



Risk Management Policy

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Letter from the Director

Even the most carefully planned business or project can run into difficulties. No matter how well planned, a project can always run into unexpected problems. For example, team members may get sick or quit, the resources we were counting on may not be available, even the weather may put us in trouble i.e. cyclone. Does this mean that we are powerless in the face of unknown problems?

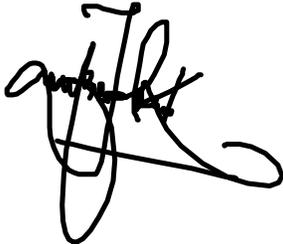
The answer is no! Indeed, we can always use risk planning to identify potential problems that could cause troubles for a project, analyse the likelihood of their occurrence, take steps to prevent the risks we can avoid and minimize those we cannot.

There are no guarantees on any project. Even the simplest of activities can turn into unexpected problems. In fact, risk is defined as any uncertain event or condition that could affect a project. A risk can be an event (such as COVID-19, or a cyclone) or a condition (such as the unavailability of a significant part). In both cases, it is something that may or may not occur.

Not all risks are negative. Certain events (such as finding an easier way to carry out an activity) or conditions can help improve continuity of support to our participants, as well as our performance. When this happens, we call it an opportunity; but it is always treated as a risk.

Abilify Support Services have prepared this document so that the organisation can identify the potential risks, analyze them, quantify them, and develop management measures so that we are prepared, no matter what the circumstance.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Iyke Fredericks-Ifeajika', with a large, stylized flourish at the end.

Iyke Fredericks-Ifeajika

1. Risk Identification

1.1 Purpose of the plan

Risk management is the process of reducing risk by reducing the impact of the risk if it were to occur or by reducing the likelihood that it will occur.

The main objective of Abilifly Support Services' risk management policy is therefore to identify the risks that we may face in our operations, determine their likelihood and develop management measures to reduce or eliminate the risk or impact on our day-to-day business. In essence, it helps ensure that we are managing risks to the best of our ability to enable us successfully achieve our objectives as a disability service provider of choice.

1.2 What is risk management planning?

Risk management planning is the activity that identifies, evaluates and selects options to set risk at acceptable levels given constraints and objectives. Why is risk management important? Risk management is important in an organisation because without it, an organisation cannot possibly define its objectives for the future.

The whole goal of risk management is to make sure that Abilifly Support Services manages its risks and/or potential for risks, to the best of its ability. Furthermore, Abilifly Support Services should endeavour to take risks that will help it achieve its primary objectives while keeping all other risks under control.

This Risk management Policy applies to the activities of all areas of Abilifly Support Services and should be read together with Abilifly Support Services Risk Management Framework.

1.3 Risks identified

Our activities can be influenced by a range of events that are beyond our control. In order to remediate the disastrous consequences of these risks, it is essential to identify them in order to be able to develop risk management strategies.

Risk	Category	Likelihood
REGULATORY	Risks associated with noncompliance with legislations	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]
OPERATIONAL	Risks associated with the impact of other risks on performance of company	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]
PEOPLE & CULTURE	Risks associated with managing people i.e. staff	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]
FINANCIAL	Risks that could result in a negative financial impact on the company	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]
ENVIRONMENTAL	Risks associated with the physical world, including weather and physical acts i.e. storm, cyclone, COVID-19	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]
POLITICAL	Risks associated include political unrest	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]

2. Risk Impact Assessment

2.1 Assessment of the different risks

Risk impact assessment is the process of assessing the probabilities and consequences of risk events if they are realised. The results of this assessment are then used to prioritise risks to establish a 'most-to-least-critical' importance ranking.

In this risk management plan, the impact each risk event could have on Abilify Support Services is assessed. Typically, this assessment considers how the event could impact Support Services to our participants, cost, schedule, or service delivery in general. Impacts are not limited to these criteria, however; political or economic consequences may also need to be considered. The probability or chance, of each risk event occurring, is also assessed. This often involves the use of subjective probability assessment techniques, particularly if circumstances preclude a direct evaluation of the probability by objective methods (i.e. modeling, and simulation).

