



2025

RISK MANAGEMENT

PLAN



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1. Purpose and Scope

Asia Pacific College (APC) maintains a proactive risk management system to ensure institutional continuity, stakeholder safety, resilience, and sustainability. This Risk Management Plan is aligned with APC's Institutional Sustainability Policy Framework and supports long-term environmental stewardship, social responsibility, and governance excellence.

2. Risk Governance and Oversight Structure

Risk management at APC operates within an integrated governance and sustainability framework. Management assumes primary responsibility for risk oversight, supported by institutional councils and operational units, ensuring alignment with the Environmental, Social, and Governance (ESG) pillars of sustainability.

Key Oversight Bodies:

1. APC Management – Overall accountability for institutional risks, sustainability, and continuity
2. Resiliency Council – Disaster risk reduction, emergency preparedness, crisis response, and recovery
3. Facilities Council / Building Maintenance Office – Physical, environmental, and infrastructure risk management
4. Human Resources, ITRO, Academic and Administrative Units – Domain-specific risk and sustainability controls

3. Risk Identification

Risks are identified through audits, stakeholder feedback, compliance inspections, administrators' planning workshops, and sustainability reviews. Risk identification incorporates sustainability-related risks including environmental impact, workforce well-being, ethical governance, and institutional resilience.

Key risk categories include:

1. Academic and Learning Continuity Risks
2. Operational and Infrastructure Risks
3. Environmental and Climate-Related Risks
4. Human Resource, Health, and Safety Risks
5. Information Systems and Data Risks
6. Governance, Compliance, and Reputational Risks

4. Risk Assessment

Identified risks are assessed based on severity, likelihood, sustainability impact, and potential effect on academic operations, stakeholder welfare, environmental responsibility, and institutional reputation.

5. Risk Mitigation Measures

5.1 Environmental Sustainability Alignment

1. Energy efficiency and energy management programs

APC shall strengthen energy efficiency and energy management initiatives to mitigate operational, financial, and environmental risks by:

- Implementing energy monitoring and control measures to track consumption patterns and identify inefficiencies across campus facilities;
- Adopting energy-efficient systems, equipment, and technologies consistent with institutional energy policies and sustainability targets;
- Integrating energy risk considerations into facilities planning, retrofitting, and capital improvement decisions; and
- Coordinating energy-related risk responses, especially during periods of supply disruption or national energy advisories, under the guidance of the Resiliency Council.

2. Water, waste, and resource conservation measures

To reduce environmental risks and ensure sustainable resource utilization, APC shall:

- Implement water conservation, waste management, and resource efficiency programs across academic and administrative operations;
- Conduct regular monitoring of water use, waste generation, and recycling practices to identify risk areas and improvement opportunities;
- Ensure proper handling and disposal of waste, including compliance with applicable environmental regulations; and
- Integrate resource conservation strategies into facilities maintenance, procurement, and operational planning to support long-term environmental sustainability.

3. Climate resilience and environmentally responsible facilities management

In support of climate resilience and environmental responsibility, APC shall:

- Incorporate climate risk considerations into facilities design, maintenance, and improvement programs;
- Maintain campus infrastructure through preventive and corrective maintenance to reduce exposure to climate-related hazards;
- Implement environmentally responsible practices in building operations to minimize environmental impact and ensure business continuity; and
- Align disaster preparedness and response measures with climate adaptation and resilience measures coordinated by the Resiliency Council.

5.2 Social Sustainability Alignment

1. Health, safety, and well-being programmes for students and employees
To mitigate risks affecting people and institutional continuity, APC shall:
 - Implement comprehensive health and safety programs that promote physical well-being and prevent accidents and injuries;
 - Conduct regular safety inspections, drills, and awareness initiatives to ensure preparedness for emergencies; and
 - Provide support mechanisms that safeguard the welfare of students, faculty, and staff during routine operations and crisis situations.
2. Mental health services, counselling, and inclusion initiatives
Recognizing mental health and social inclusion as critical risk factors, APC shall:
 - Provide accessible counselling, mental health support, and psychosocial services for students and employees;
 - Conduct regular outreach, wellness activities, and engagement initiatives to promote psychological resilience; and
 - Foster an inclusive and respectful campus environment that reduces risks related to discrimination, isolation, or disengagement.
3. Insurance coverage and occupational safety compliance
To reduce financial and operational exposure arising from accidents, illness, or workplace hazards, APC shall:
 - Maintain appropriate insurance coverage for students and employees, including accident and health-related protection;
 - Ensure full compliance with occupational safety and health regulations and standards; and
 - Regularly review insurance coverage and safety compliance measures to ensure adequacy and effectiveness.

5.3 Governance for Sustainability Alignment

1. Ethical governance and transparent decision-making
To mitigate governance and reputational risks, APC shall:
 - Uphold ethical standards, integrity, and transparency in institutional decision-making processes;
 - Ensure that risk-related decisions are guided by documented policies, clear accountability, and stakeholder awareness; and
 - Promote a culture of compliance, responsibility, and shared ownership of institutional risks.
2. Risk reporting, monitoring, and accountability structures
APC shall institutionalize structured risk reporting and monitoring by:
 - Establishing clear reporting lines for risk identification, escalation, and resolution at unit, council, and management levels;
 - Requiring relevant offices and councils to document and report risk-related concerns and actions taken; and
 - Assigning accountability for risk mitigation measures to designated offices and responsible officers

3. Integration of risk outcomes into management review and institutional planning
To ensure continuous improvement and sustainability assurance, APC shall:
 - Integrate risk assessment results and mitigation outcomes into management review processes;
 - Use risk information to inform strategic planning, resource allocation, and policy refinement; and
 - Align risk management outcomes with institutional sustainability objectives, quality assurance processes, and long-term development plans.

6. Role of the Resiliency Council

The Resiliency Council operationalizes sustainability-related resilience by leading disaster risk reduction, crisis management, emergency preparedness, and post-crisis recovery initiatives. Its work supports APC's commitment to climate adaptation, safety, learning continuity, and institutional sustainability.

7. Reporting and Escalation Chain

Risk and sustainability issues are reported from unit level to relevant councils, escalated to the Resiliency Council when required, and endorsed to APC Management and the President for institutional decision-making.

8. Monitoring, Review, and Continuous Improvement

Risk mitigation and sustainability controls are continuously reviewed through internal audits, safety inspections, ESG monitoring, stakeholder feedback, and management assessment to ensure effectiveness and long-term resilience.

9. Documentation

Supporting documentation includes risk management records, Resiliency Council reports, sustainability monitoring matrices, safety inspection records, insurance policies, IT continuity plans, and institutional policy issuances.