthandan, 2011). According to Hoong and Marthandan (2011) DRP is an important subset of BCM. Moreover, DRP is indispensable for organizations to remain steadfast in the event of disasters and disruptions (Sawalha, 2021). Horney et al. (2016) showed that an increasing number of businesses and governments are adopting DRP to assist in the recovery processes. Relying on the literature and the hypothesized relationships between critical employees and BCM, critical employees and DRP, as well as the hypothesized relationship between DRP and BCM; the requirements for the introduction of DRP as a mediator on the relationships between critical employees and BCM have been satisfied (Baron & Kenny, 1986). Therefore, the following mediation hypothesis is postulated:

H4: DRP will significantly mediate the relationship between critical employees and BCM implementation

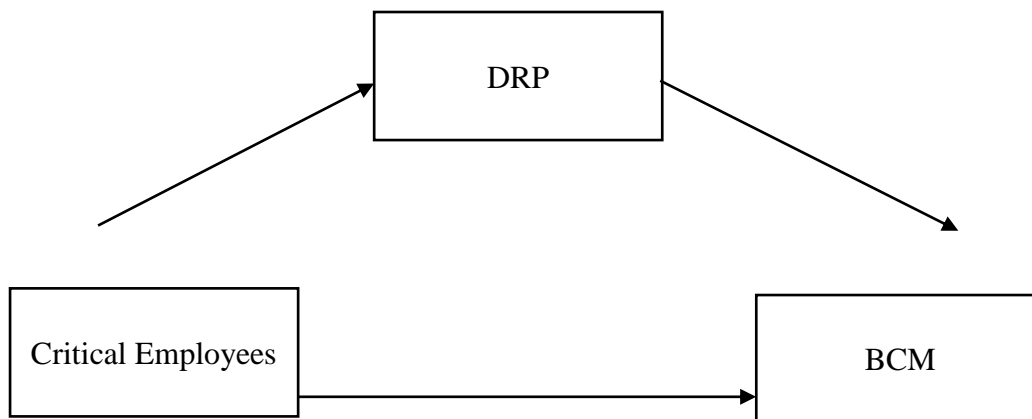


Figure 1: Research Framework

**3. Methodology**

Cross-sectional survey data collection method was used to collect the research data via questionnaire. However, quantitative method of data analysis was used to analyse the study results. The research population consists 2152 employees of Department of Municipalities and Transport in UAE (DMT). DMT is chosen because it is the supervision authority of municipalities in the capital of UAE, which consist so many various organizations and employees that will give a wider coverage and serve the purpose of this study. As per Krejcie and Morgan (1970) formula, the representative sample for the research is 326 of the total population, which will be further subdivided into subgroups known as strata i.e. stratified sampling. The essence of using stratified sampling is to ensure that all the population has been adequately represented. Finally, the Statistical Package for Social Science (SPSS) version 21 and Partial Least Square - Structural Equation Model software PLS-SEM 3.2.7 was used for the analysis of data.



### 3.1 Measurement of Variables

The measurement items for the three variables in this study were adopted from previous similar researches using a 5 point Likert scale questionnaire that ranges from 1- strongly disagree to 5- strongly agree. The first part of the questionnaire consist of the demographic background, the second part consists the measurements of dependent variable i.e. BCM which has six items adapted from Kato and Charoenrat, (2017).

The third part of the questionnaire consists the measurements for DRP (mediating variable) which entails nine items adapted from Mathenge, (2011) and Byadigera (2019).

The fourth part of the questionnaire consists the measurement of independent variable i.e. the critical employee variable which has eight items that were drawn from two dimensions; Subjective norms (4 items) and Hedonistic drives (4 items) which were all adapted from Awa et al. (2017). The first four items reflect subjective norms while the four last items reflect hedonistic drives. All the items for BCM, DRP and CP were described in appendix A.

## 4.0 Data Analysis and Results

### 4.1 Rate of Response

A total of 326 questionnaires were distributed through online and hand delivery methods. A follow up for the return of the questionnaires have been used to attain greater response rates (Sekaran, 2003). This results in a total of 281 retrieved questionnaires, from the 326 distributed questionnaires i.e. 86% rate of responses. All the 281 responses were found to be usable for multivariate analysis. The rate of response in this research is adequate for the final analysis, because Sekaran (2003) suggests the sufficiency of an aggregate of 30% rate of response for survey researches.