2.2 Impact of the risks

Each identified risk may have a different impact on Abilify Support Services and/or its affiliates. We define the level of impact as follows:

Impact	Definition
Not significant	A risk, if it occurs, will have little or no impact on achieving outcome objectives
Minor	A risk, if it occurs, will have a minor impact on achieving desired results, to the extent that one or more stated outcome objectives will fall below goals, but well above minimum acceptable levels
Medium	A risk, if it occurs, will have a moderate impact on achieving desired results, to the extent that one or more stated outcome objectives will fall well below goals but above minimum acceptable levels
Major	A risk, if it occurs, will have a major impact on achieving desired results, to the extent that one or more stated outcome objectives will fall below acceptable levels
Disaster	A risk, if it occurs, will have a severe impact on achieving desired results, to the extent that one or more of its critical outcome objectives will not be achieved

3. Risk Prioritization

3.1 Risk analysis

A risk analysis may identify a number of risks that appear to be of similar ranking or severity. When too many risks are clustered at or about the same level, a method is needed to prioritise risk responses and where to apply limited resources.

In the risk prioritization step, the overall set of identified risk events, their impact assessments, and their probabilities of occurrences are "processed" to derive a most-to-least-critical rank-order of identified risks. A major purpose of prioritizing risks is to form a basis for allocating resources.

3.2 Risk Mapping

It is not possible to predict with certainty when a potentially catastrophic event will occur. However, it is possible to identify them, prepare for their consequences, and even mitigate them with risk management strategies.

Risk Mapping Table

		Impact			
Likelihood	Not Significant	Minor	Medium	Major	Disaster
Very likely	Very Likely NSI	Very Likely MI	Very Likely MEI	Very Likely MAI	Very Likely DI
Likely	Likely NSI	Likely MI	Likely MEI	Likely MAI	Likely DI
Unlikely	Unlikely NSI	Unlikely MI	Unlikely MEI	Unlikely MAI	Unlikely DI
Very Unlikely	Very Unlikely NSI	Very Unlikely MI	Very Unlikely MEI	Very Unlikely MAI	Very Unlikely DI

3.3 Risk management strategies

Acceptance of risk

This strategy is a common option when the cost of other risk management options, such as avoidance or management, may outweigh the cost of the risk itself. This option is preferred when the probability of occurrence is unlikely or very unlikely and the impact is potentially not significant or minor.

Avoiding risks

Risk avoidance is the opposite of risk acceptance. It is the action that avoids any exposure to risk, whatever it may be. It is important to note that risk avoidance is generally the costliest of all risk management options. This option is preferred when the probability of occurrence is likely or very likely and when the impact is potentially medium to disaster.

Risk Management

This strategy allows the company to limit its exposure to certain risks by taking certain measures. It is a strategy of accepting a certain risk and avoiding it or averaging the two. This option is preferred when the probability of occurrence is likely and when the impact is potentially minor to not significant.

Risk transfer

Risk transfer is the implication of the transfer of risk to a willing third party. This option is preferred when the probability of occurrence is very likely and when the impact is potentially minor to not significant.

4.Risk Management Plan

Identified Risk	Likelihood	Level of Impact	Management Strategy	Management Plan
Environmental/ Disaster	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR] [DISASTER]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Ensure to follow Government Guidelines as to how disaster is to be managed and have internal measures in place to comply with these guidelines i.e. COVID-19
Regulatory	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR] [DISASTER]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Ensure all legislative and compliance requirements by Government and regulatory bodies are adhered to and complied with at all time. Have internal control in place to ensure this is followed
Operational	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Weekly review of internal process aimed at mitigating any unforeseen disruptions to operations

		[DISASTER]		
Identified Risk	Likelihood	Level of Impact	Category	Management Plan
People and Culture	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR] [DISASTER]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Maintaining Business success in an increasingly complex environment requires a proactive and coordinated solution to risks associated with HR.
Financial	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR] [DISASTER]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Review all financial matter in consultation with external auditors and accountants aimed at ensuring all accounting and financial matter are managed and dealt with as swiftly as come
Political	[VERY LIKELY] [LIKELY] [UNLIKELY] [VERY UNLIKELY]	[NON-SIGNIFICANT] [MINOR] [MEDIUM] [MAJOR] [DISASTER]	[ACCEPT] [AVOID] [MANAGEMENT] [TRANSFER]	Follow all government and regulatory guideline in the event of political unrest. Have appropriate insurance in place

