

Policy number	13	Version	1
Drafted by	Rebecca Bromhead	Approved by Board on	21/02/2020
Responsible person	AMS Board	Scheduled review date	21/02/2021

## INTRODUCTION

Australian Marist Solidarity (AMS) is the international development arm of the Marist Brothers Province of Australia and the Marist Association of St Marcellin Champagnat. It has a particular focus on empowering young people to transform their lives and community. Promoting the dignity of the human person, as safeguarded by internationally recognised human rights conventions, is a core value of AMS.

Australian Marist Solidarity (AMS) recognizes that it is exposed to certain risks due to the nature of its activities and the environment in which it operates.

AMS is committed to identifying and assessing risks our activities pose to our organisation, our staff, our volunteers, our clients, or the general public, and implementing strategies to mitigate and manage these risks to a level which is deemed acceptable.

## PURPOSE

The purpose of this document is to:

- a) identify and define applicable risks;
- b) outline the scope and responsibility of risk management in the organization;
- c) encourage reporting of hazards that may cause harm to individuals or to AMS;
- d) help to ensure that AMS will maintain satisfactory identification, organization and maintenance of risk mitigation and management procedures.

## SCOPE

This policy applies to AMS board directors, committee members, employees, volunteers, partners and other stakeholders who operate under the auspices of AMS.

## DEFINITIONS

“**Risk**” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Strategic risks - risks that impact on the ability to achieve strategic objectives.
- Operational risks - risks that impact on operational effectiveness and/or the ability for planned work to be carried out at a project level eg communication hazards, project management hazards, human resource hazards.
- Financial risks - risks that impact the organisation’s budget eg fundraising hazards, financial management hazards.
- Service delivery risks – risks that impact on the reputation and public confidence in the organization eg. media hazards, stakeholder relations hazards.

- Governance risks – risks that impact on the governance of the organization and may jeopardise the organisation’s legal status.

## **POLICY**

AMS has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its partners and primary stakeholders, and a reliable development path for the organisation. AMS put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

## **ACCOUNTABILITY**

Ownership of risk identification and mitigation and management of particular risks are assigned to specific persons in the organisation. AMS has incorporated risk management accountability in executive, management and governance roles which are required to report on risks and risk treatment actions.

To support and implement this policy, AMS will develop Risk Management Procedures and a Risk Management Matrix and will keep a Risk Register, which will be reviewed regularly to help track, manage and treat key risks across the organisation.

## **MONITORING & REVIEW OF POLICY**

AMS will undertake a review of this policy in accordance with the AMS Policy Review Process, or sooner if required. This review will be undertaken first by the Chief Executive Officer and AMS staff and then reviewed by the AMS Finance and Risk Committee and Board of Directors.

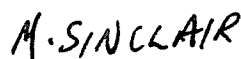
## **RELATED DOCUMENTS**

- AMS Operations Manual
- AMS Financial Wrongdoing Policy
- AMS Whistleblower Policy
- AMS Risk Matrix
- AMS Risk Register
- AMS Child Protection Policy

## **AUTHORISATION**



Signature of Board Secretary



Name of Board Secretary



Date of approval by the Board