

## ***BENEFIT PROGRAMS***

### **RISK MANAGEMENT**

All University employees are covered by liability coverage provided through the efforts of the Board of Regents of Oklahoma Colleges and the State of Oklahoma through the Risk Management Division of the Department of Central Services.

If while performing within the scope of their assigned job duties, an employee is threatened with litigation by a third person, that employee should notify the Executive Vice-President of Administration, as soon as possible. Notification can be made through the employee's supervisor or directly to the Executive Vice-President of Administration either by phone or in person.

Generally coverage provided insures for actual or alleged "wrongful acts," which are defined as any breach of duty, neglect, error or misstatement, misleading statement, or act of omission by any employee in their capacity as such, committed solely in the course of one's employment with and the activities of Southwestern, including but not limited to:

Discrimination, whether based upon race, gender, age, national origin, religion, or disability;

Motor vehicle accidents which occur within the employee's scope of duty;

Sexual harassment;

Libel, slander, defamation, or publication or utterance in violation of an individual's right to privacy.

If an employee is involved in an accident or witnesses an incident in which a possible tort, legal wrong, may have been committed against a third party the following steps should be taken:

If possible, ensure the personal safety of individuals involved and take steps to prevent further damage to state property.

Notify the Executive Vice-President of Administration as soon as possible following the incident.

If an accident occurs in a University vehicle, please refer to the reporting guide that is kept in each vehicle.

Employees desiring additional information concerning risk management should contact their supervisor or the Executive Vice-President's Office.