### 4.2 Data Screening and Preliminary Analysis

Prior to any multivariate analysis, data screening must be conducted to help the researcher in satisfying the basic assumptions of multivariate analysis (Hair et al., 2007). The preliminary analysis will help researchers to identify any possible violation in the assumptions of multivariate analysis. After the data input and coding, the following preliminary analyses were performed: (a) missing data values analysis (b) outlier response analysis, (c) normality of data test, and (d) multicollinearity assessment test (Hair Jr., Black, Babin, & Anderson, 2010; Tabachnick & Fidell, 2007). All the basic assumptions of multivariate analysis were found to be satisfied.

### 4.3 Demographic Profile of Respondents

The observed demographic profile of the respondents in this study covers gender, age, study qualification, years in service, years in present position and industrial sector (see Table 1).

Table 1 Respondent's Demographic Features

S/No.	Items	Frequency	Percent (%)
1	<b>Gender</b>		
	Male	243	86.5
	Female	38	13.5

Table 1 Respondent’s Demographic Features (continue)

S/No.	Items	Frequency	Percent (%)
2	<b>Age</b>		
	25 years and below	11	3.9
	26-35 years	89	31.7
	36-45 years	135	48.0
	46-55 years	39	13.9
	56 years and above	7	2.5
3	<b>Educational Qualification</b>		
	Primary Education Certificate	2	0.7
	Secondary School Certificate	29	10.3
	Diploma Certificate	24	8.5
	Bachelor’s Degree/HND Certificate	93	33.1
	Postgraduate Education Certificate	128	45.6
	Any other Qualification	5	1.8
4	<b>Position of respondents</b>		
	Executive Manager	64	22.8
	Middle Manager	150	53.4
	Low level Manager	63	22.4
	Others	4	1.4
5	<b>Years in Service</b>		
	Less than 10 years	65	23.1
	11-20 years	121	43.1
	21 years and above	95	33.8
6	<b>Years in current position</b>		
	Less than 5 years	112	39.9
	6-10 years	83	29.5
	11 years and above	86	30.6
7	<b>Industrial Sector of the Firm</b>		
	Agricultural Sector	5	1.8
	Service Sector	230	81.9
	Manufacturing Sector	31	11.0
	Oil Sector	13	4.6
	Building and Construction	2	0.7

\*HND = Higher National Diploma

#### 4.4 Assessment of PLS-SEM Path Model Results

PLS-SEM analysis is a two-step structural process (Henseler, Ringle & Sinkovics, 2009) and these two steps were computed and reported in this study. The first step assesses and reports the measurement model assessment, whereas the second step evaluates and report the assessment structural model as represented in Figure 4.1 (Hair et al., 2014; Henseler et al., 2009).

##### 4.4.1 Measurement model assessment

The assessment of measurement model includes establishing the individual items internal consistency, construct reliability, content validity, convergent validity and discriminant

validity (Hair et al., 2014; Henseler et al., 2009). Figure 2 depicts the measurement model of this study.

