OCI Foundation International

"...we rise, by lifting others"

Policy on Reporting Serious Incidents and Risks (March 2025)

A. Introduction

The OCI Foundation recognises that risks may originate from organisational decisions and/or the external environment. This can happen in local, national and international situations.

This policy provides a framework for the structures and processes required to manage risks within the OCI Foundation. We recognise that it is essential to identify and manage potential risks to effectively achieve our vision and mission. This policy applies to all OCI Foundation members, associates, and partners.

Risk management and serious incident reporting are essential as they provide support for the OCI Foundation to:

1) Be compliant with legislation, regulations and contracts.
2) Improve planning and efficiencies for projects and activities
3) Improve safety and security for employees.
4) Add value to its reputation as an NGO.

B. Policy

1) The OCI Foundation's Governing Body serves as the "Risk and Serious Incident Committee (Team)" that provides governance advice and oversight to ensure efficient, effective and ethical decisions on its overall work and specific projects. The team also helps ensure effective due diligence in relation to partnerships and other arrangements involving external parties.
2) The OCI Foundation is committed to the implementation of this Policy Document. Where we work with partners on a program or project, partners will be involved in developing the risk management and incident reporting plan and register for that project. Partners will also be required to show evidence for compliance.
3) The Risk and Serious Incident Team will review each risk management plan and register prior to acceptance of a proposal for a program, project, other activity, or an Agreement or MOU with a proposed partner. The evaluation for each activity should be reported to this Team, including outcomes of the risk management process implemented.
4) An annual Risk/Serious Incidents Management Report will be reviewed by the Team, and any adjustments required to the risk management processes will be determined by the Committee for continual improvement.

C. Risk management framework

1) Risk and Serious Incident management is about avoiding known risks, minimising risks and managing risks and incidents to achieve the OCI Foundation's objectives.

2) They also include addressing potential risks in order to protect and safeguard people, resources and activities.
3) The OCI Foundation documents and reports all findings from the Committee. Should a situation occur where risks have been realised and resulted in harm or other damage, a report will be given to the OCI Foundation executive for management purposes.
4) We adopt the following approach to risk assessment for its activities:
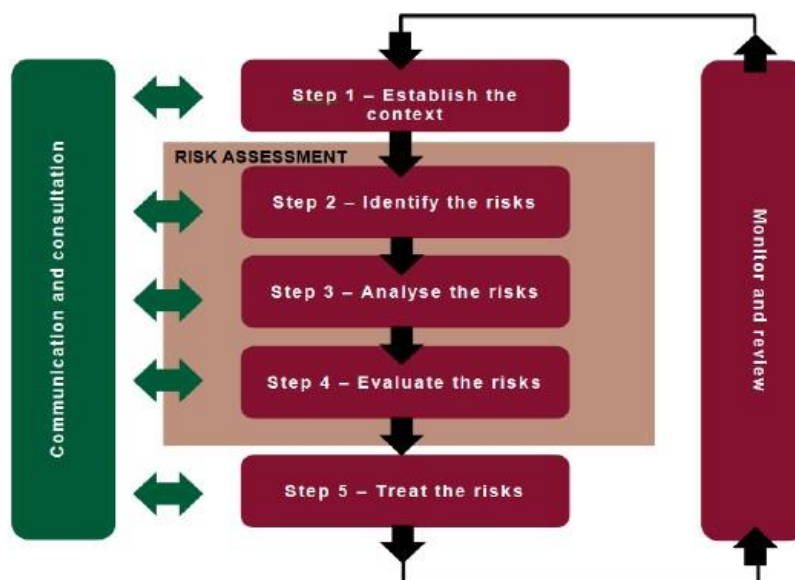
D. **Risk management matrix**

OCI Foundation uses the matrix below to determine the level or rating of risks. It helps identify the intersections between their likelihoods of occurrence and their potential consequences.

Likelihoods

Likelihood	Descriptor
Almost certain	Will probably occur, could occur several times per year
Likely	High probability, likely to arise once per year
Possible	May arise over a five year period
Unlikely	Could occur over a five to ten year period
Rare	Very unlikely but possible over a ten year period

Consequences

Consequences	Descriptor
Catastrophic	Most if not all objectives may not be achieved, or extremely severely affected
Major	Most objectives threatened or one severely or extremely affected
Moderate	Some objectives affected, considerable effort to rectify
Minor	Effort to rectify objectives can be achieved
Insignificant	Very small, negligent impact, rectified by normal processes

The Matrix: Likelihood vs. Consequences

Likelihood	Insignificant consequences	Minor consequences	Moderate consequences	Major consequences	Catastrophic consequences
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	High	High
rare	Low	Low	Low	Medium	High

E. **Serious Incident/Near Miss Report Form**

This form is to be submitted to the OCI Foundation's Risk and Incident Report Committee/Team when a report is made of an incident causing harm to person/s, facilities, property, resources, or the environment. It is to be completed, scanned, and filed with the Committee for consideration and action as required.

F. **Review of Policy Document**

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

G. **Feedback**

If you have any feedback on the OCI Foundation on this document, please contact us immediately via the link **HERE**.

This document was developed courtesy of a similar document from CLAN.