Uganda Martyrs University

THE PREMIER CATHOLIC UNIVERSITY IN UGANDA

RISK MANAGEMENT POLICY

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1.0 Overview

Uganda Martyrs University is committed to excellence, continuous improvement and shall endeavor to encourage innovation whilst maintaining a low-risk profile. Staff members are encouraged to adopt a positive approach to risk management, which further strengthens the risk-awareness culture as opposed to a risk-averse culture.

Risk management must be incorporated in the strategic and operational planning and processes at all levels within the University to minimize the impact of risk. Opportunities and risks should be identified and proactively assessed and monitored by staff on an ongoing basis. A deliberate process of training staff on risks and how they can be mitigated will be organized on a periodic basis.

The University's approach to risk management, including the Risk Management Model and Principles, is aligned within the Ugandan Occupational Safety and Health Act 2007 (Risk Management Principles and Guidelines).

Given the different locations and activities that the University carries out, it is vulnerable to many risks which can bring it to a standstill or threaten its existence and affect its service delivery.

2.0 Definition

Risk in this policy has been defined as ‘the possibility of a loss or other adverse events that have the potential to interfere with the University’s ability to fulfill its mandate.’ Risk Management is the logical step-by-step process taken to protect and consequently minimize risks to the University’s talent, students, property and interests.

The importance of risk management has been growing steadily over the years. There is increasing awareness and expectation of the need to **MANAGE** risks rather than leaving them to chances of occurrence.

Deliberate Risk Management sometimes transforms risks to become opportunities that can be explored for the good of the University. The tone for the effective management of risks must therefore be set from Top Management and should be strong and uncompromising.

3.0 Purpose

The Purpose of Uganda Martyrs University Risk Management Policy is to ensure that the portfolio of risks that could negatively influence the achievement of both the university's strategic and key operational objectives is being consistently and effectively managed.

4.0 Policy Statement

Uganda Martyrs University is committed to protect its resources through inculcating a risk aversive culture and acquiring insurance.

5.0 Scope

The Risk Management Policy shall:

a) Cover all campuses of the University and Estate;
b) Be a collective responsibility of all staff, students and other Stakeholders of the University;
c) Be incorporated within critical incident management and work, health and safety risks and covered by specific University policies and procedures.

6.0 Objectives

Set up the Risk Management Committee that shall be able to:

i. Provide information and guidance to all Faculties, Schools and Administrative units of the University on Risk Management.
ii. Foster and encourage a risk-awareness culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure
iii. Ensure strong academic and corporate governance practices that effectively manage risk while allowing innovation and development.
iv. Support effective decision-making that is guided by the University's Mission and Vision.
v. Ensure a consistent and effective approach to Risk Management whereby it is embedded in all the University business activities, functions and processes.
vi. Formalize its commitment to the principles of Risk Management and incorporating these into all areas of the University;
vii. Align the University's planning, quality and risk management systems and their

integration into all areas of the University's operations.

7.0 Risk Management Model

The Risk Management Model outlines the University's approach to risk management and integrates the Risk Management Principles and Process.

The Risk Management Model consists of the following steps:

Identify:	Identify the risky events that may prevent or delay the achievement of the University's strategic goals and objectives.
Analyze:	Outline the causes, impacts and existing treatments in order to assess the consequence and likelihood of the risk and determine the risk rating.
Treat/Mitigate:	Implement both existing and future treatments in order to prevent and/or mitigate the risk.

Monitor:	Continually monitor and evaluate the risks and treatments in order to maintain the effectiveness and appropriateness of the University's risk management.
Report:	Provide regular reports and updates in order to assure the University and key stakeholders that the risks are being appropriately managed and treated.

8.0 Risk Management Responsibilities in the University Structure

Risk Management at Uganda Martyrs University shall be carried out through the different stakeholders. The key roles of stakeholders associated with managing the university’s risk exposure are:

- **Oversight:** All risks shall be identified, categorized, managed and monitored under a holistic approach consistent with the university’s risk management process;

- **Ownership and Responsibility**: The ownership of risk is inextricably linked with the ownership of goals and objectives. Individuals who are responsible for the completion of goals and objectives are therefore responsible for identifying, evaluating, mitigating and reporting associated risk exposures;
- **Insurance:** Management should have reasonable assurance that risk is being appropriately managed within defined levels to bring value to the University.

However, the specific responsibilities shall be held by respective entities of the University as follows:

i. Management, Faculty Deans, Directors, and Supervisors at all levels will ensure that staff within their jurisdiction understand their responsibilities and assist in fostering a risk-awareness culture.
ii. All staff and students have a significant role in the management of risk within their area of influence. Staffs are responsible for adhering to the University's Risk Management Policy, Risk Management Procedure and any related documentation.

iii. All Departments of the University, shall be responsible for periodic Risk Assessment and Management and shall send periodic reports to the Risk Management Committee detailing but not limited to their: Business Processes, Workflows, Risks Identified, Risk Evaluation and Mitigation methods.

8.0 Composition of the Risk Management Committee

Representatives from:

a) Human Resource Directorate
b) Finance Department
c) Dean of Students' Office
d) Staff Representatives (Academic and Administrative)
e) Public Relations Officer
f) Estates Manager
g) UMUSU President
h) Security Officer
i) Officer in Charge, Nkozi Police Station
j) Health Personnel (Member from the University Infirmary)
k) Quality Assurance Directorate

9.0 Review of the Policy

The policy shall be reviewed whenever deemed necessary.

10.0 Access to the Policy

The policy shall be available to all Stakeholders of Uganda Martyrs University.

11.0 Support to the Policy

The Risk Management Policy enumerates guidelines and shall have to be supported by a Risk Management Manual which details all the subjects mentioned in the Policy.