

# **PHI UPSILON OMICRON RISK MANAGEMENT STATEMENT**

All events, both in person and virtual, sponsored by Phi Upsilon Omicron or any event our organization is associated with, including off-campus events, and member communication must be in compliance as stated below. All organizational members must observe the risk management guidelines of Phi Upsilon Omicron.

## **ALCOHOL/ILLEGAL DRUGS**

No member of Phi Upsilon Omicron shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or 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.

The possession, use, and/or consumption of alcoholic beverages, during any organization event, any event that an observer would associate with the organization, or in 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, and city. The unlawful possession, sale, and/or use of any illegal drugs or controlled substances at any organization sponsored event, or at any event that an observer would associate with 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 programs.

## **HAZING**

No member of Phi Upsilon Omicron shall take part in hazing activities, and 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.

Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Our organization will abide by our individual institutions' discipline for hazing.

## **DISCRIMINATION/SEXUAL HARASSMENT/ABUSE**

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, verbal, mental, or emotional, in respect to race, color, national origin (ancestry), age, sex, religion (creed), disability, veteran status, sexual orientation, or gender identity.

The act of sexual harassment/abuse discrimination, in any form, is strictly prohibited by members of Phi Upsilon Omicron. No member shall take part in activities deemed sexual harassment and/or abuse discrimination, and 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. This includes any actions not limited to sexual assault, verbal harassment, or deemed demeaning.

## **FIRE AND LIFE SAFETY**

We, the members of Phi Upsilon Omicron shall strictly abide by all rules, regulations, policies, and/or procedures of our individual institutions as it relates to the fire and life safety, to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events. All organizational activities and events shall adhere to state, local and our individual institutions' fire and health codes and standards. The possession and/or use of firearms or explosive devices at Phi Upsilon Omicron sponsored events is forbidden.

## **GENERAL HEALTH AND SAFETY**

We, the members of Phi Upsilon Omicron, shall strictly abide by all rules, regulations, policies, and/or procedures of our individual institutions as it relates to the general health and safety, to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events. All activities planned in conjunction with the organization shall take into account the health and safety of all

participants. Planning of projects and activities will include evaluating appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with said activities will be in good working condition and will be used in a safe manner.

## **FINANCIAL**

Any chapter entering into a contract or financial agreement must use the specific legal name of their chapter (e.g., Alpha Chapter of Phi Upsilon Omicron). This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.

## **PERSONAL PROPERTY**

Use of personal property for organization activities shall be strictly voluntary and the sole responsibility of the owner. The organization shall not assume liability for personal property used in conjunction with organization activities, nor for any damages resulting from said use.

## **ACCESSIBILITY**

We, the advisor(s) of Phi Upsilon Omicron, shall abide by applicable requirements of federal and state law regarding persons with disabilities for providing reasonable accommodation to address the needs of students with disabilities, including access to the activities of the student organization.

## **ADVISOR RESPONSIBILITY**

We, the advisor(s) of Phi Upsilon Omicron, shall act in a manner that ensures the organization is accountable and responsible in their preparation for each activity and/or event organized or planned.

Advisors will serve in accordance with the rules and procedures of their institutions, including but not limited to risk management. Advisors shall adhere to the provisions of this and all applicable policies when engaging in organization related activities. Advisors shall recognize the appropriate authority of elected or appointed officers of the organization and work with the officers to adhere to all applicable national and institution policies and regulations.

## **USE OF SOCIAL MEDIA**

Phi Upsilon Omicron recognizes the role social media plays in today's society and the right of members, employees, and organization officials to use social media for self-expression. The organization encourages its members to utilize these tools to promote the values, mission, and benefits of Phi Upsilon Omicron membership.

Organization employees' or officials' commentary is not only a direct reflection of themselves but also the Phi Upsilon Omicron brand. Commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party could not only subject the employee or official to personal liability but could also damage the organization's reputation. Additionally, the same may be true for chapter members and officers communicating on behalf of the organization.

The following shall not be tolerated on any Phi Upsilon Omicron national or subordinate chapter social media platforms:

- Airing personal grievances about organization coworkers or members;
- Harassing, threatening, discriminating against, or disparaging any individuals or groups;
- Sharing any organization-privileged information, including copyrighted information or organization-issued documents other than those approved by the national leadership.

Personal social media used to harass or disparage Phi Upsilon Omicron and its members, is also a violation of the Use of Social Media Policy.

If any member is found participating in such acts as listed above, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

## **AI USAGE POLICY**

To ensure responsible, transparent, and secure use of Artificial Intelligence (AI) tools during meetings, whether virtual or in-person, and in Phi U member and chapter communications:

Participants may use AI tools in compliance with their institution's policy which may include:

- Summarizing meeting notes
- Transcribing conversations (**with consent**)
- Assisting with real-time language translation
- Generating action items or to-do lists
- Helping draft or clarify communication post-meeting

### **AI Tools Must NOT be Used for:**

- Recording or transcribing without consent from all participants
- Generating or altering meeting minutes, images, photos, or graphics deceptively
- Sharing confidential or sensitive information with AI tools that transmit data externally
- Making decisions solely based on AI-generated content without human oversight

### **Consent and Transparency:**

- Consent must be explicitly obtained **before** recording or transcribing any part of the meeting using AI, including AI notetakers and chatbots.
- AI-generated content should be clearly marked as such in all post-meeting documentation.
- Do not input personally identifiable information, financial data, or confidential IP into third-party AI tools without prior approval.
- All data processed through AI tools must comply with local data protection laws (e.g., FERPA, HIPPA).

## **RISK MANAGEMENT EDUCATION**

We, the members of Phi Upsilon Omicron, shall strictly abide by all rules, regulations, policies, and/or procedures of Phi Upsilon Omicron and our individual institutions as it relates to risk management to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events. All reasonable efforts will be made to ensure each member shall be instructed annually on the risk management procedures outlined in this statement.

Compliance with risk management places a high value on the dignity and worth of a human being. We, the members of Phi Upsilon Omicron, will abide by the elements of the risk management program as outlined in this document. We hereby affirm our commitment to abide by this statement and recognize that non-compliance has no place in the membership program of our organization.