



Elite EPL Proposal Form

Employment Practices Liability

1. Company Information

(a) Name of Company _____

(b) Registered Office Address _____

(c) Company Registration Number _____

(d) How long has the Company continually carried on business? _____

(e) Please list any subsidiary companies not shown in the Company's most recent annual report and accounts including country of registration and percentage of ownership _____

(f) State business activities of the Company and its subsidiaries _____

(g) Have the business activities of the Company changed within the prior 12 months? Yes No

If Yes, please explain _____

2. Employee and Location Information

(a) i Total number of current full time / part time employees FT _____ PT _____

ii Total number of full time / part time employees 1 year ago FT _____ PT _____

(b) Total number of workers engaged by the Company (including but not limited to any agency workers, seconded staff, fixed-term, casual or independent contractors not included in (a) above with figures both current and one year prior noting any significant seasonal or other variations in numbers)

(c) Percentage of employees with annual salaries greater than GBP50,000 _____ %

Percentage of employees with annual salaries greater than GBP100,000 _____ %

(d) Does the Company recognise any unions for the purposes of collective bargaining Yes No
with its employees?

If Yes, please give the percentage of employees represented by unions _____ %

under collective agreements

(d) Total number of Company locations _____

(e) Does the Company have any locations, operations, assets or employees in the United States of America? Yes No

If Yes, please complete and attach U.S.A. Supplemental Proposal

(f) Other than as answered in (e) above, does the Company have any operations domiciled outside of the United Kingdom? Yes No

(If Yes, please list by location and employee count using attachment if necessary)



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Authorised and regulated by
the Financial Services Authority

3 Changes in Operations

(a) State total number of dismissals including redundancies and voluntary _____
resignations for the current and prior year. Provide specific details on any reduction in personnel
affecting 5% or more of the employees in a single location.

(b) Has the Company undertaken any mergers, acquisitions or disposals within the last two years? If Yes, please provide details Yes No

(c) Does the proposer anticipate within the next year any potential mergers, acquisitions or disposals involving the company? If Yes, please provide details Yes No

(d) Is the Company undergoing or does the proposer anticipate that the Company will undergo any of the following within the next year: employee redundancies or layoffs, company restructuring or reorganisations or closure/consolidation of any operations or locations? If Yes, please provide details Yes No

(e) Has the Company experienced any industrial action or have there been any union recognition campaigns within the last two years? If Yes, please provide details Yes No

4. Human Resources Policies and Procedures

(a) Does the Company have a Human Resources department with centralised responsibility for all operations and locations? If Yes please answer the following: Yes No

i. How many staff work in this department? _____

ii. Are there local Human Resources staff at each of the company's locations? Yes No

If No to either (a) or ii. please describe the department and/or senior management with responsibility for Human Resources issues globally and at individual locations

(b) Does the Company have a written Human Resources manual? Yes No

(c) Does the Company have a written handbook or other document which communicates employment policies and regulations to its workforce? Yes No

(d) Does the Company have a written equal opportunity policy? Yes No

(e) Does the Company utilise a written application for employment? Yes No

If Yes to (b) (c) (d) or (e) please answer the following as respects each such document

i. Date of publication of the most recent edition _____

ii. How often is it updated and who has responsibility for reviewing of content?

iii. How is the information presented to and reinforced with staff (including details of any specific training provided to management and/or employees)?

(f) Has the Company implemented all statutory internal dismissal, disciplinary and grievance procedures as required by the Employment Act 2002 [UK]? Yes No

If No, please explain

(g) Does the Company have special separate grievance procedures as respects any of the following: discrimination, bullying harassment or whistleblowing issues? Yes No

(h) How does the Company communicate the availability and proper use of internal grievance procedures to its employees?

(i) Does the Company conduct written performance evaluations for all employees on a regular basis? Yes No

(j) Are all offers of employment and terminations of employment reviewed by a member of the Human Resource department (or other department and/or senior management with responsibility for Human Resources issues as designated in (a) above)? Yes No

(k) If the Company has a legal department when are they involved in Human Resources issues?

(l) Does the Company engage outside legal assistance or other consultants specialising in Human Resources issues? Yes No

If Yes, please identify such firm(s) and describe with which Human Resources issues or projects they have been engaged

(m) Please describe any additional steps the Company has taken to manage the risk of unlawful discrimination in the workplace (for e.g. voluntary equal pay audits, collection and monitoring of workplace diversity statistics, accessibility audits, designation of senior management with responsibility for equality issues)

5. Employment Disputes History

(a) During the last three years has the Company or any of its directors, officers or employees experienced any employment-related claims (including written demands for damages, civil or arbitral proceedings, criminal prosecutions, formal administrative or regulatory proceedings, investigations or inquiries)? Yes No

(b) Has the Company or any of its directors or officers ever experienced a claim brought by a customer, client or any third party alleging harassment, discrimination or civil rights violations? Yes No

If Yes to (a) or (b) above please provide by attachment, details on each claim including the date, location, claimants, nature of the allegation, defence costs expended and any monetary amounts (settlements or judgments) incurred for each claim.

(c) Is the proposer aware of any facts, circumstances or situations (including any pending or recent grievances raised pursuant to statutory or other procedures) which may give rise to an employment-related claim against the Company or any director, officer or employee? Yes No
If Yes, please provide full details.

Declaration

I declare (i) that the statements and particulars in this proposal are true and that no other material facts have been misstated, omitted or suppressed after enquiry; and that (ii) I have obtained, and will obtain in the future, the express consent to the disclosure and use of sensitive personal data from every data subject whose sensitive personal data is supplied in relation to this proposal for the purposes of (a) underwriting the risks and (b) administering and performing any resulting insurance contract.

I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the insurer promptly in writing of any material alteration to those facts occurring before completion of the contract of insurance.

Signed _____

Title _____
(Chairman of the Board, Chief Executive, Managing Director or Company Secretary)

Company _____

Date _____

Please enclose with this proposal form:

The last two consolidated Annual Reports and Accounts for the Company

The last two Interim Statements (if applicable)