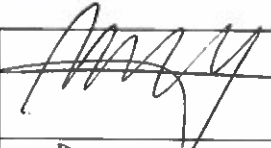





Risk Management Policy

Policy Number	HAPC/POL/RM		
Previous review date	June 2018	Board of trustees	
Next Review date	July 2020	Board of trustees	

Policy Owner	Internal Auditing
Key responsibilities	Internal Auditing
Associated documents	NA

Approver Authorizer	July 2019	Board of Directors	
Reviewed on	July 2019	Board of trustees	



Risk Management Policy

Purpose

The Risk Management Policy supports the internal control systems of Human Appeal, enabling it to respond to operational, strategic and financial risks regardless of whether internally or externally driven.

Objective

To confirm and communicate Human Appeal's commitment to Risk Management.

To ensure a consistent framework and protocol for determining appetite and tolerance of risk and managing it.

To assign responsibility to management and staff for risks within their control and provide a structured process for Risk to be considered, reported and acted upon throughout the Organisation.

Policy

Human Appeal will maintain a sound risk management system which will support good management and good governance. Risk Management will form part of the organisation's decision-making and strategic and operational planning.

- Risk Assessment will be conducted on all new activities and projects to ensure they are in line with Human Appeal's objectives and mission;
- Any Risk or opportunities arising will be identified, analysed and reported at an appropriate level;
- A Risk Register covering key strategic risks will be maintained and updated annually and more frequently where risks are known to be volatile;
- All staff will be provided with adequate training on Risk Management and their role and responsibilities in implementation;
- Human Appeal will regularly review and monitor the effectiveness of its Risk Management Framework and update it as considered appropriate;
- Reports will be made to the Audit Committee and the CEO each quarter of continuing and emerging high concern risks and those where priority action is needed for better control;
- Individual error and Serious Incident Reports will be required from individual staff where a reportable event is identified.

The Role of the Audit Committee

- To ensure that a culture of Risk Management is embedded throughout Human Appeal;
- To set the level of risk appetite and risk tolerance for the organisation and in specific circumstances;



Risk Management Policy

- To communicate Human Appeal's approach to Risk and set standards of conduct expected of staff;
- To ensure Risk Management is included in the development of plans, budgets and when considering strategic decisions;
- To approve major decisions affecting the Charity's reputation, risk profile or exposure;
- To satisfy itself that less fundamental risks are being actively managed and controlled;
- To regularly review Human Appeal's approach to Risk Management and approve any changes to this;
- To receive reports from Internal Audit, Finance, external consultants and any other relevant parties and to follow up recommendations.

The Role of the CEO, Executive Directors and the Senior Management Team

- To ensure that the Risk Management Policy is implemented throughout Human Appeal.
- To anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks.
- To maintain and review the Risk Register as part of key Management Meetings.
- Provide regular and timely information to the Audit Committee on the status of Risks and their mitigation.
- To implement adequate corrective action in responding to significant risks; to learn from previous mistakes and to ensure that crisis management plans are sufficiently robust to cope with high level risk.

Interaction with Internal Control Systems

Risk Management forms part of Human Appeal's system of internal controls and is supported by the Policies and Procedures of the Organisation, covering but not limited to

- IT and Data Protection
- HR
- Health & Safety
- Finance Manual
- Governance
- Programmes
- Fundraising

The risk of falling short of these standards is mitigated as far as possible by ensuring that appropriate policies and working practices are adopted in each area, department and that staff are adequately experienced and trained to manage this. Where necessary, external advice is sought to supplement internal expertise.



Risk Management Policy

Policy Review

The Risk Management Policy was prepared by the Finance function at Human Appeal. It will be reviewed on an annual basis to ensure continuing appropriateness.