



Risk Management Policy Template

Introduction

As a student organization at the University of Texas at Austin, we recognize the need to adopt a risk management policy. We acknowledge that while all of our activities, events, and meetings do not necessarily involve physical, financial, and legal risks; the exercise of discussing potential hazards faced by our organization is an important step in mitigating future risk.

The following risk management policy is a guideline for how our organization plans to manage risk. Risk is defined as a situation involving exposure to danger, and is used in this document as meaning the possibility of an event/occurrence having a negative impact on the group's goals, objectives, or reputation. Risks can include the potential for physical harm, individual misconduct that affects the organization, or issues complying with University regulations. Risk can be measured in both the likelihood of the event as well as the severity of consequences.

It is our responsibility as an organization, the leaders of an organization, and advisor to an organization to assess the likelihood of particular risks to our organization, and adhere to measures that reduce these risks.

All activities, events, and meetings sponsored by _____, or any of the previous associated with the organization, including off campus, must be in compliance with the policies stated in this document. All organization members must adhere to the risk management guidelines outlined in this document as well as observe the risk management policies of the University of Texas at Austin. If any member is found in violation of the risk management standards identified in this policy, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Our organization is committed to:

- Perform a Risk Assessment of our organization and its activities annually.
- Update our Risk Management Policy with the aim of reducing identified risks and providing a safe environment for our every individual each year.
- Seek guidance and advice from appropriate persons at the University of Texas Austin, including (but not limited to) our advisor, Student Activities, Safety Education, Student Conduct and Academic Integrity, University Police, and Title IX.
- Adhere to any and all applicable laws, policies, and regulations of the state, county, city, and University of Texas at Austin.
- Discuss and educate the entirety of our membership on the contents of this Risk Management Policy, and allowing for our members to identify and make suggestions to further mitigate the potential risks faced by our organization.
- Formulate a documented disciplinary process for any members of the organization found in non-compliance with our stated Risk Management Policy.

Risk Management Education

We as an organization shall abide by the rules, regulations, policies, and procedures of the University of Texas at Austin as it relates to risk management to ensure that members, officers, event organizers, and advisors are aware of and acknowledging the obligation for the wellbeing of all present at our events.

To ensure this awareness for our organization, the organization President shall attend the Safety Education Leadership Workshop each year. The University of Texas, in compliance with Texas Education Code, Section 51.9361, offers a Safety Education Leadership Workshop that provides organizations with risk management, prevention, and emergency resources. This workshop aims to promote a safer community at the University of Texas at Austin. These workshops shall take place during the Fall Semester of each academic year.

The President is responsible for disseminating the safety and risk information provided at the workshop to each member of the organization. All reasonable efforts must be made to ensure that each member of our organization is made aware of policies relating to alcohol/illegal drugs, hazing, sexual harassment, fire and life safety, travel, and behavior at events, adoption of a risk management policy, disability and accommodations, and bystander intervention.

The organization will update their understanding and compliance with the Risk Management plan on a yearly basis.

Related University Resources:

Safety Education:

deanofstudents.utexas.edu/sfl/safetyed/

Institutional Rules on Student Services and Activities:

deanofstudents.utexas.edu/sa/instrules.php
catalog.utexas.edu/general-information/appendices/appendix-c/

Organization Events and Meetings

The organization shall create an Event Risk Management plan in accordance with guidelines from the University of Texas at Austin and the Dean of Students Office for all events held or sponsored by the organization.

Organizers of events will reasonably inform guests (including members, non-members, alumni, advisors, and visitors) of all applicable policies at organization events.

Related University Resources:

UT Austin's Institutional Rules on Student Services and Activities:

deanofstudents.utexas.edu/sa/instrules.php

Risk Management Guidelines for Special Events:

utsystem.edu/sites/utsfiles/documents/publication/risk-management-guidelines-special-events/rfseglguide.pdf

Policies and Institutional Rules:

deanofstudents.utexas.edu/sa/policiesinstrules.php

Event Planning Guide:

deanofstudents.utexas.edu/sa/downloads/EventPlanningGuide2016.pdf

Event Risk Management Brainstorm:

<insert link when live>

Event Risk Management Worksheet:

<insert link when live>

Alcohol and Illegal Drugs:

No member of the organization shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs. No member of the organization shall take part in activities that violate the policies of University of Texas at Austin. If any member is found participating in such acts, we as members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

The possession, use, and/or consumption of alcoholic beverages, during any organization event, any event that an observer would associate with the organization and/or University, or any situation sponsored or endorsed by the organization must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and University of Texas at Austin.

