



## Stock & Station Agents Employment Practices – addendum form

1. Did the employer trade profitably (net of tax) in the last 2 years?

- No                      • Yes

2. Did the employer initiate any termination/s of employment of any staff within the last 2 years?

- No                      • Yes

If “Yes”, please state reason for the termination/s and the number of full time and part time employees terminated:


3. Did the employer have any office closures, consolidations, mergers or acquisitions in the last 2 years resulting in termination of any staff?

- No                      • Yes

If “Yes”, please state reason for the termination/s and the number of full time and part time employees terminated:


4. Does the employer anticipate any of the events referred to in questions 2 and 3 above happening in the next 18 months?

- No                      • Yes

If “Yes”, please provide details:


5. Are employment policies and procedures that have been reviewed and approved by an external consultant in place?

- No                      • Yes

If “Yes”, when

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6. Are employment application forms used during the hiring process?

- No                      • Yes

7. Are reference checks made of incoming employees and contractors?

- No                      • Yes

8. Are employment handbooks distributed or made available to all employees?

- No                      • Yes

**9. Are written policies in place regarding the following matters?**

- |  |      |       |
|--|------|-------|
| i) equal opportunity   | • No | • Yes |
| ii) Sexual harassment?   | • No | • Yes |
| iii) Discrimination  | • No | • Yes |
| iv) Procedures to be followed before the termination of employment of any staff member | • No | • Yes |

**10. Are documented procedures in place to facilitate resolution?**

- No                      • Yes

**Claims Details**

**11. Have there been any claims made by or on behalf of a staff member against the employer in the last 3 years?**

- No                      • Yes

If "Yes", please provide details:


**12. Is any person proposed for insurance aware, after enquiry, of any circumstance or incident which he/she believes could or might give rise to any future claim that would fall within the scope of the proposed insurance?**

- No                      • Yes

If "Yes", please provide details:


**Limit of Indemnity**

- \$500,000              • \$1,000,000              Other \$ \_\_\_\_\_

**DECLARATION:** After making appropriate enquiries, I declare that:

- I am authorised on behalf of the prospective Insured(s) to make this Proposal.
- I have read and understood the Important Notices accompanying this Proposal.
- Where I have provided information about another individual, I declare that the individual has been made aware of that fact.
- I authorise Insurers to collect or disclose any personal information relating to this insurance to or from other insurers or insurance or credit reference services.
- I confirm that the statements and information in this Proposal are true and complete.
- I understand that, until a contract of insurance is entered into, I am under a continuing obligation to immediately inform Insurers of any change to the information contained in this Proposal.
- I acknowledge that, if a contract of insurance is entered into, this Proposal and any accompanying documents will form the basis of the contract.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_