

## RISK MANAGEMENT POLICY

### FOR

(*Organization Name*)

#### ALCOHOL AND DRUGS

State your organization's position on alcohol consumption in relation to events, programs, travel, etc. Will members be able to consume alcohol during organization meetings and organization sponsored events (on-or off-campus? Are there consequences for breaking organization's policies and/or state and federal laws on alcohol and drugs. If yes, then [Insert Organization's Name] stating that the organization will abide by all Parker policies, rules, and regulations regarding the use, sale, and consumption of alcohol and as a "dry campus" and has no tolerance in relation to the use, sale, or possession of drugs. Keep in mind that Parker University is a "dry campus" and has no tolerance in relation to the use, sale, or possession of drugs.

#### HAZING

State your organization's position on hazing. May have a short description of hazing, that the Organization has a Zero Policy, that the individual will be reported to the Dean of Student Affairs, and consequence for member involved in hazing (immediate dismissal or probationary period) from the organization.

#### ORGANIZATION EVENTS AND MEETINGS

Describe how you will prevent and handle the occurrence of the following possible situations at an event or meeting: offensive comments or language, bad weather, negative publicity for the organization or University, injury, loss, and other potential hazards. Include plans for how your organization will address safe food handling and disability access and accommodations. Who can join your organization (open to all students, staff, and faculty enrolled/employed at Parker). How will you conduct your organization's meetings? Will you use [Robert's Rule of Order](#)? How will the organization address offensive language by a member (either in-person or online). How will you communicate with your members in the event of bad weather (campus closures). [Insert Organization's name] will notify members in accordance with the Parker University official means of communication in the event of bad weather. [Insert Organization's name] will follow safe food handling guidelines according to Parker University policy. Addition: Fresh/unsealed food is up to user discretion. [Insert Organization's name] will provide disability access in accordance with Parker University's Accommodations policy.

#### RISK MANAGEMENT EDUCATION

Explain how your organization will educate members on your risk management policy and the University regulations expressed at Student Organization Orientation. List the topics you will discuss and method(s) you will use to educate your organization members. [Insert Organization's Name] will provide access to the Bylaws/Constitution and Risk Management Policy to all members at the start of each trimester and will remind members of Parker- University's policies on alcohol/drug use, hazing, organizational polices, and sexual harassment. Other applicable policies will be announced prior to all events as necessary.

#### SEXUAL HARASSMENT

State your organization's position on sexual harassment. In the event that you or a member of your organization feels that they have been a victim of sexual harassment, please contact the Dean of Student Affairs. May have a short description of sexual harassment. [Insert Organization's Name] has a zero-tolerance policy on sexual harassment. In the event that a member of [Insert Organization's Name] feels that they have been a victim of sexual harassment, please contact the Dean of Student Affairs. Will the member be dismissed from the organization?

#### TRAVEL

List guidelines for your organization while traveling. These could include: vehicle safety, first aid, weather, emergency contacts, accountability for traveling individuals, group bus vs. individual vehicles, equipment inventory, advisor attendance, and any other topic you deem necessary. Ensure that your organization complies with the University Travel

**Policy.** Organization will coordinate travel plans including individual vehicles, carpooling, weather and road conditions, etc. Will members take responsibility and take liability in the event of an accident or injury that occurs during travel? Will the organization ask members to sign liability forms and emergency contact information? [Insert Organization's Name] will adhere with the University Travel policy as stated in the Student Handbook. In the event of an accident or injury, the President will make contact in this order:

1. In the case of an emergency contact 911
2. The involved member's emergency contact
3. The club/organization's advisor
4. Dean of Student Affairs

## OPTIONAL SECTIONS

Some additional sections you can consider including are: Adjusting, Finances, Personal and Organizational Liability, and Discipline Procedures. **Finances:** Does the organization collect dues? How will the organization handle its money and who is held responsible for collecting/depositing?

**Personal and Organizational Liability:** Are members liable for their own actions or will organization acknowledge liability for organization failure/incident and misconduct of members?

**Discipline Procedures:** Any member or officer who engages in activities that is explicitly against the organization's Risk Management Policies and Bylaw/Constitution will be disciplined as deemed appropriate by Advisor. This may include, but is not limited to, having the leadership title, responsibilities and perks of an officer position revoked indefinitely if the person is an officer, or being banned from future club events and activities if the person is a member.

**Adjusting:** If the club offers opportunities for adjusting, a faculty member **MUST** be present. Members and officers of the organization should be aware that it is a violation of the Student Code of Conduct to adjust without the presence of a faculty member.

\*Please work with your advisor when creating your organization risk management policy.