The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization event, any event that an observer would associate with the organization and/or University, or any situation sponsored or endorsed by the organization is strictly prohibited.

The organization shall not use or condone the use of alcoholic beverages/illegal drugs as part of their membership intake, recruitment, or education programs.

Related University Resources:

Student Amnesty for Alcohol Emergencies:

healthyhorns.utexas.edu/amnesty.html

University of Texas Alcohol Policies:

healthyhorns.utexas.edu/ruleslaws.html

Appendix C, Chapter 11 University Institutional Rules and Policies:

catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/

Alcohol and Other Drugs – Counseling and Mental Health Center:

cmhc.utexas.edu/alcoholdrugs.html

Center for Students in Recovery:

recovery.utexas.edu

Hazing

No member of the organization shall take part in hazing activities. If any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization (Texas Education Code, Chapter 37). This includes (but is not limited to) any physical brutality; any physical activity that subjects an individual to risk or harm; any activity involving consumption of a food, liquid, alcoholic beverage, drug, or other substance; any activity that intimidates or threatens an individual with ostracism, shame, or humiliation; and any activity that requires the individual to perform a duty or task that violates the Penal Code.

Our organization will abide by the University of Texas at Austin hazing policy as stated in the student handbook.

Related University Resources:

Hazing Memorandum:

deanofstudents.utexas.edu/doscentral/hazing_memorandum.php

Appendix C, Ch. 14, University Institutional Rules and Policies:

catalog.utexas.edu/general-information/appendices/appendix-c/prohibition-of-hazing/

Hazing Prevention and Education Committee:

wellnessnetwork.utexas.edu/wg_hazingprevention.html

Sexual Harassment

The organization and its members strictly prohibit any act of sexual harassment, abuse, and/or discrimination, in any form. If any member is found participating in such acts, we as members, reserve the right to take all necessary action to correct this behavior for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

The organization does not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical/emotional disability, age, marital status, religious affiliation, or sexual orientation. This includes (but is not limited to) sexual assault, verbal harassment, or activities deemed demeaning to all.

Any members who witness, are subjected to, or are informed about any incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact the Title IX office to report. This can be done online at titleix.utexas.edu/contact-us/ or over the phone with a Title IX coordinator. The individual could also contact Behavioral Concerns Advice Line, Counseling and Mental Health Center, or University Health Services for additional supports.

Related University Resources:

Title IX Office:

titleix.utexas.edu

Voices Against Violence:

cmhc.utexas.edu/vav/index.html

Appendix I, University Institutional Rules and Regulations:

catalog.utexas.edu/archive/2012-13/general-information/appendices/appendix-i

Policy on Consensual Relationships:

catalog.utexas.edu/archive/2013-14/general-information/appendices/appendix-f

Notice of Non-Discrimination on the Basis of Gender:

titleix.utexas.edu/wp-content/uploads/NOTICE-OF-NON-Discrimination-spring-2017.pdf

Gender and Sexuality Center:

diversity.utexas.edu/genderandsexuality

Fire and Life Safety:

The organization will abide by all rules, regulations, policies, and procedures of the University of Texas at Austin, as it relates to fire and life safety, to ensure our members, officers, event organizers, and advisors are taking the necessary actions to provide for the wellbeing of all individuals present at our events.

All organizational activities, events, and meetings shall adhere to state, local, and University fire and health codes and standards. Our organization will post emergency numbers for fire, police, and ambulances near common telephones and/or exits/entrances. Evacuation routes will be reviewed during event planning and/or posted during all organization meetings, activities, or events.

