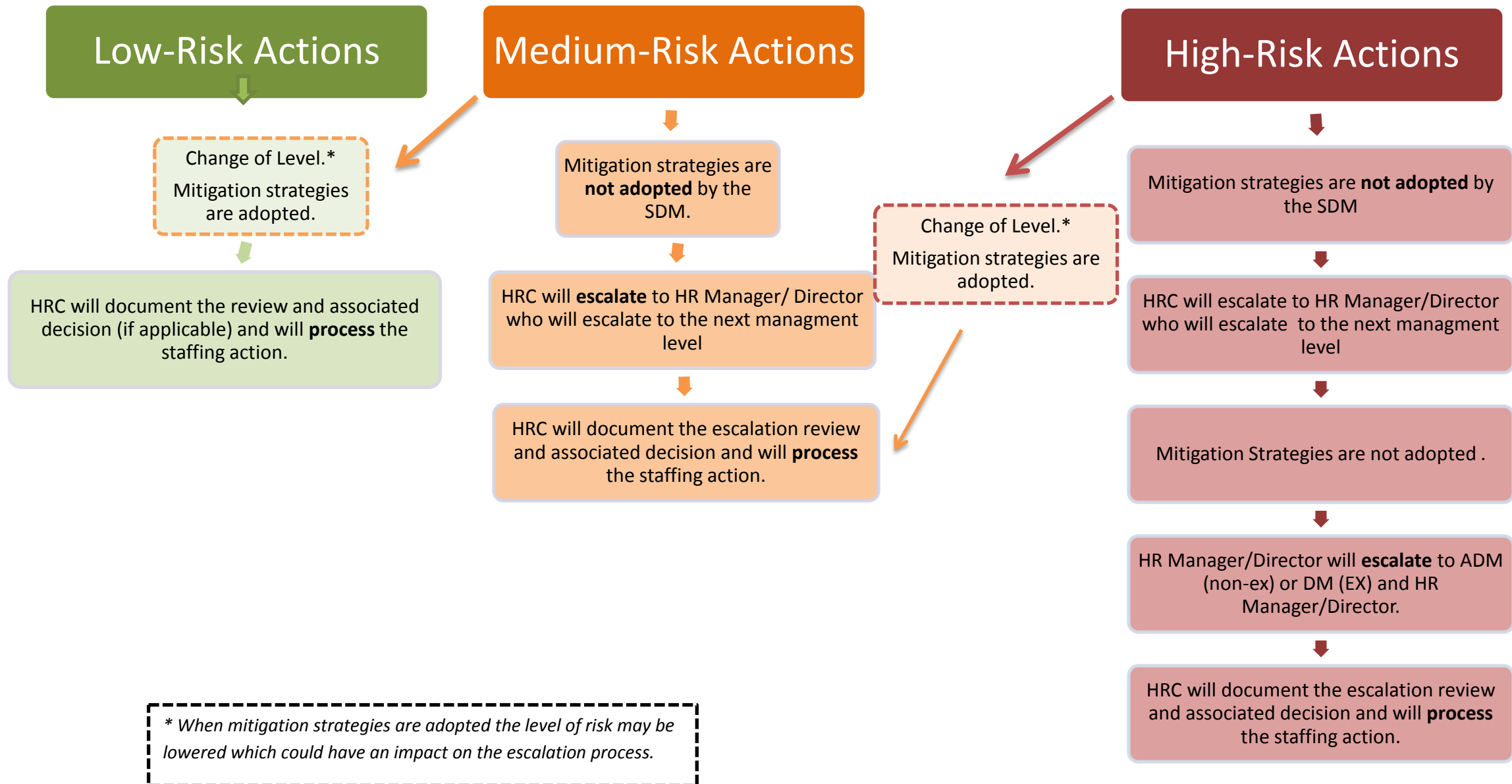


○ Annex B - Risk Framework Escalation Mechanism

Prior to escalating a given staffing action, the HR Consultant (HRC) must first discuss options and risks with the sub-delegated manager (SDM) responsible for the appointment process, and propose mitigation strategies.



## ○ Annex B - Risk Framework Escalation Mechanism

### Notes Annex B

#### Low-Risk Actions:

- Escalation: Actions only require sub-delegated management involvement; the escalation process does not apply.
- Mitigation Strategies: Even though escalation does not apply, mitigation strategies may be recommended for some low risk staffing action. Actions will be processed whether the Sub-delegated managers adopts the mitigation strategies or not.

#### Medium-Risk Actions:

- Escalation: All actions will be escalated up to the next management level and to the HR manager/Director.
- Mitigations Strategies: Mitigation Strategies always apply to Medium-Risk actions. Actions will be processed whether the next level of management adopts the mitigation strategies or not.
- Accountabilities: Upon escalation, the next management level will be held accountable to determine whether the business risk of not proceeding with the staffing action outweighs the identified staffing risks and whether to adopt the mitigation strategies proposed by the HR Consultant prior to proceeding with the staffing action.

#### High-Risk Actions:

- Escalation: All actions will be escalated up to the next management level and to the HR Manager/Director. When Mitigation Strategies are not adopted, the action will be escalated up to the final escalation level, the ADM (non-ex) or DM (ex).
- Mitigation Strategies: Mitigation strategies always apply to High-Risk actions and must be adopted to stop the escalation process to ADM or DM level. Actions will be processed whether the final level of management adopts the mitigation strategies or not.
- Accountabilities: Upon escalation, the responsible level of management will be held accountable to determine whether the business risk of not proceeding with the staffing action outweighs the identified staffing risks and whether to adopt the mitigation strategies proposed by the HR Consultant prior to proceeding with the staffing action.
- Oversight: High-risk staffing actions that required escalation to the final management level will be closely monitored and results will be reported to the Deputy Minister as part of ongoing reporting mechanisms.