# RISK MANAGEMENT POLICY OF <insert organization name here>

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

**ALCOHOL AND DRUGS**

State your organization’s position on alcohol consumption in relation to events, programs, travel, etc.

In any activity or event sponsored or endorsed by the <insert organization name here>, including those that are on and off-campus premises:

* The organization members and guests must comply with all federal state, provincial, and local laws. No person under legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
* The organization members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances.
* Alcoholic beverages must not be purchased with organization funds or funds pooled by members or guests through admission fees, cover fees, digital payment collection, etc.
* ISA must not host, sponsor, or endorse an event with a bar, event promoter, or alcohol distributor.
* Any event or activity related to the new member joining process (i.e. recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be preset if the event is related to new member activities, meetings, or initiation.

Reference these University Policies: <https://untsystem.policytech.com/?public=true&siteid=10>

UNT DALLAS ALCOHOL & DRUG ABUSE PROGRAM POLICY

**HAZING**

State your organization’s position on hazing.

The <insert organization name here> and members must comply with all federal, state, provincial, and local laws regarding hazing.

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on [chapter/organizational] property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

* Be coerced to violate federal, state, provincial, local law, university, or organization policy.
* Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
* Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
* Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
* Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

Reference these University Policies:

UNT DALLAS HAZING POLICY

**SEXUAL ABUSE & HARASSMENT**

State your organization’s position on sexual harassment.

The <insert organization name here> and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. It is a violation of this policy and UNT Dallas policy for any member to engage in of sexual misconduct, sexual abuse, sexual harassment, sexual exploitation, sexual violence or sexual coercion as defined by state, international and federal law and university policy.

In the event that a member of this organization feels that they have been a victim of sexual harassment, contact the UNT Dallas Police Department at (972) 780- 3000, the Assistant Director of Community Standards, Brandon Turner at Brandon.Turner@untdallas.edu, and/or Zeva Edmondson, Title IX Coordinator at titleix@untdallas.edu

Reference these University Policies:

UNT DALLAS SEXUAL ASSAULT POLICY

**TRAVEL**

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

Events of the <insert organization name here> that require students to travel to sponsored events or activities must obtain advance written approval for such travel from the Department of Student Affairs and must follow guidelines established by the university.

* Members must use seat belts and all other vehicle safety devices at all times when traveling in a vehicle.
* Members must be conscious of passenger capacity and may not exceed that limit when traveling in a vehicle.
* Members operating a vehicle must be at least 18 years of age or older, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history.
* Members traveling to and from sponsored events and/or activities should have a minimum of six (6) hours of sleep before traveling and drive no more than 500 miles in a 24-hour period. Members may not drive between the hours of 10:00 p.m. and 6:00 a.m.
* Members traveling to and from sponsored activities and/or events are prohibited from consuming or possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by UNTD.
* If traveling by air or other modes of commercial transportation, members must comply with all federal laws regulating the specific mode of travel and rules of the specific common carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

Reference these University Policies:

UNT DALLAS STUDENT TRAVEL POLICY

**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.

Members of <insert organization name here> are expected to conduct themselves in a manner consistent with UNT Dallas’ function as an educational institution. In addition, it will also observe all federal, state and local laws and UNT Dallas policies, including the Code, both on and off campus. A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code

**Behavior at Events**

<insert organization name here> has a Code of Conduct <insert other name here> which outlines its expectations, guidelines, and disciplinary policy and procedures.

<insert code of conduct here if you have one>

* No activity or event sponsored or endorsed by the <insert organization name here>, may interfere with normal university and education activities.
* Destruction, Damage, & Theft of Property: In any activity or event sponsored or endorsed by the <insert organization name here>, including those that occur on or off campus premises, no member or guest shall engage in destroying, damaging, or stealing from any property at UNT Dallas or other venue rented by the organization.
* Physical Assault & Battery: In any activity or event sponsored or endorsed by the <insert organization name here>, including those that occur on or off campus premises, no member or guest shall engage in assault and battery or other act that intentionally causes harm to another person, as defined in the state statutes in which the activity or event occurs. In the event a physical altercation does arise, members of <insert organization name here> may not intervene. Instead they should call 911 or Campus Police.

Reference the University Policies:

CODE OF STUDENT’S RIGHTS, RESPONSIBILITIES, AND CONDUCT

**Fire & Other Safety Issues**

Members and guests of <insert organization name here> events, programs, and/or meetings must adhere to the fire and safety code within buildings on and off-campus, i.e. observing room capacity, refraining from tampering with safety equipment, etc.

* Crisis/Emergency Plan: For each event, event/program coordinators and/or members will need to assess the potential risks and plan for ways to minimize those risks. They should also create and utilize the crisis response plan.
	+ Have emergency numbers, evacuation procedures, and other emergency response measure on hand in the event a crisis or an emergency presents itself.
	+ Identify an organization representative to act as a crisis manager, i.e. someone who will document the incident, someone who will be responsible for communicating internally and externally, someone who will report the incident, etc.
	+ Communicate/Report to the appropriate officials.
* Severe Weather: In the event severe weather occurs, event or meetings hosted by <insert organization name here> will need to be postponed to a later date, moved to a virtual format or cancelled. A notification must go out within four (4) hours of the event via email to any participants that RSVP and via social media or other platforms to announce the event has been cancelled or postponed.

Reference these University Policies:

FACILITIES USE POLICY

PROGRAMS FOR MINORS 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.

The <insert organization name here> shall schedule a date and time to host a seminar on risk management at the beginning of each semester. It will also be the priority of the organization to encourage all members to sign the ‘Trailblazers DON’T Haze’ pledge and to attend any events or programs about any of the 7 areas of risk management:

* 1. Alcohol & Other Drugs;
	2. Hazing;
	3. Sexual Abuse and Harassment;
	4. Fire and Other Safety Issues;
	5. Student Travel;
	6. Behavior at Events;
	7. Adoption of a Risk Management Policy

Policy Distribution: The <insert organization name here> shall distribute its Risk Management Policy on an annual basis.   A copy of the Risk Management Policy is available on the student organization’s Presence portal.

**REPORTING**

*Customize this section listing all options to report. If you have a form, you can link that here as well.*

To report a violation of this Risk Management Policy, please utilize one (or more) of the options below:

In case of an emergency, call 911.

In the event of a life, safety or criminal emergency, notify campus police immediately.

* Contact <insert organization name here> President to report.
* Contact <insert organization name here> Advisor to report.
* Contact university/college resources (campus police, Student Affairs Office, Dean of Students, Title IX office, etc.)
	+ hazing@untdallas.edu
	+ Office of the Dean of Students at 972-338-1775
	+ UNT Dallas Police Department at 972-780-3000
	+ UNT Dallas Title IX Coordinator at 972-338-1814

Retaliation: The <insert organization name here> prohibits retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of this Risk Management Policy.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action

**OPTIONAL SECTIONS**

Some additional sections you can consider including are Finances, Personal and Organizational Liability, and Discipline Procedures.

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