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80:20 Rule	Also known as the Pareto Principle, this rule is a useful concept for life and time management, with the expectation that typically 20% of activities will account for 80% of results.
EAP	Refer Employee Assistance Program.
EDRMS	Electronic Document and Records Management System.
Efficiency, Effectiveness, Economy, Ethics	Efficiency is doing things right. Effectiveness is doing the right things. Economy is doing the right things at the least cost. Ethics is doing the right things the right way. Collectively these help to deliver value-for-money and are often called the 4Es.
ELT	Executive Leadership Team.
Email	Messages distributed by electronic means from one computer user to one or more recipients via a computer network.
Emergency Management	Organisation and management of resources and responsibilities for dealing with human aspects of emergencies - preparedness, response, mitigation, recovery.
Emergency Response	Procedures to be followed in emergency situations to enable rapid response and safety for people, for example at the time of a fire.
Emotional Intelligence	A person's emotional quotient (EQ) refers to an individual's level of ability to understand other people, what motivates them and how to work co-operatively with them. There are five categories of emotional intelligence: self-awareness (emotional awareness, self-confidence); self-regulation (self-control, trustworthiness, conscientiousness, adaptability, innovation); motivation (achievement drive, commitment, initiative, optimism), empathy (service orientation, developing others, leveraging diversity, political awareness, understanding others); and, social skills (influence, communication, leadership, change catalyst, conflict management, building bonds, collaboration and cooperation, team capabilities).
Emotional Quotient	Ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathise with others, overcome challenges and defuse conflict.
Emphasis of Matter	A paragraph included in an external audit report referring to a matter appropriately presented or disclosed in the financial report that, in the auditor's judgement, is of such importance that it is fundamental to understanding of the financial report.
Employee Assistance Program	EAP – A workplace scheme to provide employee counseling services to help overcome personal or workplace challenges – employees who enrol in the program are assured of confidentiality.
Employee Self Service	ESS – Technology that enables employees to perform many job-related functions such as human resource activities, booking business travel, applying for reimbursement and updating personal information – these activities were formerly paper-based or maintained by management or administrative staff.
Employment Engagement Survey	A periodic survey of employee views and perceptions to determine the extent to which employees feel valued, whether they are committed and operate at an optimum level, and how dedicated they are to the organisation's mission, objectives, values and outcomes.
Enabler	A person who enables another person to achieve something – can be good (achieving an ambition) or bad (enabling self-destructive behaviour or making it possible to avoid consequences).
Endemic	A disease or condition regularly found and very common among a particular group or in a particular area such as malaria which is endemic in many hotter world regions.

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Enforceable Undertaking	A legally binding agreement used as an alternative to a court-imposed sanction, such as a fine, for an alleged contravention of a law or regulation.
Engagement	A specific internal audit assignment, task, or review activity, such as an internal audit, control self-assessment review, fraud examination, or consultancy. An engagement may include multiple tasks or activities designed to accomplish a specific set of related objectives.
Engagement Objectives	Broad statements developed by internal auditors that define intended engagement accomplishments.
Engagement Opinion	The rating, conclusion, or other description of results of an individual internal audit engagement, relating to the objectives and scope of the engagement.
Engagement Survey	Refer Employment Engagement Survey.
Engagement Work Program	A document that lists the procedures to be followed during an engagement and is designed to achieve the engagement objectives.
Enterprise Risk Management	ERM – A methodology to examine risk management from an organisation's strategic perspective – a top-down strategy to identify, assess and prepare for potential losses, dangers, hazards and other potential impacts that could interfere with an organisation achieving its objectives.
Entity	A legally formed institution, company, partnership, government agency, university or other organisation distinguished from individuals.
Entity Acquisition Procedure	The procurement is exempt from the competitive bid process for example using small purchase procedures for purchases under a certain threshold. Many jurisdictions allow public organisations to use simplified acquisition procedures for purchases under a given amount threshold. However, assurance providers should pay particular attention when this procedure is used as controls may be easy to override.
Environment Risk	The probability and consequence of an unwanted accident from deficiencies in waste management, transport of dangerous substances, and waste treatment and disposal. Pollutants may be released into the environment, causing threats to human and animal health.
Environmental Scan	A systematic process for identifying and interpreting external threats and opportunities.
Environmental, Social, Governance	The three central factors in measuring sustainability and impact on society of investment in an organisation to help determine future financial performance. The environmental criteria look at how an organisation performs as a steward of the natural environment for example greenhouse gas emissions, water usage, and waste and pollution, including both outputs and inputs. The social criteria examine how an organisation manages relationships with its employees, suppliers, customers and the communities in which it operates for example employee relations, diversity, health and safety, and community support. Governance relates to an organisation's internal processes and leadership including executive remuneration, internal controls and assurance, and shareholder rights including board diversity, ethical decision-making, and deterring corruption and bribery.
EQ	Emotional quotient - refer Emotional Intelligence.
EQA	Refer External Assessment.
Equal Employment Opportunity	Everyone has equal access to available employment by ensuring workplaces are free from discrimination and harassment – includes ensuring workplace rules, policies, practices and behaviours are fair and do not directly or indirectly discriminate unlawfully.

