

ALPHA OMEGA EPSILON

RISK MANAGEMENT POLICY

Effective Date: 01/01/2015

INTRODUCTION

The Alpha Omega Epsilon risk management policies are intended to assist the Sorority in reducing exposure to risks and losses by increasing risk awareness among our chapters, colonies, and members. The Sorority will provide educational assistance to help chapters, colonies, and members establish sound risk management practices that will minimize their exposures.

Alpha Omega Epsilon members are the future of the engineering profession. Therefore, the Sorority is dedicated to developing the intellectual, leadership, and professional skills needed to maximize their potential and strive for their personal best. We are very proud of the professional nature of our Sorority. We expect that our chapters, colonies and members will address the area of risk management in an equally professional and proactive manner. Our chapters, colonies, and members must evaluate their operations in each of these areas and respond with positive and responsible actions to reduce risk and prevent losses.

Compliance with our policy stresses the individual responsibility of each Alpha Omega Epsilon member and collectively their chapter or colony. It is to be followed in addition to any host institution policy requirements.

WARNING: Failure to abide by the Sorority's Risk Management Policy will result in the loss of any insurance coverage that may otherwise be available under the Sorority's insurance. Failure to abide by the Risk Management Policy may also result in the following:

- Placement of a chapter or colony on probation
- Suspension or revocation of a Chapter's Charter and/or prolongation of colony status or colony disbandment.
- Placement of an individual member of the Sorority on probation
- Expulsion of a member from the Sorority
- Denial of initiated membership to a candidate

RISK MANAGEMENT POLICY AWARENESS

- Upon association, each member shall be advised of and provided with a copy the Sorority's risk management policy.
- Each chapter and colony shall review the risk management policy at the first chapter or colony meeting of each school term, and shall record the risk management policy review in the minutes of that meeting.
- A copy of this policy shall be posted on the Sorority and chapter / colony websites.
- A copy of this policy shall be posed at the door of all events.
- A copy of this policy shall be published annually in the Sorority newsletter.

ALCOHOL AND DRUGS

The Sorority will take responsible and good faith measures to assure that our members abide by law and policy and that our actions reflect in a positive way on ourselves and on Alpha Omega Epsilon. As stated earlier, none of these actions can provide an adequate substitute for personal responsibility for risk on the part of those who opt to consume or to provide alcoholic beverages.

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1. The possession, use and/or consumption of alcoholic beverages, while at any Sorority event, whether local, regional, provincial, national, or international in scope; or in any situation sponsored or endorsed by any chapter, colony, or alumnae chapter, or by the Sorority, or at any event an observer would associate with the Sorority must be in compliance with any and all applicable laws of the country, state, province, county, city, or institute of higher education.
2. No alcoholic beverages may be purchased through or with chapter or colony funds nor may the purchase of alcoholic beverages for members or guests be undertaken by anyone in the name of or on behalf of Alpha Omega Epsilon.
3. The purchase or use of a bulk quantity or common source of alcoholic beverage, for example kegs or cases, is prohibited.
4. No member individually or collectively, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal drinking age).
5. Under no circumstances may an Alpha Omega Epsilon collegian or alumna act as the server of alcohol at an event.
6. The possession, sales and/or use of any illegal drug or controlled substance at any Sorority event or any event an observer would associate with the Sorority is prohibited.
7. No Sorority chapter or colony may co-sponsor or co-finance an event where alcohol is purchased by any host chapter, group or organization.
8. Open Sorority-sponsored events where alcohol is present are prohibited. Open events are those at which non-members are provided unrestricted access without specific invitation.
9. When alcohol is served at Sorority events, the service of alcohol must be conducted on cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services.
10. No chapter or colony may co-sponsor an event with an alcohol distributor or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter or colony may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
11. The following general provisions apply:
 - a. Reasonable precautions will be taken by the alcohol service providers and host chapters to prevent the excessive consumption of alcohol and to prevent the service of alcohol to underage persons by anyone.
 - b. Members or guests who arrive at an event in an intoxicated state will not be permitted to attend.

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- c. At each event, there shall be designated non-drinking members.
- d. Ample non-alcoholic beverages shall be provided at each event.
- e. The service of alcoholic beverages shall end at a specific time which shall be established and clearly published in advance of the event.
- f. No "drinking games" shall be permitted.
- g. It is recommended that events which include alcohol not be held on two consecutive days.