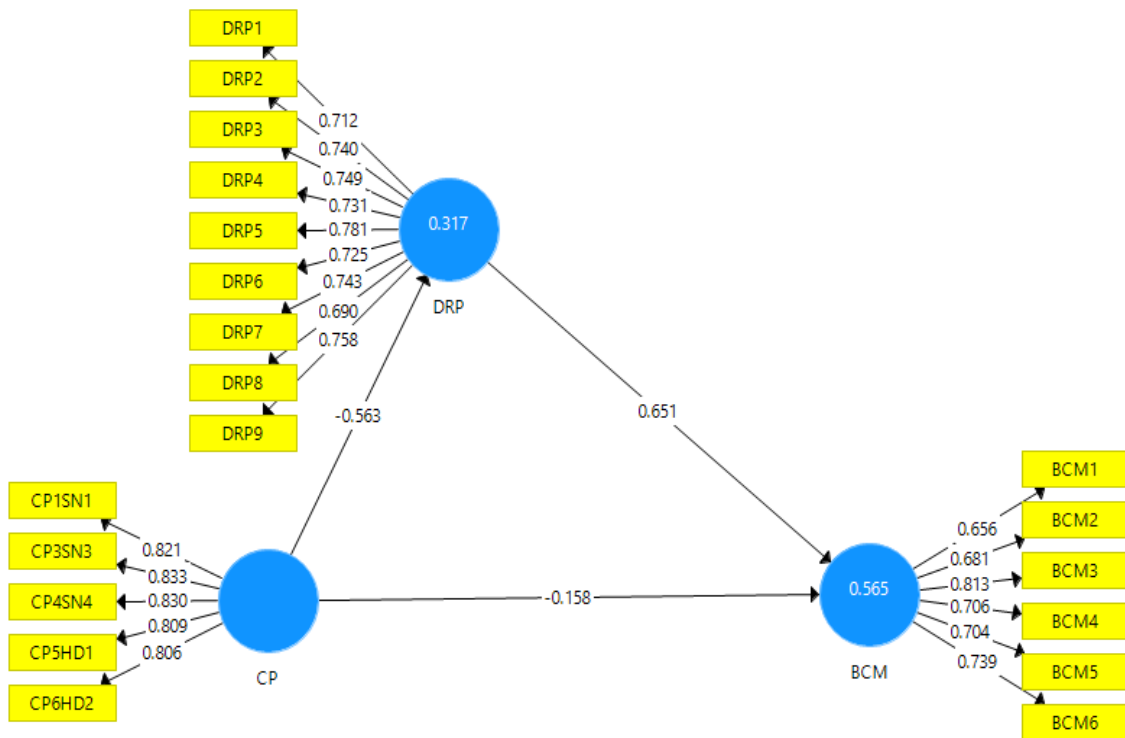


Figure 2: Measurement Model

Figure 2 above shows the loadings of items for each of the variables, and the contribution of the CP variable on both DRP ( $R^2=0.317$ ) and BCM ( $R^2=0.565$ ). The measurement model outer loadings for all the items depicted are between the range of 0.659 and 0.833. Thus, these items are accepted and retained since they are within the standard threshold of 0.40 and above (Hair et al., 2014; 2017). However, 3 items representing the CP variable (i.e. CP1SN2, CP7HD3 and CP8HD4) were deleted for recording item loadings below the recommended 0.40. Therefore, the measurement model portrayed in figure 2 is satisfactory.

#### 4.4.2 Individual item reliability

The evaluation of individual items reliability was observed by computing the outer loadings of each item for each of the study constructs (Duarte & Raposo, 2010; Hulland, 1999). The measurement model outer loadings is accepted when it is  $\geq 0.70$  which is the standard threshold (Hair et al., 2017). However, indicators that have between .40 and .70 loadings may be retained if their deletion will not lead to an increase in content validity (Hair et al., 2014; 2017). Consequently, 3 items were removed out of the 23 items of the study. The complete model therefore reserved 20 items that have loadings between 0.656 and 0.833.

Table 2 Construct Reliability and Validity

<b>Constructs</b>	<b>Cronbach's Alpha</b>	<b>Composite Reliability</b>	<b>Average Variance Extracted (AVE)</b>
BCM	0.811	0.864	0.516
DRP	0.895	0.914	0.543
CP	0.878	0.911	0.672

CP= Critical Personnel, BCM= Business Continuity Management and DRP= Disaster Recovery Plan.

#### 4.4.3 Internal consistency reliability

Internal consistency is the degree to which all indicators/items are capable to measure the same construct on a definite scale (Sun et al., 2007). The Cronbach's alpha or composite reliability coefficients are the most common techniques for evaluating instrument's reliability in organizational studies (Mahmoud, Ahmad & Poespowidjojo, 2022, 2021, 2018; Peterson & Kim, 2013). Both techniques i.e. Cronbach's alpha and composite reliability coefficients were engaged in this study.

