



Protecting and supporting your community



Ansvar Management Liability Policy Wording

Table of Contents

About Ansvar

Insurance from one of Australia's leading specialist insurers 4

Our approach 4

Supporting our community 4

About this insurance policy wording 4

Who is the insurer and how can we be contacted 4

Cooling off period 4

Important information 5

Changes to the insurance policy wording 5

Costs 5

Code Of Practice and Privacy Act 5

The easy solution to a problem 5

Internal Disputes Resolution Committee (IDRC) 5

What if we don't resolve your problem? 6

Critical documents 6

Duty of disclosure 6

Goods and Services Tax (GST) 6

Retroactive liability 6

Subrogation 6

The Policy: Management Liability Insurance

Definitions applicable to the policy 7

The contract between you and Ansvar Insurance 12

Operative clause 12

Interpretation 12

Claims made and notified 12

Insuring clauses applicable to the policy 12

Entity Liability 12

Directors And Officers Liability 12

Entity Reimbursement 12

Employment Practices Liability 12

Trustees Liability 12

Statutory Liability 12

Internet Liability 13

Entity Crisis Cover 13

Limit of liability and excess applicable to the policy 13

Automatic extensions applicable to the policy 14

Advancement of defence costs 14

Attendance at official investigations or inquiries 14

Continuity of cover 14

Court attendance costs 15

Deprivation of assets expenses 15

Dishonesty of others 15

Estates and legal representatives 15

Extended claim and reporting period 15

Insured versus insured cover 15

Joint venture cover 16

Occupational health and safety 16

Directorships (non-profit organisations) 16

Pollution defence costs 16

Preservation of indemnity 16

Retirement cover for insured persons 16

Runoff cover for subsidiary organisations 17

Runoff cover for outside directorships 17

Spousal liability cover 17

Waiver of excess 17

Reinstatement in the event of a recovery 17

Emergency defence costs 17

Civil or bail bond expenses 17

Third party discrimination and sexual harassment 17

Current outside directorships including non-profit organisations 17

Mitigation costs 18

Run-off after merger or consolidation 18

Personal injury cover for trustees 18

Employee fidelity 18

Third party fidelity 18

Fidelity investigation expenses 18

Data reproduction expenses 19

Identity fraud expenses 19

Public relations expenses 19

Dedicated excess limit of liability for insured person 19

Tax audit 19

Free legal consultation 19

Exclusions applicable to the policy 20

Asbestos 20

Breach of professional duty 20

Computer virus liability 20

Contractual liability 20

Fraud and dishonesty 20

Employment liability 20

Failure of investments	20
Financial institutions	20
Fines and penalties	20
Insolvency and change of ownership	20
Insured versus insured	20
Intellectual property rights	20
Known claims or prior acts	21
Lawful compliance	21
Nuclear risks	21
Personal injury and property damage	21
Pollution	21
Property use or ownership	21
Prospectus liability and securities	21
Sexual abuse	21
Subsidiaries and related entity claims	21
Trade and administration transactions	21
Trade practices	21
Trustee liability	21
Waiver of rights	21
War and terrorism	21
Third party discrimination or sexual harassment	21
Illegal copies of programs	22
Additional exclusions applicable to employment practices liability	22
Exclusions applying to employee fidelity and third party fidelity	22
Exclusions applicable to tax audit	23

Conditions applicable to the policy 24

Allocation	24
Assignment	24
Authorisation clause	24
Cancellation	24
Confidentiality	24
Court jurisdiction and applicable law	24
Geographic limits	24
Goods and Services Tax	24
Investigatory costs and payments	24
Legal enforceability	24
Merger or consolidation	24
Non-accumulation	24
Notice	25
Payment of premium	25
Severability and non imputation	25

Claims conditions and procedures applicable to the policy 25

Additional parties	25
Other insurance	25
Subrogation	25
Notification of claims	25
Mitigation	25
Settlement of claims, co-operation and conduct of proceedings	26
Senior counsel	26
Election to contest claim	26
Alteration to risk	26
Fraudulent claims	26
Notification of direct financial loss	26
Basis of valuation of direct financial loss	26
Settlement of direct financial loss	26

About Ansvar

Insurance from one of Australia's leading specialist insurers

Ansvar is a leading specialist commercial and consultative insurer offering tailored insurance products and services to the Care, Community Service (including Not-for-Profit), Education, Faith and Heritage sectors. With more than 50 years of experience in the Australian insurance industry we've developed a deep understanding of our clients' needs, risks and challenges they face, as well as the environments in which they operate.

Ansvar is owned by the Ecclesiastical Insurance Office plc, est. 1887, a leading insurer of heritage, religious and charitable organisations in the UK.

Our approach

Service is paramount at Ansvar, and our team is committed to consistently providing the best client experience possible.

Our dedicated claims team is focused on quickly solving the problems of our clients. With a compassionate approach they are always mindful of the reputation of our clients, particularly when handling sensitive claims.

Because Ansvar understands the varied and vast risk exposure of our clients in our core sectors, we offer expert Risk Management advice and practical solutions to help our clients protect their assets and importantly, their people.

Through our expertise and flexible underwriting approach, Ansvar offers tailored insurance solutions to provide the right cover to suit the unique needs of our clients within our core sectors.

Supporting our community

Our goal is to be a valued and recognised contributor to the community. This has been the ethos of Ansvar since our inception.

Each year, through our Community Education Program, Ansvar donates a percentage of our profits to organisations that provide valuable support to improve and enrich the lives of young Australians, so that they may contribute positively to the community in which they live.

