

Appendix 2
Employment Policies and Procedures: Attendance Management Policy - Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Employment Policies and Procedures	Failure to provide a suite of policies that comply with employment legislation and that are fit for purposes of improving performance and managing risk	T	Managers not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	01.08.16	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ongoing	open	80	Helen Bishop
Employment Policies and Procedures	Loss of opportunity to have a suite of policies that implement good practice	O	Manages not equipped with revised policies and procedures	Effective employment policies not implemented consistently and fairly applied	16.02.16	Helen Bishop	3	3	3	2	2	2	Reviewing and maintaining current employment policies is a continual process	Reviewing and maintaining current employment policies is a continual process	ngoing	open	80	Helen Bishop

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