

Number:	FIN-304
Title:	University Insurance Coverage
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objectives

- 1.1 Determine how Saint Paul University chooses to adequately protect itself from the risks it incurs.
- 1.2 Provide coverage on the risks that have a significant impact on the University's financial position or affect operations, at the best possible cost.
- 1.3 Establish the procedures to follow for an insurance claim.

2. Regulation

- 2.1 The University shall maintain, at all times, insurance with the necessary coverage against any claims.
- 2.2 The Vice-Rector, Administration is responsible for managing the insurance contract and is the contact with the insurance provider.
- 2.3 The Vice-Rector, Administration is responsible for submitting the list of assets to the directors of services on an annual basis for review. The revised list will be submitted to the insurance provider.
- 2.4 Any new program, activity and service must be submitted in advance for evaluation by the insurance provider in order to obtain adequate protection.
- 2.5 Personal effects are not covered by the University insurance.

3. What to do in the event of a claim

- 3.1 In the event of material loss, bodily injury to a third party or if a dispute arises, the faculty or the service must immediately notify the Vice-Rector, Administration.
 - In the event of a physical loss, the faculty or service must provide a report detailing the disaster and submit an estimate of the cost to repair or replace the property with similar or equivalent products.
 - In the event of an incident involving personal injury, the faculty or service must provide a report describing the circumstances surrounding the incident.

- In the event of a dispute, the faculty or service must provide a report describing the situation that led to a dispute, with an estimate of the risks to be incurred.

A delay in submitting a report could result in serious problems in negotiating a compensation agreement.

- 3.2 In all instances, University staff members are not allowed, either verbally or in writing, to discuss or admit responsibility or suggest that the University has been negligent and thereby accepts liability. However, a staff member may mention that the incident will be reported to the insurers for review.