

Report on 20x4 Risk Management Plan

Date:

By:

Area of Risk: Workforce

1. Injuries/Critical Incidents

- a. **Frequency:** There were a total of 11 incidents this year.
Provide detail of each incident.

One department was responsible for three of the eleven incidents. Another was responsible for 2.

- b. **Severity:** the average severity (1 = minor, 5 = major): 3

c. ***Performance Improvement/Action Plan:***

- Continue to reinforce the importance and value of personal safety both in and out of the facility.
- Perform a comprehensive safety audit in the department with the most incidents. Create and implement a safety policy to address the most severe incidents.
- Continue with workshops and opportunities around safety
- Offer bonuses for perfect safety records
- Increase safety checks to weekly from monthly. Comprehensive integrated inspections should occur bi-annually form annually.

Area of Risk: People - Employees

2. Conflict

- a. **Frequency:** there were no incidents to report on in the 20x4 year.
- b. **Severity:** (1 = minor, 5 = major): N/A
- c. ***Performance Improvement/Action Plan:*** Continue with strategies and methods listed in the 20x3 plan.

3. Absenteeism

- a. **Frequency:**
- b. **Severity:**
- c. ***Performance Improvement/Action Plan:***

4. Turnover and Burnout

a. **Frequency:** Turnover increased this year. Three staff left to pursue other employment opportunities. Two staff left for personal reasons to relocate back to their home town, one staff was terminated, four staff were laid off when the retail outlet was closed. One staff went on medical leave.

Three of the employees who left The Company were on the Leadership Team. Although they all left the organization for different reasons it is important to recognize this trend.

- b. **Severity** (1 = minor, 5 = major): 4
- c. **Performance Improvement/Action Plan:** Continue with methods listed in the 20x3plan.

Review Succession Planning- review of vacant Leadership positions and hire appropriately.

Area of Risk:	People - Board of Directors
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Criminal Activity: Fraud, Theft, Legal Requirement, Liability

- a. **Frequency:** There were no incidents to report on in the 20x4year.
- b. **Severity** (1 = minor, 5 = major): n/a
- c. **Performance Improvement/Action Plan:** Continue with strategies and methods listed in the 20x4plan.

Continue to complete criminal records checks every three years with Board Members.

Area of Risk:	Property & Assets - Office Buildings
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Damage, Natural Hazards, Vandalism.

- a. **Frequency:** there were no incidents in 20x4. The Company moved its Retail Store location from the Sharp Villa on E. Marine Drive to E. Broadway and Main
- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement/Action Plan:** Continue with strategies and methods listed in the 20x3 plan.

Area of Risk:	Property & Assets - Office furnishings, supplies & equipment
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Damage Theft

- a. **Incidents:** The meat slicer and Hobart mixer were stolen 20x4year.
- b. **Severity** (1 = minor, 5 = major): 2
- c. **Performance Improvement/Action Plan:** Equipment was replaced using insurance coverage. Continue with actions listed in the 20x4plan.

Area of Risk:	Technology
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Security, Information Management, Privacy & confidentiality, Theft, Viruses

- a. **Incidents:** There were no issues that arose in this area in 20x4.
- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement/Action Plan:** Continue with strategies listed in the 20x4plan.

Area of Risk:	Financial – Financial Practice
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Fraud, Loss of funding, legal requirements to record, report, audit

- a. **Incidents:** There were no incidents to report on in the 20x4year.
- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement/Action Plan:** Continue with strategies listed in the 20x4plan.

Area of Risk:	Financial - Contract Liability
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Failing to meet contract requirements, contract reduction/cancellation

- a. **Incidents:** There were no incidents to report on in 20x4.
- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement/Action Plan:** Continue with strategies listed in the 20x4plan. Ensure that programming staff maintain frequent contact with appropriate resources. Review the concept of Quality Assurance position. Train Leadership staff on outcomes management systems.

Area of Risk:	Financial
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Reduced Sales

- a. **Frequency:**
- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement/Action Plan:**

Area of Risk:	Organization - Reputation and Profile
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24. Negative Media coverage, loss of credibility, loss of ability to raise capital

- a. **Frequency:** There were no incidents to report on in the 20x4year.

- b. **Severity** (1 = minor, 5 = major): N/A
- c. **Performance Improvement Plan:** Continue with strategies/methods listed in the 20x4plan.