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| Classification: | Board of Directors | Section: Financial & Organizational Viability | |
| Owner: President & CEO | Signing Authority: Board of Directors | | |

POLICY STATEMENT:

The President and Chief Executive Officer (CEO) is accountable to the Board of Directors to ensure that the assets of Hôpital Glengarry Memorial Hospital (HGMH) are reasonably protected, adequately maintained, and not placed at unnecessary risk. HGMH will maintain appropriate insurance coverage to protect its assets, employees, Directors, officers, volunteers, students, visitors, and its day-to-day activities.

PROCEDURE:

The President and CEO shall:

- Review insurance requirements with the hospital's carrier annually to ensure that general liability insurance coverage is sufficient to protect staff, Directors, volunteers, visitors, and all assets.
- Review and evaluate the Corporation's comprehensive insurance policy annually.
- Review insurance coverage and requirements with the Finance and Audit Committee at least annually.
- Provide adequate notice to the insurance carrier to allow exploration of alternative options annually.
- Maintain, at a minimum, insurance policies covering:
 - Third-party liability
 - Property
 - Director, officer, and employee liability
 - Errors and omissions
 - Cyber Events

Insurance policies may be tendered every five years, or more frequently if determined by the Board.

Only the President and CEO or the Board shall initiate claims, settlements, or legal actions on behalf of HGMH.

Legal Liability:

The President and CEO shall:

- Maintain adequate liability insurance coverage for the Corporation, Directors, and officers to ensure indemnification.
- Insure against losses due to errors and omissions by Directors, officers, employees, and agents.
- Establish procedures to monitor legislative compliance.

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| Effective: May 2025 | Last review/revision: May 2025 | Next review: May 2028 |
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- Provide the Board with opportunities to review internal controls, including key policies and procedures.

Financial Liability:

The President and CEO shall:

- Ensure appropriate and adequate financial internal controls are maintained, reviewed annually, and report any issues to the Finance and Audit Committee.
- Ensure financial reporting is consistent with Canadian Generally Accepted Accounting Principles.
- Ensure the Board reviews financial statements, internal control processes, risk management methods, audit processes, and management information systems for integrity and effectiveness.
- Ensure that access to funds aligns with the signing authority policy.

Asset Protection:

The President and CEO shall:

- Maintain reasonable insurance coverage against fire, theft, and casualty losses.
- Ensure property, boiler, and machinery insurance coverage is in place for all applicable assets.
- Implement a program for proper maintenance and renewal of equipment and systems, ensuring compliance with legal requirements and minimizing improper wear and tear.
- Maintain an up-to-date asset registry.

DEFINITIONS:

Comprehensive Insurance Policy: A policy that includes multiple types of insurance coverage under a single premium.

Errors and Omissions Insurance: Coverage that protects against claims of inadequate work or negligent actions.

REFERENCES:

1. Canadian Generally Accepted Accounting Principles (GAAP)
2. Relevant Ontario Health Insurance and Risk Management Guidelines