Among the two popular techniques, the use Cronbach's alpha coefficient has been more prevalent, which is sometimes complemented by the composite reliability technique as it is in this study. There are two main reasons in doing that: first, the composite reliability provides reliability coefficient values that are substantially less biased compared to Cronbach's alpha coefficients because the later postulates all items/indicators contribute equally to a construct without regard to the actual impact of individual loadings (Gotz, Liehr-Gobbers, & Krafft, 2010). The second reason is, the Cronbach's alpha underestimates the reliability coefficients of scales. But, the composite reliability coefficient considers the item indicators to have divergent loadings which might be interpreted in the same way as Cronbach's alpha. The internal consistency threshold values for both Cronbach's alpha and composite reliability must be at least  $\geq 0.70$  (Bagozzi & Yi, 1988; Hair et al., 2011). The results (see table 2) indicates that the internal consistency for all the constructs in this study are satisfactory.

#### 4.4.4 Convergent validity

Convergent validity is the degree to which items of a research questionnaire is representing the constructs it is intended to study correctly and truly correlate with other indicators of the corresponding construct (Hair, Black, Babin, Anderson, & Tatham, 2006). To scrutinize the convergent validity for this study, the Average Variance Extracted (AVE) was computed for each of the constructs in this study (Fornell & Larcker, 1981). The AVE threshold for each construct is acceptable when it is above 0.50 and that is when a satisfactory convergent validity can be declared (Chin, 1998). This study shows that a satisfactory level of convergent validity has been achieved for each construct, since all AVE values are beyond 0.50 for each of the constructs in this study (see Table 2).

#### 4.4.5 Discriminant validity

Discriminant validity is the degree to which a particular construct deviates from another is (Duarte & Raposo, 2010). While the Fornell-Larcker discriminant validity criterion has been very popular, it has been criticized for performing poorly in discriminant validity assessment particularly when constructs only differ slightly (Henseler et al., 2015). Therefore, Henseler et al. (2015) suggests the use of heterotrait-monotrait ratio (HTMT) assessment of

correlations. Consequently, HTMT technique was employed to establish the discriminant validity for this study (Henseler et al., 2015). The conservative threshold for HTMT ratio is 0.85 and 0.90 for the most liberal. Any HTMT ratio that is below 0.85 (conservative) or below 0.90 (liberal) suggests a satisfactory discriminant validity result for the study constructs. The HTMT ratio values for constructs portrayed in Table 3 are less than the liberal threshold of 0.90 which shows a satisfactory discriminant validity.

Table 3 Heterotrait-Monotrait Ratio (HTMT ratio)

Constructs	BCM	CP	DRP
<b>BCM</b>			
<b>CP</b>	<b>0.613</b>		
<b>DRP</b>	0.858	<b>0.629</b>	

#### 4.4.6 Assessment of significance of the structural model

Subsequent to the measurement model analysis, the structural model is evaluated. The structural model is computed based on the standard bootstrapping method using 5000 bootstrap samples as recommended by Hair et al. (2017) to gauge the path coefficients significance for the 281 data responses. Figure 3 and Table 4 depicts the structural model estimates for the complete model include both direct and indirect relationships i.e. the mediator variable.

