

# RISK MANAGEMENT

At Sign & Print Factor, we believe that:

- The managed balance between being fully aware of risks, the understanding of opportunities and resultant rewards when managed effectively is the very essence of business.
- Risks should be systematically identified, understood, managed effectively, mitigated or transferred in a timely fashion.
- Risk Management is a line management responsibility that also requires a personal commitment from all employees.
- Excellence in risk management will make a more cost effective, competitive business with an improved future sustainability.

Our objective at Sign & Print Factor is to:

- Manage, mitigate or transfer risks which could prevent the achievement of our business objectives in a timely fashion.
- To meet this objective, it is our policy:
- To manage risk in a way which is consistent with our third party accredited integrated management system and the way our clients manage risk basing our approach on the ISO 31000 standard and HM Treasury's "Orange Book"
- To identify those risks which could prevent us achieving our business objective as part of our business planning process.
- To record, fully explore and communicate the identified risks on our risk register.
- To use modern technology to capture, share and report risk so that risk at all levels is visible throughout the business.
- To use our balance sheet to calculate our risk exposure and the steps to mitigate and manage
- To measure and record the effects of the identified risks.
- To use the data collected to identify ways of reducing the impact of those risks.
- To transfer those risks which we are unable to control or influence to mitigate.
- To manage the effects of those risks which cannot be controlled or transferred.
- To identify best practice for reducing the impact of those risks.
- To be more cost effective by systematically reducing the cost of risk.

- To monitor the effectiveness of the risk management framework through IMS Audits, divisional monthly management meetings, quarterly strategic reviews and our EFQM assessments.
- To review and improve the risk management policy and framework in line with the developing risks that the group faces.

Senior management has established these beliefs, objectives and goals and are directly responsible for their implementation and have made a commitment to make the necessary resources available to manage risks effectively.



Signed:  
Lian Clarke  
Managing Director

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