



EXECUTIVE SUMMARY

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1.0 PREAMBLE

- 1.1 Simon Fraser University (the University) is committed to implementing and maintaining a sustainable Enterprise Risk Management (“ERM”) process across the institution. The University recognizes that in undertaking activities not all risk can, or should be, eliminated. Although risk management often involves responding to the negative impacts of risk, all opportunities bring some risk which must be effectively managed, and not necessarily avoided. Awareness and management of risks is critical for protecting the University.

Every member of the university community has a role to play in risk management and is expected to adopt strategies that balance risks and rewards when taking activities on behalf of the University.

The University supports ERM through an active program of risk identification, mitigation and transfer across six categories of risk: compliance, environmental, financial, operational, reputational and strategic. The University reviews the approach to ERM regularly to ensure the timely implementation of best practice based on provincial risk management guidelines as well as internationally accepted risk management standards.

2.0 PURPOSE

- 2.1 This policy sets out the principles the University will follow and the activities it will undertake in managing institutional risks, and establishes roles, responsibilities, and accountabilities for ERM.
- 2.2 This policy is intended to provide a consistent foundation for risk management. The policy is supported by the ERM Procedures which will be updated as needed to reflect changes in the University’s practices, stakeholder expectations, as well as SFU’s strategic plan and objectives.

3.0 SCOPE AND JURISDICTION

- 3.1 This policy applies to all members of the university community and to all university activities, whether in Canada or abroad.

4.0 DEFINITIONS

- 4.1 Please see Appendix A for the definitions of words used in this policy and its associated procedures

5.0 POLICY

- 5.1 The implementation and continuous improvement of Enterprise Risk Management will be guided by the following principles:

5.1.1 The University takes on risk as a necessary part of its operation and acknowledges that all activities have an element of risk and that not all risks can be fully mitigated or transferred. Effective risk management is an essential aspect of operating a university.

- 6.1.3 Vice President, Finance and Administration (“VPFA”): The VPFA oversees the development of the ERM Policy and the ERM Procedure as well as the overall operation of Enterprise Risk Management
- 6.1.4 Executive Risk Lead (“ERL”): The Executive Risk Lead is responsible for monitoring, responding to, and reporting on the institutional risk to which they have been assigned, and to ensure that individual employees understand and manage the risks that fall within their area of responsibility
- 6.1.5 Safety and Risk Services Safety and Risk Service is responsible for the development and facilitation of Enterprise Risk Management facilitating risk management reporting for the University
- 6.1.6 Internal Audit : Internal Audit is responsible for providing independent and objective assurance on the University’s risk management and internal control framework to the Board

7.0 REPORTING

- 7.1 The risk management procedures followed by the University and the results are supported by appropriate records and documentation. The University Executive will formally assess the management of risks, including identification of key emerging risks, on at least an annual basis and submit formal reports to the Board.

8.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 8.1 The legal and other University Policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:
 - 8.1.1 University Act R.S.B.C. 1996, c. 468
 - 8.1.2 Freedom of Information and Protection of Privacy Act R.S.B.C. 1996, c. 165

9.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- 9.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s Freedom of Information and Protection of Privacy Act and the University’s Information Policy series.

10.0 RETENTION AND DISPOSAL OF RECORDS

- 10.1 Information and records made and received to administer this policy are evidence of the University’s actions to identify, measure, assess, respond to, monitor, and report on risks that affect the achievement of the University’s strategic plan or institutional goals Information and

records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist

11.0 POLICY REVIEW

11.1 The Vice President Finance and Administration will undertake a systematic approach to monitoring and evaluating this policy and its associated procedures and practices to ensure that they are responsive to evolving needs and the evolving environment. This is not limited to:

11.1.1 Reporting semiannually to the Board on the implementation of the policy;

11.1.2 Periodic reviews of the University's training and educational initiatives related to ERM; and

11.1.3 Reviewing this policy at least every three years.

12.0 POLICY AUTHORITY

12.1 This policy is administered under the authority of Vice President Finance and Administration.

13.0 INTERPRETATION

13.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice President, Finance and Administration, whose decision shall be final.

14.0 PROCEDURES AND OTHER ASSOCIATED DOCUMENTS

14.1 Appendix A contains the definitions applicable to this policy and its associated procedures.

14.2 The procedures for this policy are: Enterprise Risk Management Procedures