



## Pre-Litigation Program



*For Nonprofits, By Nonprofits.*

Dealing with personnel issues and identifying areas of risk has become increasingly difficult, due to the complexity of laws, union contracts, and court rulings. It can be challenging, expensive, and time consuming for nonprofits to stay up-to-date on all areas of personnel management and risk avoidance, which takes away from their mission. The Pre-Litigation Program (PLP) is designed to provide technical assistance to nonprofits in the management of personnel issues and risk avoidance. Our goal is to be involved at the onset of the problem to provide education and guidance on navigating risk and minimizing liability. We have a very unique team of experienced professionals, consultants, and investigators, who are ready to assist you with issues that could result in liability covered under the insurance policy. Consulting services include, but are not limited to:

- Professional risk analysis of personnel manuals, policies and procedures, and evaluation of processes and forms;
- Assistance in conducting internal investigations; and
- Providing policy and procedure recommendations to address personnel concerns, including performance evaluations, probation, discipline, or termination of employees.

### Taking the Right Step

We provide a wide variety of pre-litigation approaches, each of which is designed to meet your organization's specific needs. The following are general steps of the pre-litigation process:

- Utilize alternative risk management services where needed, which include Educational Services and Risk Control;
- Meet with a Pre-Litigation Program consultant to review the situation at the onset of an issue;
- Review policies and supporting documents relative to the issue;
- Review a detailed outline of the organization's actions, to date;
- Review procedures and legal requirements; and
- Work jointly with the member's legal counsel or assigned NPIP counsel to develop a plan of action to resolve the issue.

*The NPIP Pre-Litigation Program (PLP) provides risk management information and services to the program's membership upon request. Clear Risk Solutions does not provide legal advice. When seeking legal advice, all members are reminded to consult with their attorney or legal assistance from an independent attorney assigned by NPIP. Assignment of an NPIP approved attorney is discretionary and must be approved by the NPIP consultant assigned to the matter.*