

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 6007

SUBJECT: RISK PREVENTION

POLICY: The organization conducts prevention and risk reduction activities and monitors and evaluates risk prevention and management effectiveness.

PROCEDURES:

- 1) The organization conducts quarterly review of immediate and ongoing risks that includes a review of incidents, critical incidents, accidents, and grievances.
- 2) Management, with the involvement of the governing body, conducts an internal assessment of overall risk at least annually, that includes:
 - a) Compliance with legal requirements, including licensing and mandatory reporting laws, fiscal accountability, and governance;
 - b) Insurance and liability;
 - c) Health and safety, including use of facilities
 - d) Contracting practices and compliance;
 - e) Staff training regarding areas of risk;
 - f) Volunteer roles and oversight;
 - g) Research involving program participants and other clients' rights issues;
 - h) Security of information, including client confidentiality;
 - i) Financial risk;
 - j) Fundraising;
 - k) Conflict of interest;
 - l) Employment practices; and
 - m) Interagency collaborations.
- 3) The annual risk assessment report must be presented to the governing board at a meeting annually to evaluate overall risk.

AUTHORIZED DATE: 10/22/09

REVISED DATE: