Human Appeal – Risk Management policy

Policy Name	Risk management Policy
Policy Number	HA/POL/RMP
Version Number	002

	Print Name	Job Title/Role	Signature	Date
Department Quality Review	Graham Sutherland	Director of Finance and services	**G J Sutherland**	09/02/2022
Reviewed and approved by BoD	Dr Mohamed Ashmawey	CEO	*Mohamed Ashmawey*	Mar 02 2022
Reviewed and approved by BoT	Dr Kamil Omoteso	Trustee	*Kamil Omoteso*	Mar 02 2022
Date of next review	February 2024			

Process Owner	Compliance
Key Responsibilities	All staff Audit committee
Associated Documents	

Revision History

Revision History (Provide summary of changes and justification)	Changes reviewed & approved by	Date of review & approval	Date effective

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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 that will support good management and good governance. Risk Management will form part of the organisation's decision-making, 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 rote 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;

- 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
- People & Culture
- 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.

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.

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