

STU STANDARDS provides our employees with key information regarding risk management, ethics, environmental compliance, emergency management, and other important compliance related matters.

St. Thomas University is committed to the highest standards of integrity, controls, risk management, ethics in pursuit of its mission – the development of ethical leaders in our global community.

Updated STU Policies Site

St. Thomas University strives to create an environment that fosters innovation, excellence, and collaboration, seeking always to do so responsibly, ethically, and with integrity. University policies are an important way to communicate the University's values and expectations to the campus community.

University policies, handbooks, forms, guidelines, and relevant resources are accessible through the updated [Risk Management, Environmental Compliance, and Emergency Management website](#). On the page, STU schools, departments, or units may initiate a new policy by completing the [Policy Request Form](#).

University Policies

St. Thomas University policies must:

1. Endure across time and administrations, change infrequently, and set the course for the foreseeable future;
2. Manifest and operationalize the University's mission, vision, values, and principles;
3. Apply broadly across the institution;
4. Address compliance with applicable laws and regulations;
5. Promote operational efficiency; and/or
6. Manage institutional risk.

Background/Reason for Proposed New Policy, Revision of Policy, and/or Removal of Policy

Explain any relevant background and reasons for the proposed policy. Indicate whether the policy is a new policy, revision to an existing policy, or request for removal of an existing policy. If relevant, discuss how the proposed policy relates to existing STU policies. Identify any legal or regulatory requirements that the proposed policy aims to address.

Policies Open for Comment

Policies listed here are in the development process and open to comments. Please carefully review the policy before commenting.

Use of Campus Volunteers (comment period closes December 7, 2018)

* Name

* Select Policy

* Enter here your comment for the policy chosen

Submit

Your feedback is important! All [draft policies](#) are available for comment by faculty and staff. Before providing comments, please read the policy carefully. Comments are intended to provide feedback that supports our campus community as we continue our mission of supporting students as global leaders.

Are you taking students abroad? Are you attending a conference internationally? Recruiting?

If so, please make sure Risk Management knows by completing the [Travel Participation and Travel Agreement Form](#). **All employees and students must complete the form.** The University carries travel coverage. No Form = No Coverage. We also register all travelers with the State Department. This allows our government to know who and how many individuals are traveling associated with the University.

First Aid and CPR

First Aid and CPR class offered to Main and Law School Library staff. The class has 25 seats available – first come first serve. Eleven spots taken fourteen remain. *Registration closes Friday, November 9th.* Register [here](#).

November 12, 2018 at 1 pm in Convocation Hall



Miami Gardens Police Department and STU will be conducting a Full-Scale Emergency Response Exercise, January 2019. Please monitor your emails for updates!

Request for Proof of Insurance

Departments engaged in activities involving outside parties may receive requests for the University's proof of insurance coverage.

Examples of when proof of insurance is required:

- STU has an informational booth at an event space
- Contracts require insurance coverage
- Professional liability for students interning off campus

To request proof of insurance, please click [here](#).

Risk Management and Compliance

home / administrative affairs / proof of insurance request form

Proof of Insurance Request Form

Name of Insured:
St. Thomas University, 16401 NW 37th Avenue, Miami Gardens, FL 33054

• Name

• Email

• Phone

• I would like to receive proof of insurance by:

Standard 3-4 business days

End of today

Rush

Employee Injury



Call Public Safety

Contact Public Safety to report the injury, **immediately**.

Extension 6500 or (305) 628-6500

All workplace injuries must be reported. These include, but are not limited to:

- Slips
- Falls
- Lacerations/Cuts
- Accidents while on STU business

