

# Risk Policy Statement

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## POLICY

ISO Experts is committed to facilitating risk management as an interactive process of continuous improvement in decision-making and performance that is embedded into existing practices or business processes.

## DEFINITIONS

“Risk” is identified as any event that has an impact on the realisation of the strategic and operational goals and objectives;

## PROCESS

The Risk Management Policy places responsibility upon employees at all levels within the ISO Experts to:

- Promote continuous improvement and review risk management through regular training, monitoring, audit and reporting processes;
- Ensure all current and future activities are risk assessed prior to commencement and risk managed throughout the activity's duration;
- All risk identification, analysis, evaluation and treatment are to be recorded and updated within the risk register;
- All divisions are to implement contingency management plans, and maintain risk management data within the management system.

The main elements of the ISO Experts risk management processes are:

**a) Communicate and Consult:**

Liaise with internal and external stakeholders as appropriate at each stage of the risk management process and concerning the process as a whole.

**b) Establish the Context:**

Define the basic parameters within which risks must be managed and set the scope for the rest of the risk management process. The context includes ISO Experts external and internal environment and the purpose of the risk management activity.

**c) Identify Risks:**

This step seeks to identify the risks to be managed.

**d) Analyse Risks:**

Identify and evaluate existing controls. Determine consequences, likelihood, significance and the level of risk. This analysis should consider the range of potential consequences and how these could occur.

**e) Evaluate Risks:**

Compare estimated levels of risk against the pre-established criteria in the risk matrix and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.

**f) Treat Risks:**

Develop and implement specific cost-effective strategies and action plans for increasing potential benefits and reducing potential costs. Allocate responsibilities to those best placed to address the risk and agree on target date for action.

**g) Document, Monitor And Review:**

Each stage of the risk management process must be documented. It is necessary to monitor the effectiveness of the risk management process. This is important for continuous improvement. Risks and the effectiveness of treatment measures need to be monitored to ensure changing circumstances are taken into consideration.

## RESPONSIBILITIES

### DIRECTORS:

- Ensure that all ISO Experts personal comply with appropriate risk management policies and practices;
- To ensure that risk management policies, procedures and framework are established, implemented and maintained;
- Identifying strategic and significant operational risks, in consultation with the stakeholders, that impact upon the strategic objectives;
- Monitor and review strategic and significant operational risks;
- Promote compliance with statutory and regulatory requirements and make recommendations to the Board of Directors (as appropriate) on risk policies, framework and procedures.
- Provide an overview and direction to the risk management processes within the ISO Experts.
- Ensure the design, resource, operation and monitoring of internal control systems;
- Review and manage risk management incidents as they occur.

### EXECUTIVE MANAGEMENT:

- Responsibility within divisions resides with the respective to their executive management for ensuring that risk management is addressed at all levels in their areas of responsibility.
- Facilitate the application of risk management in operational, decision making and governance processes as well as:
  - Develop, implement and maintain ISO Experts risk management frameworks;
  - Provide support and advice to relevant staff on risk management issues affecting their responsibilities, including the identification, analysis and evaluation of risk and the development and implementation of risk treatment plans;
  - Identify risks, establish and maintain activity risk analysis data within the risk register;
  - Assign accountability for managing risks and controls within agreed boundaries and comply with standards relating to particular types of risks;
  - Providing a system of ongoing risk treatment and review that is capable of responding promptly to new and evolving risks;
  - Identify and report on the results of assessments, regarding the effectiveness of risk treatments as part of budget planning, reporting and assurance processes.

### CONTRACTORS (AUDITORS):

- Are responsible for applying risk management principles and practices in their work areas.
- Those in supervisory and managerial positions are responsible for ensuring that risk management principles and practices are applied by those under their supervision.
- To report risks with the potential to impact upon their work area or ISO Experts operations to their Director;
- Are to participate in risk and business continuity management education and training activities relevant to their level of responsibility;

Actively participate in implementing risk management plans.

**Name:** Robert Capozzi

**Signature:** 

**Position:** Director

**Dated:** 01 February 2019