I. Introduction

The purpose of this policy is to protect the interests of the University Corporation at Monterey Bay (hereinafter “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.

II. Policy Statement

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 University Corporation.

III. Policy Guidelines and Procedures Guidelines

A. Guidelines

1. Professional staff may be delegated authority and responsibility by the Director of Operations to carry out this policy in routine programs.

2. The Director of Operations may consult with appropriate specialists before approving any program that can be defined as new, unusual or suggesting risk to the University Corporation.

B. Procedures

1. Identify Assessment of Risk

   a. The Director of Operations, 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

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:

- Consultation with the management personnel
- Consultation with the CSU, Monterey Bay, Director, Risk Management
- Consultation with Principal Investigators/Program Managers
- Consultation with insurance carrier
- 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

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.

IV. Adoption and Review

A. The Corporation’s Board of Directors has adopted this Risk Management Policy, dated 25 June 2015.
B. The policy will be evaluated as necessary to reflect substantial organizational, financial, or physical change(s) at the Corporation or any change required by law or by other governing policy.

V. 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