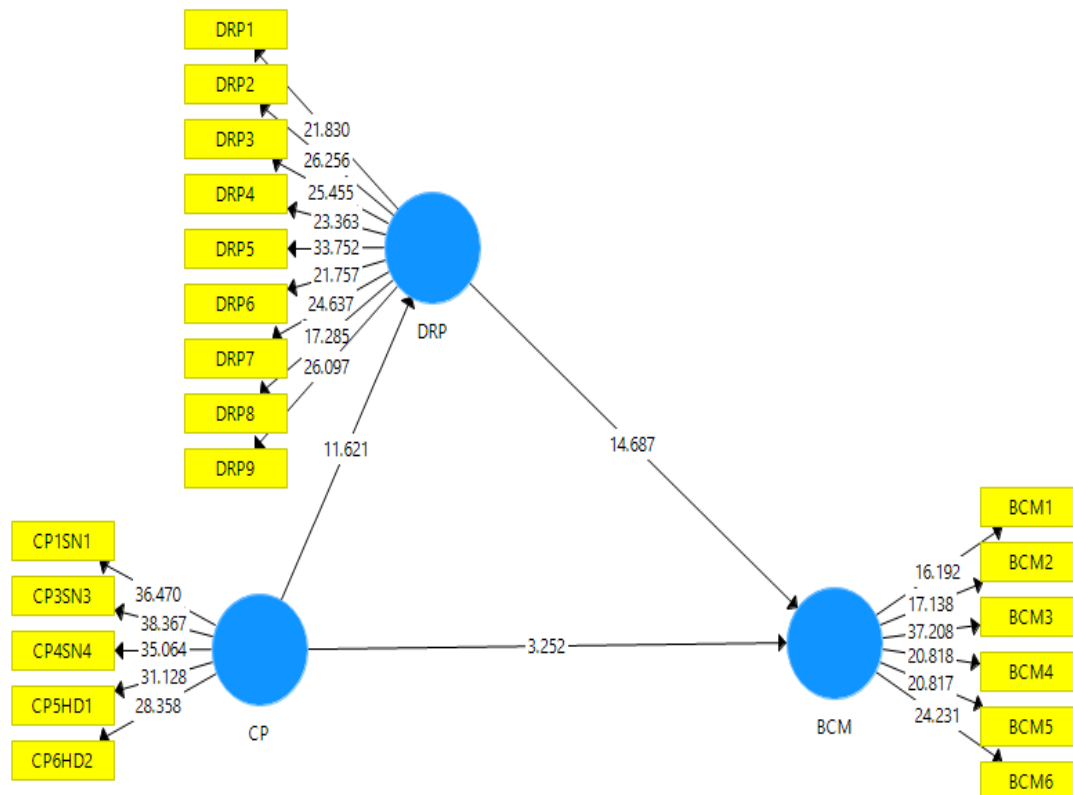


Figure 3: PLS-SEM bootstrapping (full model)

Figure 3 above shows the full model PLS-SEM bootstrapping results; which shows the t values for each of the direct hypothesized relationships. CP-BCM relationship shows that  $t=3.252$ , CP-DRP shows that  $t=11.621$  where as DRP-BCM relationship shows  $t=14.687$ . Among these relationships, only DRP-BCM hypothesized relationship shows a significant t value that has a prospect to be accepted.

Table 4 *Structural Model Assessment*

<b>Hypothesized Relationships</b>	<b>Sample Mean Beta (<math>\beta</math>)</b>	<b>Standard Deviation (STDEV)</b>	<b>T Statistics</b>	<b>P Values</b>	<b>Decision</b>
<b>H1: CP -&gt; BCM</b>	-0.158	0.049	3.252	0.001	Reject
<b>H2: CP -&gt; DRP</b>	-0.566	0.048	11.621	0.000	Reject
<b>H3: DRP -&gt; BCM</b>	0.653	0.044	14.687	0.000	<b>Accept</b>
<b>H4: CP -&gt; DRP -&gt; BCM</b>	-0.369	0.037	10.029	0.000	Reject

The first hypothesis (H1) which suggests a positive significant relationship between Critical Personnel and BCM is not supported. H4 results shows that p value is significant but the result is negative ( $\beta = -0.158$ ,  $t = 3.252$ ,  $p = 0.001$ ). This indicates that the more critical employee efforts the lesser the BCM. In the same notion, the relationship between critical personnel and DRP proposed in H2 shows a negative significant relationship ( $\beta = -0.566$ ,  $t = 11.621$ ,  $p = 0.000$ ). Therefore, H2 is also rejected, as it indicates an increase in critical personnel activities will decrease the DRP. However, the DRP -> BCM relationship was found to be positively significant ( $\beta = 0.653$ ,  $t = 14.687$ ,  $p = 0.000$ ) as proposed in H3. This indicates that an increase in DRP will increase the level of BCM in organizations. Finally, the mediating effect of DRP on the relationship between critical personnel and BCM that is proposed in hypothesis four (H4) is significant but not supported because the direction of the relationship is negative ( $\beta = -0.369$ ,  $t = 10.029$ ,  $p = 0.000$ ), which is contrary to the hypothesized relationship.