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Equity	Being fair and impartial. In business, value of a company divided into equal parts owned by shareholders.
ERM	Enterprise risk management.
Error of Fact	(a) In external audit, an unintentional misstatement in a financial report including omission of an amount or a disclosure (b) In internal audit, relates to an error detected in an internal audit report that requires correction.
Escalation	A structured policy detailing the points at which key personnel will become actively involved in a business process escalation, incident or disaster situation.
ESG	Refer Environmental, Social, Governance.
ESS	Refer Employee Self Service.
Essential 8	A series of baseline mitigation strategies from 'Strategies to Mitigate Cyber Security Incidents' issued by the Australian Cyber Security Centre (ACSC) of the Australian Signals Directorate (ASD). It is recommended that organisations implement these strategies as a minimum to make it much harder for adversaries to compromise systems. While no single mitigation strategy is guaranteed to prevent cyber security incidents, organisations are recommended to implement the eight essential mitigation strategies as a baseline. This baseline, known as the Essential 8, makes it much harder for adversaries to compromise systems.
Ethics	The standard of moral behaviour and conduct expected of organisations and their employees.
Evidence	In internal auditing, evidence is sufficient information that is factual, adequate and convincing so that a prudent, informed person would reach the same conclusions as the auditor. Reliable information is the best attainable information through the use of appropriate engagement techniques. Relevant information supports engagement observations and recommendations and is consistent with the objectives for the engagement. Useful information helps the organisation meet its goals.
Exceptions	Refer Audit Observations.
Executive Director	A senior executive management position within an organisation.
Executive Leadership Team	ELT - Refer Executive Management Committee.
Executive Management Committee	An organisation's top level management committee comprising the chief executive and highest level senior executives.
Executive Sponsor	Primary business unit contact for an internal audit service and who will receive the internal audit report.
Exit Conference	A non-confrontational, low-key and informal meeting between internal audit and management at conclusion of audit fieldwork to inform management of the outcomes of the audit, inform them of the reporting process, get their acceptance of recommendations and agreement to implement them.
Expenses	Payments by an organisation - may include costs, expenditure, overheads, outgoings, disbursements, incidentals and incidental expenses.

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External Assessment	It is a requirement of the Internal Audit Standards for an external assessment to be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organisation. The chief audit executive must discuss with the board (a) the form and frequency of external assessment (b) the qualifications and independence of the external assessor or assessment team, including any potential conflict of interest. May also be called external quality assessment (EQA) or quality assurance review (QAR).
External Audit	An audit of financial statements undertaken in accordance with laws and external auditing standards by an external auditor who is independent of the organisation being audited.
External Fraud	Fraud committed against an organisation by someone from outside the organisation.
External Service Provider	A person or firm outside an organisation with special knowledge, skill, and experience in a particular discipline.