

Risk Management Policy

Purpose

To establish a robust and transparent framework for identifying, assessing, mitigating, and monitoring risks that may affect the **Sahayog** objectives, beneficiaries, funds, compliance obligations, and reputation, in line with CSR expectations, FCRA provisions, and donor requirements.

Applicability

This policy applies to the Governing Body/Board, management, staff, volunteers, consultants, and implementing partners across all programs and operations of the NGO.

Key Risk Areas

- **Strategic:** Alignment with charitable objectives, funding sustainability, governance effectiveness
- **Operational:** Program delivery delays, partner performance, staff capacity, health and safety
- **Financial:** Fraud, misuse or diversion of funds, weak controls, cash flow constraints
- **Compliance & Legal:** Societies/Trust/Section 8 laws, Income Tax Act (12AB, 80G), CSR Rules, FCRA, donor agreements
- **Reputational:** Ethical misconduct, adverse media, stakeholder grievances
- **Safeguarding:** Risk of harm, abuse, or exploitation of beneficiaries

Risk Management Process

1. Identify risks through planning, monitoring, audits, and feedback
2. Assess risks based on likelihood and potential impact
3. Mitigate risks through policies, controls, segregation of duties, approvals, and insurance
4. Monitor key risks through a Risk Register and periodic review

Governance & Oversight

- **Board:** Policy approval and oversight of significant risks
- **Senior Management:** Implementation, compliance, and reporting to Board and donors
- **Risk Owners:** Day-to-day risk management within assigned areas

Incident, Fraud & Safeguarding Reporting

All incidents, suspected fraud, misuse of funds, safeguarding concerns, or serious compliance issues must be reported immediately and escalated in accordance with statutory, CSR, FCRA, and donor reporting requirements.

Review

The policy shall be reviewed by governing body at least once every years or earlier if required by changes in law, donor expectations, or operational context.