*4.5 Assessment of Coefficient of Determination ( $R^2$ )*

An important criterion for assessing PLS-SEM structural model is the  $R^2$ , (Henseler et al., 2009). The coefficient of  $R^2$  represents the proportion of variation in the dependent variable that is explained by predicting variables in a model (Hair et al., 2010). The  $R^2$  values of 0.67, 0.33 and 0.19 are assumed to be substantial, moderate, and weak, respectively (Chin, 1998). Table 5 represents the  $R^2$  values of the complete model in this study.

Table 5 *Variance Explained in the Endogenous Latent Variables*

	<b>R Square</b>
<b>BCM</b>	0.565
<b>DRP</b>	0.317

As represented in Table 5, the study model explains 56.5% of the overall variance in BCM and 31.7% of the overall variance in DRP. This suggests that critical personnel and DRP

collectively explained 56.5% and critical personnel explained 31.7% of the variance of DRP. Thus, the  $R^2$  values for this study are moderate and adequately acceptable (Chin 1998).

#### *4.6. Discussion of Results*

The first hypothesis (H1), suggests a significant relationship between critical employees dimension and BCM implementation. The implementation of BCM is a broad concept that must involve the commitment of critical people, which include competency consisting of attitudes, skills, knowledge, roles and responsibilities of critical employees in the organization (Yang, Wu, Shu, & Yang, 2006). Contrary to the study proposition, the result of this study did not support H4, as it portrays a negative significant relationship with BCM implementation. This means that an increase in critical personnel will decrease BCM implementation, this finding may be shaped by other factors such as contextual and cultural factors. The role of critical personnel may also be limited due to the size of firms involved in the study; smaller firms tend to inhibit the role of critical employees because owner managers are the alpha and omega and may not be willing to allow critical employees to perform independently. When the critical personnel have the attitudes, skills, knowledge to promote but feel inhibited by their superiors such attitudes will easily turn to frustrations that could even become negatively related to BCM implementation. However, in a collectivist society like UAE, group norms are valued more compared to independence which could also hinder the role of critical employees in promoting BCM implementation.

However, hypothesis two (H2) result shows that the relationship between critical employees dimension and DRP is also negatively significant. This specifies that an increase in critical personnel attitude and motivation will be detrimental to DRP. Thus, some other factors such as personal differences and culture could be behind this negative relationship. In a nutshell, the relationship between critical personnel and BCM may require a moderating factor to redirect this relationship.

On the other hand, hypothesis three (H3) shows that the relationship between DRP and BCM are positively significantly. This illuminates that the more DRP implementation by an organization, the greater their BCM will be. DRP and BCM are closely related structures that guarantee sustained operations of organizations in the event of catastrophic occurrences (Barnett-Quaicoo & Ahmadu, 2020). Therefore, a reliable DRP program is crucial for organizational survival during and after disastrous events, effective DRP will therefore, significantly influence BCM (Omar, Alijani & Mason, 2011). Hence, organizations must be acquainted with DRP implementation processes since it is contingent to BCM.

Finally, H4 shows that DRP negatively mediate the relationship between critical employees and BCM implementation. This is contrary to the proposed positive DRP mediation on the relationship between critical employees and BCM implementation. This result explicates that critical personnel attitudes decrease the ability of organizations to promote DRP which will subsequently decrease BCM implementation. The finding therefore, suggests that critical personnel factors if not carefully managed could hamper both DRP and BCM implementation among firms in Abu Dhabi, UAE.

#### *4.7. Implications of the Study*

Based on the result, this study revealed an important theoretical implication that DRP will only negatively mediate the relationship between critical personnel variable and BCM implementation in the context of this study. Practical implications also indicates that critical

personnel is detrimental to both DRP and BCM implementation if other moderating are not included to redirect the relationship. However, organizations can positively promote BCM through an increase in DRP. Moreover, the methodological implication affirmed the cultural validity of the critical personnel, DRP and BCM measurements that were initially developed in western cultures. These measurements were refined and tested in the context of UAE, which is an important methodological contribution.

