Policy Name: Risk Management

Effective Date: August 2016
Revised: December 2018

The Risk Management and associated policies apply to all Kappa Psi sponsored events including, but not limited to, Chapter, Province, and Grand Council Convention functions.

Alcohol and Substance Abuse

All Provinces, Chapters and Members of the Fraternity shall **NOT**:

- Possess, use, sell, or facilitate distribution for non-medical purposes any controlled substances (including marijuana) or other mind-altering substances whose use is in contrast to Fraternity ideals while on Chapter premises, during any Fraternity event, or at any event or activity that an observer may associate with the Fraternity.
- Possess, distribute, or consume alcoholic beverages on the premises of any Chapter, or at any event, activity, or function in the name, or in the benefit of the Fraternity, that is in conflict with institutional, federal, state, provincial or local laws, regulations and policies.
- Have alcohol, or any other mind-altering substance, be the primary focus of any event.
- Use fraternity funds to purchase alcohol. The pooling of funds to purchase alcohol for an event can never be sanctioned.
- Permit, tolerate, encourage or participate in “drinking games,” “drinking songs” or any intentional overconsumption of alcohol. Drinking games may include, but is not limited to, the consumption of shots of alcohol in context of any special setting, the practice of consuming shots or other alcoholic beverages equating to one’s age, “beer pong,” “century club,” “dares,” “power hour” or any other activity involving the consumption of alcohol which involves duress or encouragement.
- Advertise or promote the presence of alcohol (e.g., verbally, electronically or in print) at any event or activity.
- Permit mass containers or access to unrestricted alcohol (e.g., kegs, party balls, punch bowls, open bars) even if brought and/or paid with individual funds.
- Rent out an establishment or banquet facility unless a licensed bartender is selling and/or distributing all of the alcohol involved in the event.
- Co-sponsor an open event, (i.e., those with unrestricted access by non-members of the Fraternity) with any establishment or entity that sells or distributes alcohol either at the establishment or otherwise.
- Host any recruitment activity, (rush, pledge, or otherwise), at or in conjunction with a tavern (defined as an establishment generating more than half of annual gross sales from alcohol) or alcohol distributor.
- Allow prospective members (rushees and pledges) to consume alcohol or any other mind-altering substance for non-medical purposes, including any controlled substances or marijuana, whose use is in contrast to Fraternity ideals before, during or immediately following any Fraternity event or on Chapter premises.

Hazing

No Province, Chapter, Colony, Student or Alumnus shall conduct or condone hazing activities. This includes, but is not limited to:

- Any form of forced physical exercise.
- Any activity that might reasonably be expected to cause embarrassment or psychological harm to an individual.
- Any activity that might reasonably be expected to bring physical harm to an individual.
- Any activity that might reasonably be expected to degrade or otherwise compromise the dignity of an individual.
- Any activity that might reasonably be expected to require an unreasonable or inordinate amount of an individual's time, or in any manner impair an individual's academic efforts.
- Any activity that might reasonably be expected to make an individual the object of ridicule.
- The required consumption of any liquid or solid matter.
- Any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine moral and/or religious beliefs or contrary to the rules and regulations of the educational institution.
- Violating any laws, rules or regulations associated with hazing within the jurisdiction where the event is occurring.

Human Dignity

- The Fraternity does not tolerate or condone any form of discrimination or harassment behavior on the part of its members, whether physical, mental or emotional, for reasons of race, color, creed, religion, sexual orientation, national origin, age, disability, or any other factor that a reasonable person would deem inappropriate or inhumane. This is to include actions, activities or events, whether on Chapter premises or off-site locations, and including but not limited to verbal, electronic (written), physical or sexual harassment or assault by individuals or members acting together.
- No Member or Pledge shall be required, coerced, forced, or influenced in any way to do anything that would be unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc.

Rushing/Pledging

Due to the sensitive nature of the relationship between prospective members (defined as rushees or pledges) and members, the following considerations must be kept:

- The relationship between members and prospective members, although personal in nature by definition, must maintain a level of professionalism and respect by upholding the principles of human dignity at all times.

