# Tool 3.2: Risk mitigation plan example template

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| **Company Name:** | Your company name |
| **Effective date:** | Start date of risk management plan |
| **Supplier name (if applicable):** |  |
| **Supplier address:** |  |
| **Type of material:** | e.g. rough diamonds/coloured gemstones |
| **Type of risk:** | List risk covered by Annex II of the OECD Guidance e.g. direct or indirect support to public or private security forces who illegally control mine sites, transport routes and upstream actors. |
| **Description of risk:** | Provide specific details concerning the risk covered by the risk management plan |
| **Risk severity:** | Minor / Severe |
| **Mitigation measures agreed:** | Describe the measures that will be implemented to mitigate the risk |
| **Stakeholders consulted:** | List all stakeholders that you have consulted |
| **Feedback from stakeholders:** | Summarise the outcome of your engagement with relevant stakeholders e.g. who was in support for your plan, did they make recommendations to modify the plan, did any stakeholder express opposition to your proposed plans? |
| **Review frequency:** | Weekly, monthly, quarterly etc. |
| **Plan completion date:** | Within 6 months from the effective date |
| **Risk mitigated (yes/no):** |  |
| **Summary results of mitigation plan:** | Summarise the outcome of the mitigation measures including successes and challenges |
| **Follow up action:** | This may include a decision to terminate the relationship with supplier or continue trade while implementing further mitigating measures. |