



FOOD FOR LIFE CANADA CHARITABLE CORPORATION

POLICY CATEGORY	BOARD GOVERNANCE
POLICY NUMBER	BG14
TITLE OF POLICY	RISK MANAGEMENT
APPROVED BY	BOARD OF DIRECTORS
DATE OF APPROVAL	NOVEMBER 10, 2010
REVISION DATE	NOVEMBER, 2015

Purpose of Policy

To define roles and responsibilities regarding risk management plan development, management, enforcement, and monitoring; and to outline some of the key areas for consideration, as well as processes in the risk management plan.

Policy Statement

Food for Life (“FFL”) shall maintain and review an annual risk management plan to identify, assess, manage and monitor risk. The organization shall:

- Ensure appropriate resources are allocated to support risk management activities
- Ensure employees, agencies, outreach programs, volunteers and Board members are aware of and educated regarding their roles and responsibilities in managing risk
- Gather accurate, comprehensive and timely information to prevent risk; and to take timely corrective action related to risk related incidents after they occur

Role of the Executive Director

The Executive Director (“ED”) shall be responsible for developing, managing, and enforcing an annual risk management plan. The Executive Director shall present such plan to the Board on an annual basis; and shall additionally report to the Board regarding any material risks that occur throughout the year.

Some of the areas for consideration in the plan may include: abuse and harassment; accessibility (facility and food); authorization procedures; codes of conduct (employees, agencies, outreach programs, volunteers); confidential and proprietary information handling; conflict of interest; crisis management; fiscal management; food safety and handling; privacy (with respect to employees and volunteers); safety in the workplace; training (for employees, agencies, outreach programs, volunteers); and waivers and agreements with key stakeholder groups.

Role of the Board

The Board shall, through its risk oversight role, satisfy itself that the risk management plan is consistent with the organization's strategy and risk tolerance. As part of this duty, the Board is responsible for reviewing the risk management plan on no less than an annual basis.

The Board's responsibilities include, but are not limited to, the following:

- Reviewing the annual risk management plan as presented by the ED, and providing feedback and guidance to ensure the plan is adequate in the areas of the organization's risk tolerance, legal/regulatory requirements and in line with the organization's strategic goals.
- Reviewing trends in incident reporting (including complaints) as they are raised by the ED.
- Assessing new or increased risk and bringing them to the attention of the ED.