TITLE: RISK MANAGEMENT

POLICY STATEMENT:
Risk is an inherent aspect of all academic, administrative, and business activities undertaken by Red Deer College (RDC). RDC applies collaborative Risk Management processes across the institution to manage Risk appropriately in order to maximize potential opportunities and to reduce the adverse effects of Risk to achieve its goals, objectives, and priorities in a balanced way.

PURPOSE:
RDC considers Risk Management to be fundamental to good management practice and a significant aspect of institutional governance. RDC is committed to increasing awareness of Risk Management and building a shared responsibility for managing Risks at all levels of the organization.

SCOPE:
This policy and related procedures apply to all members of the RDC community.

PRINCIPLES:
1. Integration of Risk Management into everyday decision making is essential to achieving RDC's strategic goals and objectives.
2. Risk Management is a shared responsibility extending to all members of the college community.
3. Identifying and managing Risks allows for enhanced decision making in the pursuit of opportunities in a balanced and effective manner.
4. Risk Services is the interpretive authority on Risk Management at RDC.

DEFINITIONS:
Risk: The effect of uncertainty on objectives, which can be positive or negative, and is measured as a combination of likelihood of occurrence and consequence of an event/change in circumstance.

Risk Management: Coordinated activities to direct and guide an organization with regard to Risk.

Risk Tolerance: RDC's (or the stakeholder's) readiness to bear Risk after Risk Treatment in order to achieve its objectives.

Risk Treatment: The process to modify risks by applying the following options/responses: accept, transfer, mitigate, exploit, or avoid.

GUIDELINES:
1. To ensure that activities are aligned with RDC's objectives and goals, risk tools (e.g. registers, questionnaires, etc.) are utilized to assist with assessing risk on the following:

    1.1. New ventures and activities, including projects, processes, systems and commercial activities

    1.2. Routine activities and decision making

    1.3. Academic activities

2. Risk Services will work with departments to establish the risk tools to be used within their policies and procedures and the level of authority required for approval.

3. Risk Treatment options/responses are applied to Risks to obtain acceptable Risk Tolerance levels.

PROCEDURE:

1. Risk Services provides assistance to the organization on integrating Risk Management into its operations and conducts periodic reviews of Risk Management processes.

2. Risk Services publishes and maintains the Risk Management Manual on the RDC portal, outlining roles and responsibilities for Risk Management at RDC.

3. Any risks or opportunities arising from risk assessments will be identified, analysed and reported to the appropriate management level (if required).

4. Enterprise risks are identified and recorded on the Enterprise Risk Management (ERM) risk register. These risks are periodically assessed and a monitoring report is provided to the Board of Governors.

OFFICER RESPONSIBLE: VP College Services

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Dean's Council, Risk Services

POLICY REVIEW DATE: February 2020

EFFECTIVE DATE: March 1, 2015

REVISION HISTORY: New policy

RELATED POLICIES:

CONNECTION TO BOARD POLICIES:
All RDC policies support relevant Board of Governors operational policies.