The possession of firearms and/or weapons will adhere to all rules, regulations, policies, and procedures of the University of Texas at Austin and must be in compliance with any and all applicable laws, policies, and regulations of the state, county, and city.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources:

Fire Prevention Services:

fireprevention.utexas.edu

Fire Safety and Awareness:

fireprevention.utexas.edu/safety/awareness.html

UT Austin Emergency Plans:

preparedness.utexas.edu/plans

Emergency Preparedness:

preparedness.utexas.edu/plans/emergency16.pdf

Emergency Terms:

preparedness.utexas.edu/terms/

Emergency Preparedness Desk Reference Manual:

preparedness.utexas.edu/plans/EP_flipbook-Interactive.pdf

General Health and Safety:

The organization shall strictly abide by all rules, regulations, policies, and procedures of the University of Texas at Austin as it relates to general health and safety, to ensure our members, officers, event organizers, and advisors, take the necessary action to provide for the wellbeing of all present at our meetings, activities, and events.

Any organization event, any event that an observer would associate with the organization and/or University, any situation sponsored or endorsed by the organization, or any activity planned in conjunction with the organization shall take into account the health and safety of all participants. Planning of projects and activities will account for the necessity of personal safety equipment, proper training, and appropriate supervision. All equipment used by the organization in conjunction with any activity, event, meeting, or project will be in good working condition, used for its intended purpose, and operated in a safe manner.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources:

Health and Wellness:

utexas.edu/campus-life/health-and-wellness

Sure Walk:

utsg.org/projects/sure-walk

Attire in Research and Teaching Labs:

ehs.utexas.edu/documents/LabAttirePolicy2016.pdf

Hearing Protection Plan:

ehs.utexas.edu/programs/compliance/documents/HearingProtectionPlan.pdf

Environmental Health and Safety:

ehs.utexas.edu

Campus and Occupational Safety:

ehs.utexas.edu/programs/occupationsafety

Transportation and Travel:

The organization shall abide by all rules, regulations, policies, and procedures of the University of Texas at Austin as it relates to travel and transportation. Any individual who drives and/or provides transportation for any organization event, any event that an observer would associate with the organization and/or University, any situation sponsored or endorsed by the organization, or any activity planned in conjunction with the organization shall obey all motor vehicle laws, including (but not limited to) those concerning vehicle safety, vehicle operation, insurance, and the consumption of alcoholic beverages in association to transportation. Individuals will ensure that the vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated as per the outlines stated in the rental contracts.

Travel plans will account for (but are not limited to) vehicle safety, first aid, potential inclement weather, emergency contacts, accountability for individuals travelling, the mode of transportation selected, and inventory of equipment, and advisor attendance.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources:

Travel Management Services:

travel.utexas.edu

Student Organization Travel:

deanofstudents.utexas.edu/sa/stuorgstraveldom.php

International Travel Links:

travel.utexas.edu/travelplanning/international-travel

Travel Planning:

travel.utexas.edu/travelplanning

Texas Education Code 51.950

statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.950

Registered Student Organization Travel Policy:

policies.utexas.edu/policies/student-travel-policy-registered-student-organizations

Accessibility and Accommodations:

The organization shall adhere to all applicable requirement of federal and state law regarding persons with disabilities for providing reasonable accommodation to address the needs of students with disabilities, including access to meetings, events, and activities of the organization. The organization shall abide by all rules, regulations, policies, and procedures of the University of Texas at Austin as it relates to accessibility and accommodations.

Any organization event, any event that an observer would associate with the organization and/or University, any situation sponsored or endorsed by the organization, or any activity planned in conjunction with the organization shall take into account reasonable accommodations for persons with disabilities.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources:

Services for Students with Disabilities:

diversity.utexas.edu/disability/

Forms and Documents for Students with Disabilities:

diversity.utexas.edu/disability/forms-and-documents/

Accommodations and Services:

diversity.utexas.edu/disability/accommodations-and-services/

UT Handbook: Services for Students with Disabilities:

diversity.utexas.edu/disability/wp-content/uploads/2015/07/SSD-Handbook-2015.pdf

Non-Discrimination Policy, UT Austin

policies.utexas.edu/policies/nondiscrimination-policy

catalog.utexas.edu/general-information/appendices/appendix-i/

Financial:

The organization shall abide by all rules, regulation, policies, and procedures of the University of Texas at Austin as it relates to contractual and financial issues. No organization may enter into a contract or financial agreement using the specific name of the University of Texas at Austin. This includes (but is not limited to) agreements such as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel/banquet contracts.

