

**Policy Type: Executive Limitations**

**Policy Title: EL3 – Asset Protection**

**Last revised:** June 9, 2021

The General Manager shall not allow assets to be unprotected, unreasonably risked, or inadequately maintained.

The GM will not:

1. Allow equipment and facilities to be inadequately insured, or otherwise unable to be replaced if damaged or destroyed, including coverage for any losses incurred due to business interruption.
2. Allow unnecessary exposure to liability or lack of insurance protection from claims of liability.
3. Fail to keep cash deposits fully insured, with limited and reasonable exceptions.
4. Allow inadequate security of premises and property.
5. Allow data, intellectual property, or files to be unprotected from loss, theft or significant damage.
  - a. The GM shall not fail to have in place a policy that sets guidelines for record retention, protection and destruction.
6. Allow improper usage of owners' and customers' personal information.
7. Allow purchasing that is uncontrolled or subject to conflicts of interest.
8. Allow lack of due diligence in contracts.
9. Allow damage to the KCI's public image.