- Prospective members are expected to maintain the highest level of regard for the pillars and virtues of the Fraternity at all times in order to be considered for membership. Special emphasis should be placed on sobriety and high ideals both during and outside of Fraternity events and activities. Reckless or illegal behavior and conduct unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc. by prospective members or pledges is never condoned or allowed.
- Member(s) must refrain from any language, gesture or activity that a reasonable person may perceive as encouraging or coercing, whether intentional or not, any prospective member into consuming alcohol or using any other mind-altering substance for non-medical purposes, whether formally or informally connected to Fraternity events or activities.
- All rush and pledge events must be formally outlined and documented. Documented approval must be confirmed with the Regent and Grand Council Deputy of the Chapter. This documentation must be maintained by the chapter for no less than seven years.
- The risk assessment form must be completed for all rush and pledge events.

Policy Name: Picture & Social Media

Effective Date: August 2016
Revised: December 2018

Purpose

To protect and maintain the professional image of Kappa Psi Pharmaceutical Fraternity, Inc. and its members to ensure that all images and forms of expression are in accord with the spirit of the Fraternity's risk management standards and other policies. With a diverse number of platforms available, it is important to ensure that all participation follows the viewpoints and standards of the Fraternity and any of its members, and that all obligations and liabilities are considered before presenting the material to the public.

Policy

This policy shall apply any time the Fraternity (including, but not limited to, the crest, Province and/or Chapter letters, name, words, phrases, symbols, etc.) are included as the caption of a picture or album, and/or seen within the picture itself.

Members should evaluate all pictures and topics for appropriateness before publishing material. Available resources include, but are not limited to: members of the Fraternity, Grand Council Deputies, and Province or International Officers before publishing. When in doubt, members are encouraged to refrain from posting. Any member who feels that a posted message and/or image is objectionable is encouraged to contact The Central Office and/or the International Executive Committee immediately.

Sharing of Images

It is important for members to realize that anything put on the Internet is permanent and can be found, regardless of the level of security place upon the files. It is important for members to protect their own images, as well as the image of the Fraternity as a whole by ensuring all pictures represent the professional image of the Fraternity. Although not explicitly covered by this policy, the Fraternity encourages all of its members to follow the same recommendations in their personal lives as they are always a representative of the Fraternity, regardless of the setting. All platforms, including, but is not limited to:

- Fraternity, Province, Chapter or Individual websites and social media pages
- Fraternity, Province, Chapter or Individual publications including magazines (including The Mask and other news outlets), texting, Province or Chapter slideshows, Province or Chapter reports, and other printed documents that are often seen by faculty members, parents, future employers, and others.

The guidelines for any picture shall include, but is not limited to:

- No alcohol in pictures, including the foreground or background of pictures. This includes, but is not limited to:

    - Bottles, kegs, cans, or clear cups that contain beer or other obviously alcoholic beverages
    - Pictures of drinking games, beer bongs, or other devices meant to allow the consumption of alcohol
    - Any clearly intoxicated individual
- No sexist photos, including anything that may be construed as sexual harassment
- No overtly sexual material
- No obscene gestures or any gesture that may have a double meaning and may reflect poorly on the name of the Fraternity
- No racist or discriminatory pictures
- No illegal activities or paraphernalia, including anything that may violate Federal, State, Local, or University laws, rules, and/or regulations
- No pictures that depict actions in violations of any of the Fraternity's policies

Social Media Usage

It is the responsibility of all members of the Fraternity utilizing various social media sources to abide by the terms set forth by this policy, as well as all others (i.e. the Kappa Psi Risk Management policy). Social media may include, but is not limited to, the personal/Fraternity websites, including: Facebook, Twitter, Google +, LinkedIn, Flickr, YouTube, Wikipedia, WordPress, Blogger (or other blog forums), Snapchat, Pinterest, Foursquare, Tumblr, Instagram, Yik Yak, Myspace, and Tinder.

