UNIVERSITY CORPORATION AT MONTEREY BAY
BOARD POLICY

Policy 102

Risk Management Policy

Section: 100- Administration
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1) **PURPOSE**
The purpose of this policy is to protect the interests of the Corporation by providing a safe environment for members of the Corporation, its employees, guests and other participants in activities and services provided by the Corporation. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

2) **POLICY**
It is the policy of the Corporation to manage risk related to activities in which it is engaged. The Corporation staff shall identify, analyze, and manage activities and programs to ascertain that effective procedures are in place or developed for programs of the Corporation.

a) Guidelines
   (1) Professional staff may be delegated authority and responsibility by the Executive Director to carry out this policy in routine programs.
   (2) The Corporation management may consult with appropriate specialists before approving any program that can be defined as new, unusual or suggesting risk to the Corporation.
   (3)

b) Procedures
   (1) Identify Assessment of Risk.
      (a) The Executive Director and his/her designee, along with appropriate staff shall identify and assess risk exposure. Sufficient trained staff shall be assigned to the program to insure that the potential for injury and property damage is minimized.
      (b) To protect the financial security of the Corporation and its officers and employees, the Corporation shall secure various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all CSU, campus, and bond covenant requirements.
      (c) The Corporation may retain legal counsel for advisement on programs, which may have unusual risk exposure. Such programs may be presented to insurance carrier and/or campus risk manager as needed.
      (d) Operations and/or programs, which are conducted within the Corporation by contract agreement or sublease, shall at all times be in compliance with insurance and indemnity/hold harmless requirements stipulated in those contract and agreement of sublease documents.

   (2) Management - Reduction of Risk
      (a) All reasonable steps shall be taken by Corporation staff to reduce risk exposure, both in Corporation operations and programs as well as in operations and programs of others conducted in the Corporation by contract, lease or sublease agreement. On a case-by-case basis, any or all of the following steps may be taken:

(i) Consultation with the management personnel
(ii) Consultation with the CSU, Monterey Bay, Director, Risk Management
(iii) Consultation with Principal Investigators/Program Managers
(iv) Consultation with insurance carrier
(v) Requiring and purchasing supplemental risk insurance coverages for special events, programs, foreign travel etc. under the guidance of the Corporation's insurance carrier

(3) Analyze – Evaluation of Risk
(a) The Corporation shall analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the Corporation Administration for evaluation.

3) RELATED DOCUMENTS

a) The California State University, Office of the Chancellor, Risk Management Policy, Executive Order #715
b) RM 2011-05
c) California State University, Office of the Chancellor, Compilation of Policies and Procedures for CSU Auxiliary Organizations, Section 8.7 – Financial Standards, Fiscal Viability and Records--Risk Management