Risk Management Policy

Introduction

Workskil Australia is committed to ensuring adequate management of risks faced by the organisation. In accordance with the principles of good corporate governance, risk management is recognised as an integral part of good management practice.

Policy Statement

As a community services provider, Workskil Australia is exposed to risks of varying severity, in a variety of categories. This policy provides the basis for the Board, CEO and Management's actions and commitment to mitigating these risks to an acceptable level, as well as undertaking remedial action where improvement opportunities are identified.

Workskil Australia considers risk management to be a continuous process, therefore this policy and the related documents will be reviewed on an ongoing basis in collaboration with external and internal audit activities.

Policy Content

'Risk' is the chance of an event occurring that will have an impact on the organisation's objectives (strategic, program or project related) (AS/NZS ISO 31000:2009). Workskil Australia considers the following categories as part of its risk management framework:

- **Financial/Commercial** – Workskil Australia is committed to ensuring the integrity of its financial statements and financial dealings, including the prevention of any fraudulent activities.

- **Strategic/Operational** – Workskil Australia is committed to ensuring the achievement of its strategic and operational objectives.

- **Political/Reputational** – Workskil Australia is committed to ensuring the 'Workskil Australia' brand and reputation are maintained to the high standard of community expectations.

- **Human/Social/WHS** – Workskil Australia is committed to ensuring a safe and supportive working environment for its staff.

- **Technological** – Workskil Australia is committed to maintaining its systems and hardware to ensure ongoing and effective delivery of services.

- **Information Security** – Workskil Australia is committed to maintaining an ICT environment and staff training to support the protection and appropriate access to sensitive data.

Responsibility

This policy applies to all aspects of Workskil Australia's operations and all Workskil Australia employees

Risk management is considered the responsibility of all employees. Any issues noted should be raised with Management immediately, then escalated in accordance with the Risk Classification Scale.

Any queries regarding Workskil Australia's Risk Management Policy, or specific queries/concerns can be directed to the Chief Operating Officer.

Workskil Australia communicates the Risk Management Policy to all Workskil Australia employees at their induction, access to the Policy is available via both the Workskil Australia Intranet and website.

Related Documents

- Risk Classification Scale
- Hazard and Risk Management Procedure
- Corporate Risk Register