Each of these areas may or may not require various levels of approval regarding their use. Please contact The Central Office, Grand Regent, and/or Grand Vice-Regent regarding the use of these materials. While Chapters, Provinces, and the Fraternity-at-Large may initiate their own individual social media sites, the Grand Regent and/or his/her designee(s) will be responsible for maintaining and upholding the designation of the official International Fraternity social media pages (i.e. Facebook, Twitter, etc.).

When using social media, in any way associated with the Fraternity, members shall proceed as follows:

- Follow all applicable state, federal, university/college/school of pharmacy rules, faculty/staff handbooks, regulations, and policies (such as FERPA, HIPAA, and NCAA regulations).
    - Any content and/or online activity created by a poster or site moderator that violates these ordinances, or contains/leads to the release of a student's private and personal information is strictly prohibited and should be removed. These are to be followed in conjunction with any applicable institutional guidelines or policies that have been implemented for Collegiate and Graduate chapters with whom there may be affiliations. If the institution requirements are more stringent than the Fraternity's policy, then they must be followed accordingly.

- Any member commenting on the Internet or any social media outlet about the Fraternity, Provinces, Chapters, individual members, or anything related to the Fraternity should only do so within the scope of their role within the Fraternity.
    - Consider the high levels of professionalism and the expectations regarding being a member of the Fraternity when commenting, posting photos/pictures, and/or advertisements.
- Materials posted in relation to the Fraternity should be professional and courteous at all times. Consider that this information may be viewed by other pharmaceutical fraternities, Universities/Colleges/Schools of Pharmacy, organizations, or institutions.
- Ritual-related information should never be posted in any social media setting, forum, or blog. Consult the Grand Ritualist if unsure if information is appropriate to post.
- Consider any conflict of interest use of social media or blogs. Refer to your institution, the Fraternity's Constitution and By-Laws, local ordinances, policies, and any other guidelines that refer to this matter.
- If a social media member or the press contacts members of the Fraternity about inappropriate posts made in social media outlets that relates to the Fraternity in any way, it is the responsibility of the member, Chapter, or Province to alert The Central Office, Grand Regent, and/or Grand Vice-Regent before responding.
- Refer to the Constitution and By-Laws regarding trademark use of the various logos of the Fraternity (i.e. letters, crest, etc.).
- When utilizing personal social media, use personal email accounts and not the Fraternity-associated ones. Refer to the Email Authorization and Liability Policy.
- Ensure that all forms of expression:
    - Are not profane nor offensive
    - Are in context to the site or discussion thread
    - Respects the privacy of the Fraternity, Province, Chapter, and its members.
- Members of the International Fraternity's social media sites/pages (i.e. Facebook, Twitter, etc.) must be Brothers of the Fraternity.
- Any person(s) requesting addition to the Fraternity's social media sites/pages must be approved by either the Grand Regent and/or his/her designee(s). This is to verify that person(s) requesting addition are Brothers of the Fraternity.
- The International Executive Committee and The Central Office reserve the right to remove/delete posts, photos/pictures, advertisements, etc. that are in direct conflict with the Constitution and By-Laws, Risk Management Policy, Picture Policy, or are deemed to be unprofessional/inappropriate.

Policy Violation(s)

Violation of this policy shall lead to the following actions:

- Violation of the policy on the International Website or Official Social Media Pages:

    - First violation – the post will be removed and the member will be sent a copy of this policy as a reminder.
    - Second violation – the member's rights to access/post to that platform shall be revoked.

- Violation of the policy on any other platform:
    - First violation – the member will be asked to remove their post and a copy of this policy will be sent as a reminder.
    - Second violation – the member shall be referred to their Chapter and Grand Council Deputies (for collegiate members) for appropriate discipline under the purview of the Chapter as stated in the Constitution and By-Laws.
- The Fraternity may be required to reveal any member of the Fraternity's identity (or required information known about the member) in the event of a legal action arising from the said material in accordance with local, state or national laws.