

Risk Management Policy

Description: This policy defines the framework for identifying, assessing, and responding to risks that may impact the organization's operations and objectives.

Category: Governance

1. Purpose

To establish a systematic approach to risk identification, assessment, mitigation, and monitoring, ensuring that the organization effectively manages potential threats to its objectives.

2. Scope

This policy applies to all departments, projects, and staff within the organization.

3. Risk Identification

- Risks may arise from internal or external sources including operational, financial, strategic, or compliance-related activities.
- All departments must regularly assess their operations to identify potential risks.

4. Risk Assessment

- Identified risks shall be evaluated based on their likelihood and potential impact.
- A standardized risk matrix will be used to categorize risk levels (e.g., low, medium, high, critical).
- High and critical risks must be immediately reported to senior management.

5. Risk Mitigation

- Action plans must be developed to reduce the likelihood or impact of identified risks.
- Responsibilities for risk mitigation shall be clearly assigned to relevant staff or departments.
- Progress on mitigation actions must be documented and reviewed regularly.

6. Risk Monitoring and Reporting

- Risks and mitigation efforts must be monitored on an ongoing basis.
- Departments must submit regular risk reports to the Risk Management Committee (or equivalent

body).

- Emerging risks must be promptly communicated and evaluated.

7. Training and Awareness

- Employees must receive training on risk awareness and the organization's risk management procedures.
- A culture of proactive risk identification and reporting should be encouraged at all levels.

8. Review and Improvement

- This policy shall be reviewed annually to ensure it remains relevant and effective.
- Lessons learned from incidents or near-misses will be incorporated into risk management practices.

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Published under: Policy Management System