The organization shall adhere to best practices in regards to financial management practices by utilizing appropriate internal controls and checks and balances throughout the process. These policies shall include (but are not limited to):

- Members of the organization shall only be reimbursed for expenses that are approved in advance, in writing.
- A 'segregation of duties' policy requires that the person who logs in checks or money received is not the same person responsible for depositing funds. This also includes that the person who creates the budget for funds is not the same person who has custody or distributes the funds. The organization shall abide by this standard of handling funds.
- A review of all expenses paid to vendors form the organization shall be completed quarterly to identify any discrepancies.
- All cash and funds for the organization shall be kept in a locked drawer in a safe location, and deposited into the bank within 48 hours of being received by the organization.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources and Websites:

Internal Controls and Financial Accountability:

nyc.gov/html/nonprofit/downloads/pdf/Internal%20Controls%20and%20Financial%20Accountability%20for%20Not-for-Profit%20Board%20OAG.pdf

Protecting Assets with Sound Internal Controls:

minnesotanonprofits.org/nonprofit-resources/financial-management/budgeting/protecting-assets-with-sound-internal-controls

Appendix C, Chapter 6, Institutional Rules and Guidelines

catalog.utexas.edu/general-information/appendices/appendix-c/student-organizations/

Personal Property:

The organization shall abide by all rules, regulations, policies, and procedures of the University of Texas at Austin as it relates to the utilization of personal property. Use of personal property for organizational activities shall be strictly voluntary and the sole responsibility of the owner. The organization shall not assume liability for personal property used for any organization event, any event that an observer would associate with the organization and/or University, any situation sponsored or endorsed by the organization, or any activity planned in conjunction with the organization, nor for any damages resulting from such use.

If any member is found in violation of this standard, we as members, reserve the right to take all necessary action to correct this issue for the betterment of the organization, including referral to the judicial process and sanctions outlined in the bylaws.

Related University Resources and Websites:

Appendix C, Chapter 6, Institutional Rules and Guidelines

catalog.utexas.edu/general-information/appendices/appendix-c/student-organizations/

Chapter 5, State of Texas Administrative Code

[texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=5&rl=200](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=5&rl=200)

Advisor Responsibility:

We, the advisors of the organization, are dedicated to educating members of the organization about risk management and safety topics. We shall abide by all rules, regulations, policies, and procedures of the University of Texas at Austin as they related to the role of advisor and risk management.

We shall promote adherence to the provisions in the risk management policy for this organization and all applicable policies when engaging in organization related activities. We shall recognize the appropriate authority of elected/appointed officers of the organization and work with the officers to adhere to all applicable local, state, and university policies and regulations.

We, the advisors of _____, shall act in a manner that promotes organization compliance with all rules, regulations, policies, and procedures of the University of Texas at Austin.

Related Websites:

Safety Education:

deanofstudents.utexas.edu/sfl/safetied/

UT Austin's Institutional Rules on Student Services and Activities:

deanofstudents.utexas.edu/sa/instrules.php

catalog.utexas.edu/general-information/appendices/appendix-c/

Policies and Institutional Rules:

deanofstudents.utexas.edu/sa/policiesinstrules.php

Closing:

The risk management policy outlined in this document seeks mitigate potential harm to the organization, while also placing a high value on the dignity and worth of every human being.

We, the members of _____, will abide by the elements of the risk management policy as identified in this document. We hereby affirm our commitment to abide by these policies do recognize that non-compliance with any of these policies has no place in the membership of our organization.

Approved on _____

President: _____ Date: _____

Risk Management Officer: _____ Date: _____

Advisor: _____ Date: _____

Coordinator for Student Organizations: _____ Date: _____

Organizations could include this wording in bylaws or regulations for the organization as it relates to risk management. Risk management policies should be developed in coordination with a written process for disciplinary action utilized by the organization. The organization should develop these standards to be in line with university rules, regulations, policies, and procedures with guidance from appropriate advisors and university personnel