To be solid, insurance must be flexible.

Employment Practices Insurance

**Proposal Form**

**Note to the Applicant** Signing or completing this proposal does not bind the Proposer, or any individual or entity he or she is representing to complete this insurance. Please provide by addendum any supplementary information which is material to the response of the questions herein. All answers should be given as a group response i.e. if any subsidiary company has different responses these should be provide separately.

1. Policyholder:

2. Address:

3. Website address:

4. How long has the policyholder continuously carried on business?

5. Business activities of the policyholder and its subsidiaries:

6. Please state the number of employees in the policyholder and its subsidiaries and where those employees are located:

|  |  |  |
| --- | --- | --- |
| United Kingdom \_\_\_\_\_\_\_\_\_\_ | USA \_\_\_\_\_\_\_\_\_\_\_\_\_ | Rest of World \_\_\_\_\_\_ |
| Rest of World locations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**If cover is required for the USA, please complete the USA supplemental proposal form.** |
|  |

7. During the last 2 years, has the policyholder or any of its subsidiaries:

 (a) been in any merger, acquisition or divestment? Yes/No

 (b) made any redundancies, staff reductions or facility closings? Yes/No

 **If Yes to either of the above, please give details:**

8. Is the policyholder or any of its subsidiaries contemplating or anticipating that in the next 12 months:

 (a) it will be in any merger, acquisition or divestment? Yes/No

 (b) it will make any redundancies, staff reductions or facility closings? Yes/No

 **If Yes to either of the above, please give details:**

9. Does the policyholder have a human resources department? Yes/No

 **If No, who is responsible for this function?**

10. How are human resources matters handled in the policyholder’s branches and subsidiaries?

11. Do the policyholder and its subsidiaries all use arbitration policies or alternative dispute

 resolution policies for dealing with employee complaints or grievances? Yes/No

12. Do the policyholder and its subsidiaries all have written procedures in place regarding:

 (a) discipline and termination of employment? Yes/No

 (c) preventing discrimination and harassment? Yes/No

 (d) handling complaints of harassment, including sexual harassment and discrimination? Yes/No

13. For each of the policyholder and its subsidiaries is there an employee handbook? Yes/No

14. In the last 3 years has any court, tribunal, arbitration, administrative or regulatory proceeding

 relating to an employment matter been commenced against the policyholder or any of its subsidiaries

 (or against any director, officer, employee or volunteer of the policyholder or of any subsidiary)? Yes/No

**If Yes, please give details of all such proceedings, including, for each, the type of proceeding, the type of allegation, how it concluded and at what monetary cost in terms of liability and costs of defending:**

1. After enquiry, is any person or organisation proposed for coverage aware of any facts or circumstances

which might afford valid grounds for any future claim(s) that would fall within the scope of the

proposed cover or indicate the probability of any future claim(s)? Yes/No

 **If Yes, please give details:**

 **It is agreed that if known facts or circumstances exist any claim or action arising from them**

 **is excluded from this proposed coverage.**

 Signature: Date:

 Name of Signatory:

 Title of Signatory:

**Warning** It is important that, when applying for the Policy, the applicants tell the insurers all facts which are material to the insurance. A material fact is one which might influence the insurers in deciding whether to accept the application or on what terms to insure. If in any doubt as to whether a fact is material, then the applicants should disclose it. They should keep a record (including copies of all letters and forms) of all information supplied to the insurers.