



EMPLOYMENT PRACTICES LIABILITY INSURANCE - PROPOSAL FORM

Completing the Proposal Form

* Please answer ALL questions in full leaving no blank spaces.

* If you have insufficient space to complete any of your answers, please attach a separate signed and dated sheet and identify the question number concerned.

Employment Practices Liability Coverage is written on a claim made basis. Except as otherwise provided, this policy will cover only claims first made against the insured during the policy period. Please note that the defense costs provision of this policy stipulates that the limits of liability may be completely exhausted by the cost of legal defense. Any deductible may be similarly reduced or exhausted by defense costs.

PLEASE READ THE POLICY CAREFULLY

GENERAL INFORMATION

Principal Organisation: _____

Principal Address: _____

Nature of Business: _____

How long has the Principal Organisation continuously carried on business? _____

Is the Principal Organisation Publicly or Privately owned? _____

Total number of employees _____

	Currently	One year ago	Two years ago
Full time - Executive Officers			
Full time - Employees			

Does the Principal Organisation have employees in the United States of America? Yes No

If yes, please specify the number of employees _____

If the number of employees is in excess of 100, the Principal Organisation is required to complete and provide along with this proposal form.

EMPLOYMENT PRACTICES INFORMATION

i) Does the proposed Principal Organisation:

a) Use outside employment counsel for employment advice? Yes No

b) Have a full time human resources manager or department? Yes No

If not, how is this function handled? _____

ii) Does the proposed Principal Organisation:

a) Conducted any retrenchments or staff reductions during the last 6 years? Yes No

If yes, attach details _____

b) Anticipate any retrenchments or staff reductions? Yes No

If yes, attach details _____

c) Have a written employment contract with any employee? Yes No

If yes, how many? _____

d) Distribute an employee handbook to all employees? Yes No

If no, please explain why? _____

e) Have a manual of its human resource procedures? Yes No

If yes, indicate the date it was revised _____

f) Provide formal training for its supervisors in administering these procedures? Yes No

g) Have a written policy against discrimination, including sexual harassment? Yes No

If yes, how is it communicated to employees? _____

h) Have a grievance procedure for dealing with discrimination claims? Yes No

i) Use any tests (e.g. psychological, drug etc) for screening applicants or for continued employment? Yes No

If yes, attach details _____

j) Have a written progressive disciplinary program? Yes No

k) Provide outplacement for terminated employees? Yes No

If yes, please describe _____

l) Have an established termination procedure? Yes No

If yes, please describe _____

m) Have an established severance policy? Yes No

If yes, please describe _____

n) Obtain advice from a human resource manager prior to terminating an employee? Yes No

If no, attach following details. _____

iii) Who has the authority to:

a) hire employees? _____

b) terminate employees? _____

LOSS HISTORY

a) Please attach a listing of all employment legal actions as well as administrative proceedings commenced during the past 3 years. Describe the type of allegation, the court or government agency involved and any determination, judgment, defence cost or settlement for each.

b) Is the Principal Organisation presently subject to any judicial or administrative order, decree, judgment or conciliation agreement relating to employment?

Yes No If yes, please attach a copy. _____

