

Town of Hollis
Office of the Select Board
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River Payne

Roger Hicks

Mike Seely, Sr.

POLICY #38

RISK ASSESSMENT AND REPORTING

In order to reduce the risk of loss to the Town of Hollis due to Fraud, Safety and General Liability, the Town of Hollis will adhere to the following:

1. Every twelve (12) months the Select Board will meet with all Department Heads to complete a risk assessment and review policies currently in place.
2. Department Heads shall be knowledgeable about any and all laws and rules related to their area of responsibility and for notifying the Select Board of any changes necessary to keep the Town compliant.
3. Every six (6) months Department Heads shall meet with their employees to review and discuss any and all policies regarding both safety and operations pertinent to their department.
4. Town Employees shall contact their supervisor or the Select Board Chair to report any knowledge or suspicion of fraud, safety violations, or other concern they may have regarding any risk of loss or any liability to the Town of Hollis.
5. Department Heads shall notify the Select Board within 24 hours of any concerns or knowledge of an incident in which any violation of this policy may have occurred.

This policy is effective immediately.

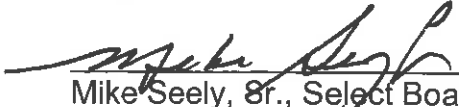
Adopted: August 6, 2014
Amended: November 23, 2016



River Payne, Select Board Chair



Roger Hicks, Select Board



Mike Seely, Sr., Select Board