



## Risk Management Policy

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### Purpose:

Effective risk management ensures the protection of the interest of individuals, staff, volunteers, stakeholders, agency reputation, continuity of CCS operations and the maintenance of services. Risks are present throughout CCS operations and successful delivery of services is contingent upon effective management of risks.

### Policy:

This policy will provide guidance to CCS on identifying and managing risks to people, CCS property and CCS interests. CCS' risk management policy aims to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks and to provide for adequate and timely restoration and recovery of business continuity.

### Procedures:

Risk management is a step-by-step process to protect CCS and consequently minimize risks.

Risk management is everyone's responsibility.

1. CCS will develop an annual risk management plan to address the steps below. The risk management plan shall be reviewed and accepted by the Board of Directors annually.
2. The risk management plan involves the following steps:
  - Risk identification, evaluation of risk
  - Develop strategies to minimize risks and their impact
  - Contain the effects of damaging or harmful events
  - Implement plans to minimize losses
  - Restore and recover in the event of harmful events and provide feedback to improve the system
  - Monitor and update the risk management plan annually or as required
3. Implement the Risk Management Plan, report to the Board of Directors and adjust the plan as necessary.

**Date Developed:** April 2015

**Date Approved:** November 2015