

## WACC RISK REGISTER September 2019

Ref	Risk Description	Severity	Incidence	Action to Mitigate	Reputational Risk
1	<b>Loss of key staff:</b>				
1.1	Death or severe illness of CEO	High	Low	<u>Emergency Leadership Planning policy in place.</u> Trained staff members to act in interim. Officers to start search committee. Policy prevents senior staff from travelling in same long distance conveyance.	<u>2 (disruption)</u>
1.2	Death or severe illness of senior staff	High	Low	<u>Administrative procedures are documented and accessible. Knowledge of main tasks shared between staff.</u> Other staff members <u>(or short term replacements)</u> to act in interim until replaced.	<u>2 (disruption)</u>
1.3	<u>Unplanned or unexpected</u> <del>Early</del> departure of CEO	High	Low	Emergency Leadership Planning <del>document</del> <u>policy and procedures need to be</u> in place.	<u>4</u>
<u>1.4</u>	<u>Unplanned or unexpected</u>	<u>High</u>	<u>Medium</u>	<u>Administrative procedures are documented and accessible. Knowledge of main tasks shared</u>	<u>3</u>

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	<u>departure of senior staff</u>			<u>between staff. Other staff members (or short term replacements) to act in interim until replaced.</u>	
2.	Major funder <u>significant</u> reduction in funding	High	<u>Low</u> <u>Medium</u>	Continue to seek diversification of funding sources; maintenance of budget stabilization fund using accumulated net assets. <u>Ring-fencing part of the reserves</u>	<u>5</u>
	<u>Difficulty of finding new funding slources</u>	<u>High</u>	<u>Medium</u>	<u>Developing fundraising initiatives and strategies; finding ways to present WACC effectively.</u>	<u>3</u>
<u>3.</u>	<u>WACC regions becoming inoperative</u>	<u>High</u>	<u>Low</u>	<u>Exchange of experience between regions. WACC global support for regions.</u>	<u>3</u>
3.	Building fire	High	Low	<u>Regular fire inspections and alert staff to procedures for fire. Regular fire drill. Clear signage for fire escape. Insurance policy in place for physical assets. Ensure secure storage of key documents. Off-site storage of backup data. Insurance policy that includes staff and visitors. Off-site storage of backup data.</u>	<u>3</u>
4.	Break in	<u>Low</u> <u>Medium</u>	Low	Monitored burglar alarm system for Canadian office, secure office in UK.	<u>1</u>
	<u>Assailant</u>	<u>High</u>	<u>Low</u>	<u>Staff training and information. Consideration of emergency alarm.</u>	<u>1</u>

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5.	<p>Failure of digital information storage system</p> <p><u>Hacking, Denial of Service Attacks, etc.</u></p> <p><u>Access to confidential electronic documents</u></p>	<p>High</p> <p><u>High</u></p> <p><u>High</u></p>	<p>Low</p> <p><u>Low</u></p> <p><u>Low</u></p>	<p>Daily off site data backup. Firewall, security and anti-malware software in place. Backup server moved to offsite location.</p> <p><u>IT professionals on call if necessary. Staff informed of risks. Daily off site data backup. Firewall, security and anti-malware software in place. Backup server moved to offsite location.</u></p> <p><u>Confidential documents stored on a separate server partition. Hard copies locked in office,</u></p>	<p><u>2</u></p> <p><u>4</u></p> <p><u>4</u></p>
6. (+8, 13)	<p><del>Reputational Risk—</del> <del>Inappropriate activities actions of staff, directors, and volunteer leaders, regions, project partners, members</del></p>	High	<u>Low</u>	<p>1. <u>WACC policy documents</u></p> <p>2. <u>Handbook for directors</u></p> <p>3. <u>Policies on the use of WACC name and logos</u></p> <p>4. <u>Policy on official WACC statements</u></p> <p>5. <u>Social media policy for staff</u></p> <p>6. <u>Social media guidelines for WACC volunteer leaders</u></p>	<u>5</u>
7.	<u>Internal</u> Fraud	High	Low	Operational procedures require separate and multiple authorisations for significant financial transactions. <u>Regular changes in auditors. New Auditor to be appointed.</u>	<u>5</u>
	<u>Fraud by project partners</u>	<u>Medium</u>	<u>Low</u>	<u>Regular audits.</u>	<u>3</u>
8.	Staff ignorance of policies	<del>Low</del> <u>Medium</u>	Low	All staff provided with complete policy manual upon hiring and with additions/changes.	<u>3</u>

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9.	Loss of credibility due to conflict of interest	High	Low	Conflict of interest and conduct of business policies in place.	<u>4</u>
10.	Board lack of due diligence	High	Low	Orientation for <del>and r</del> Responsibilities of Board members <u>regularly</u> provided at <del>2019</del> face to face meeting. Provided with Handbook for Directors. <u>Guidance reviewed as necessary with changes in regulations. Director consent forms.</u>	<u>5</u>
	<u>Liability of directors</u>	<u>High</u>	<u>Low</u>	<u>Review current liability.</u>	<u>5</u>
11.	<del>Lack of</del> <u>Inadequate</u> strategic direction and focus *	High	Low	<del>Regular meeting of Officers and Road Strategic Plan in place until 2021.</del> Board reviews <u>Strategic Plan at five year intervals and</u> implementation <del>of SP</del> at regular intervals.	<u>4</u>
12.	Inadequate policy framework *	Low	Low	<del>Staff identify p</del> <u>Policy gaps to Officers identified</u> as they become aware of them; <u>board members and staff encouraged identify gaps.</u>	<u>2</u>
13.	Loss of staff commitment *	<del>High</del> <u>Med</u> <u>ium</u>	Low	<u>Encouragement of conducive working environment and professional development.</u> Fair employment <u>policy policies</u> in place. <del>Salaries above average.</del>	<u>4</u>
14.	Government <u>regulations,</u> surveillance and/or pressure	High	Low	<u>Regular review to ensure compliance with regulations.</u> In Canada, WACC's expenditure is reviewed by the Canada Revenue Agency. In the UK, WACC's expenditure is reviewed by the Charity Commission. To date, neither entity has raised any concern.	

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15.	Data <u>privacybreach</u>	High	Low	Data Privacy Policy. Need to review regularly.	<u>5</u>
<u>16.</u>	<u>Inappropriate commenting on social media feeds</u>	<u>High</u>	<u>Medium</u>	<u>Regular monitoring of social media feeds. Website comments moderated before publication. Communications strategy includes crisis strategy.</u>	<u>5</u>