#### *4.8. Limitations of the Study*

This study identified some limitations. For instance, the cross-sectional design used for data collection does not allow causal conclusions, some important information may be missed with one-off data collection approach. Likewise, the self-report measures used to measure the study variables are associated with common method bias (Podsakoff et al., 2003) and social desirability bias (Podsakoff & Organ, 1986). Objective measures could have been better for the study. Finally, subjects of the study are principally concentrated in Abu Dhabi which is just a state in UAE; this may limit the result generalizability.

#### *4.9. Directions for Further Research*

Upcoming studies should consider longitudinal data collection approach to assess the theoretical concepts and ratify the findings of this study. Objective measurements could also tackle social desirability and common method bias limitations. Future studies can also replicate the model of this study in a wider context across UAE using the same measurements to enhance the generalizability of findings. Forthcoming researches should also consider moderating variables that could redirect the negative relationship between critical personnel and BCM, as well as critical personnel and DRP relationship. Other variables should also be augmented in the model to explain the remaining variance in DRP and BCM implementation.

### **5. Conclusion**

This study further contribute to the evolving theoretical and empirical literature on the relationship between critical personnel, DRP and BCM. It also revealed the mediating position of DRP implementation on critical personnel and BCM implementation relationship. In precise, the paper attends to the objectives of this study, and revealed the limitations found in the study. This paper bridged the prevailing theoretical gaps by integrating the critical personnel, DRP and BCM implementation variables in a single framework, which contributes to both DRP and BCM literature.

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**Appendix A**

**Business Continuity Management (BCM)**

<b>Items</b>	<b>Questions</b>	<b>Scale</b>
BCM1	My organization made lists of emergency contact information of local government agencies responsible for disaster management/response	1 2 3 4 5
BCM2	My organization developed procedures to tackle problems of a disruption of public utility (e.g., water, electricity)	1 2 3 4 5
BCM3	My organization established ways to communicate during a disruption	1 2 3 4 5
BCM4	My organization backed up significant/essential information	1 2 3 4 5
BCM5	My organization purchased disaster (risk) insurance	1 2 3 4 5
BCM6	My organization identified sources of financial aid for disaster recovery	1 2 3 4 5

**Disaster Recovery Plan (DRP)**

<b>Items</b>	<b>Questions</b>	<b>Scale</b>
DRP1	My organization designate a location of backup activities	1 2 3 4 5
DRP2	My organization documents emergency response procedures to occur during and after an emergency	1 2 3 4 5
DRP3	My organization has a formal system backup policy and schedule	1 2 3 4 5
DRP4	My organization has inventory of assets needed for offsite recovery (example: backup tapes, operating system software, etc.)	1 2 3 4 5
DRP5	My organization has a defined call tree for notifying staff when a disaster is declared	1 2 3 4 5
DRP6	My organization has a list of detailed tasks needed for offsite recovery	1 2 3 4 5
DRP7	My organization measures to manage contingency processes	1 2 3 4 5

	while all systems are being recovered	
DRP8	My organization investigate new advanced technologies that can reduce downtime	1 2 3 4 5
DRP9	My organization developed a disaster organization chart that defines recovery teams	1 2 3 4 5

**Critical People (CP)**

<b>Items</b>	<b>Questions</b>	<b>Scale</b>
CP1-SN1	The adoption of disaster recovery plan by critical employees is greatly influenced by others	1 2 3 4 5
CP2-SN2	Disaster recovery plan is adopted by critical employees because of group cohesiveness	1 2 3 4 5
CP3-SN3	Disaster recovery plan is adopted by critical employees because of the strong belief in group norms	1 2 3 4 5
CP4-SN4	Disaster recovery plan is adopted by critical employees because of the fear of group penalty	1 2 3 4 5
CP5-HD1	As a critical employee, I adopted disaster recovery plan because of my personal interest to it	1 2 3 4 5
CP6-HD2	As a critical employee, I adopted disaster recovery plan because of my egoistic mindedness	1 2 3 4 5
CP7-HD3	As a critical employee, I adopted disaster recovery plan for Pleasure seeking	1 2 3 4 5
CP8-HD4	As a critical employee, I adopted disaster recovery plan to meet social demands	1 2 3 4 5