12. The following apply to recruitment events / events with candidates / chapter / colony membership events:

- a. All recruitment activities and contacts associated with any chapter or colony, either formal or informal, will be alcohol-free. Recruitment activities associated with any chapter or colony may not be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- b. No alcohol shall be present at any candidate program, activity, or ritual of the chapter or colony. This includes, but is not limited to activities associated with bid night, big sister – little sister events or activities, "family" events or activities and initiation.
- c. There shall be no alcohol permitted at any event specifically planned for candidates.

HAZING

"HAZING" refers to any activity expected of someone joining a group (or to maintain full status in a group) that HUMILIATES, DEGRADES or risks EMOTIONAL and/or PHYSICAL HARM, regardless of the person's willingness to participate.

"Hazing" may include but is not limited to the following: binge drinking and drinking games; personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/pledges individually or collectively; inappropriate consumption of any substances or smearing of such on one's skin; brandings including the use of markers; physical beatings; paddling in any form; creation of excessive fatigue; physical and psychological shocks; sexual simulation and sexual assault; kidnapping and blindfolding; being forced to wear apparel which is embarrassing, humiliating, or not morally in good taste; quests; treasure hunts; scavenger hunts; morally-degrading or humiliating games and activities; engaging in public stunts and buffoonery; road trips; and/or any other activity which is inconsistent with academic achievement, fraternal, college or university policy, or applicable city, county, state, province, tribal federal or country law.

CONTRACTUAL AGREEMENTS & ADDITIONAL INSUREDS

No chapter, colony or member, may enter into any written or oral contract or financial agreement using the name of Alpha Omega Epsilon Sorority. This includes without limitation such agreements as leases, contracts, hold harmless agreements, liability releases, account statements, purchase orders, and hotel or banquet

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contracts. As the Sorority's insurance does not afford protection for outside parties, no chapter, colony or member may enter into any written or oral agreement under which the responsibility or liability of some party other than the Sorority is assumed. Additional Insured status under the Sorority's insurance requires the prior agreement of both the Sorority and its insurers.

AUTOMOBILES AND TRANSPORTATION

To minimize our exposures to automobile related claims, the Sorority strongly recommends that hired transportation (i.e. bus, limousine, taxi) be used when transportation is necessary for Sorority events or activities. We also recommend against "Safe" or "Designated Driver" programs because while they are well intentioned, they present significant claims potential.

Any individual who drives or provides transportation in conjunction with Sorority activities shall obey all applicable motor vehicle laws, including, those concerning vehicle safety, vehicle operation, financial responsibility, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, and are operated in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Financial Responsibility laws generally impose responsibility for accidents on the Driver or Owner of vehicles. The Sorority assumes no responsibility or liability and provides no insurance to Drivers or Owners of vehicles for accidents or injuries, or for any damages to vehicles not owned by the Sorority that may be used in conjunction with Sorority activities.

SEXUAL HARASSMENT, ABUSE, OR MISCONDUCT

The Sorority will not tolerate or condone any form of abusive behavior on the part of its members, whether physical, mental, or emotional. This includes any actions that are demeaning to women or men, including but not limited to date rape, gang rape, verbal harassment, discriminatory slurs, unwelcome sexual advances or comments, harassment of any kind, or any jokes, remarks or conduct that creates a hostile environment.

MEMBERS PERSONAL PROPERTY

Use of personal property in Sorority activities shall be strictly voluntary and the sole responsibility of the owner. The Sorority assumes no liability or responsibility for any loss or damage to any personal property of members even if used in conjunction of Sorority activities.

WEAPONS, FIREARMS, AND PERSONAL PROTECTION ITEMS

For the safety of its members and guests, no Sorority member or guest may carry a weapon or firearm of any kind while conducting Sorority business, and/or acting on behalf of, or attending any event in the name of the Sorority.

Personal protection items such as pepper spray, alarms, or whistles may be carried and used if needed.

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HIGH-RISK EVENTS

Chapters cannot afford the exposure of sponsoring, organizing, endorsing or participating in events or activities which involve a high-risk of physical injury or damage to property. While no definitive list of such events can be given, Chapters must take a common sense approach to evaluating the risk of a particular event or activity. Examples of high-risk events include, but are not limited to the following: bungee jumping, parachuting, low ropes courses, athletic events such as boxing, roof-top functions, water skiing or other water-related activities, especially those activities which related to any type of temporary pool or water slide.

RISK MANAGEMENT VIOLATIONS

Violation of Alpha Omega Epsilon Constitution and Bylaws or other Sorority policy, failure to implement plans as approved or failure to observe the prescribed planning procedures may result in disciplinary action up to and including revocation of a chapter and/or individual member disciplinary action up to and including expulsion.