About this insurance policy wording

This insurance policy wording is an important document. You should read it carefully before making a decision to purchase this insurance.

In conjunction with the certificate of insurance and/or The Schedule and any endorsements we issue upon acceptance of your proposal, it provides a full description of the terms, conditions and limitations of the insurance cover.

The financial product offered in the insurance policy wording is provided by Ansvar Insurance Limited.

The Table of Contents provides a summary of the content of the insurance policy wording. The purpose of this insurance policy wording is to assist you to understand your insurance policy and enable you to make an informed choice about your insurance requirements.

You will need to read the entire insurance policy wording, certificate of insurance and/or The Schedule for a full understanding of these terms, conditions and limitations.

This insurance policy wording was prepared in June 2015.

Who is the insurer and how can we be contacted?

Ansvar Insurance Limited (Ansvar Insurance), ABN 21 007 216 506, is the issuer of this insurance policy. The registered office of Ansvar Insurance is Level 5, 1 Southbank Boulevard, Southbank, VIC 3006.

The Ansvar Insurance Australian Financial Services Licence number is 237826.

You can contact us by:

- calling in person at any Ansvar Insurance office
- telephoning 1300 650 540
- facsimile on 03 9804 5001
- writing to any office of Ansvar Insurance
- email to insure@ansvar.com.au

Cooling off period

We will refund the entire premium you have paid for cover under this insurance policy if you cancel the policy within twenty-one (21) days of its commencement. To do this, you must advise us in writing and return the certificate of insurance and/or The Schedule to your nearest Ansvar Insurance office. The policy will be cancelled with effect from the inception date. You will not receive a refund if you have made a claim or intend to claim under the insurance policy.

Important information

Changes to the insurance policy wording

Information in this insurance policy wording is subject to change from time to time.

Changes in your insurance policy wording will be communicated to you in several ways and these are:

- if a change will affect you adversely, Ansvr Insurance will issue you with a new insurance policy wording or a supplementary insurance policy wording prior to the renewal of the insurance each year;
- for minor changes which are not materially adverse to you, we will communicate the changes to you in writing at the earliest opportunity;
- information can be obtained by telephoning our toll free number (1300 650 540), calling at one of our offices or visiting our website at www.ansvar.com.au to find out what changes might have occurred;
- if changes have occurred, we will be pleased to provide you with a paper copy of them on request.

Costs

The premium payable by you is shown in your Certificate of Insurance and/or The Schedule. The premium payable will be determined considering factors such as those listed below.

Your premium may alter if you make changes to your insurance cover or your circumstances change during the period of insurance.

The factors used to determine the premium payable under this policy include, but are not limited to:

- the organisational structure of the insured entity and its subsidiaries;
- the nature and age of the business and any merger/ acquisition history;
- the number of individual insured persons required to be insured;
- the extent of corporate control in the operations;
- the nature and value of assets under management;
- the adequacy of other insurance in place to protect your assets and liabilities;
- the period of insurance (short-term/annual), and extent of retroactive cover required;
- the sums insured or limits of liability per claim or in the aggregate;
- the excess selected;
- past claims, incidents, proceedings and disciplinary history.

The above list of factors is not exhaustive and we may take other factors into consideration when determining the premium payable under this policy.

Premiums and fees are subject to Commonwealth and State taxes and levies which include the Goods and Services Tax and Stamp Duty and all are shown in the certificate of insurance.

The premium is payable either when the product is purchased or by direct bank debit when you elect to pay it monthly. If you elect to pay monthly there is an additional fee. A cancellation fee may apply if you cancel your insurance policy before expiry.

Code Of Practice and Privacy Act

As a signatory to the General Insurance Code of Practice we are committed to raising standards of service to our customers. This voluntary code sets out the minimum standards we will uphold in the services we provide to you. More information can be found at www.codeofpractice.com.au or by contacting us.

Our Privacy Policy sets out how we are to collect, use, disclose and protect your personal information. It also describes the circumstances for you to access and, if necessary, correct your personal information.

It is unlikely that we will disclose any of your personal information overseas.

You may access your personal information and, if necessary, to seek to correct your personal information by contacting any of our offices. The information we collect is used to assist us to provide you with our general insurance products and to manage our relationship with you.

At times we rely on third party suppliers (agents, lawyers, other insurance companies, assessors, investigators, loss adjusters, market research and mailing houses) to perform specialised activities for us. Your personal information may be provided to them so that they can carry out their agreed activities.

They are bound by confidentiality and non-disclosure agreements and are prohibited from using the information for any other purpose. These service providers are aware of their obligations under the Privacy Act and the General Insurance Code of Practice.

If you do not wish to provide us with your personal information, we will not be able to supply our policy to you.

The easy solution to a problem

Ansvr Insurance Limited places the highest priority on providing prompt, efficient and friendly service including the protection of your privacy.

If you have a problem contact the employee with whom you were dealing. They will attempt to clarify/address your enquiry or concern.

If you are not satisfied, we will refer your complaint to the Chief Operating Officer, or a nominated senior employee. They will review the complaint and make a decision as quickly as possible. This will not be later than fifteen (15) working days from the day the complaint is received (provided all necessary information has been received and we have completed any investigation required).

The decision will be confirmed in writing.

Internal Disputes Resolution Committee (IDRC)

If you are not satisfied with the decision provided by Ansvr's Chief Operating Officer, or the nominated senior employee, we will refer your unresolved complaint (dispute) to the Secretary of the IDRC.

We will request that you note your dispute in writing, to assist us in clarifying and considering all the facts. This request can be sent to:

- Post: The Secretary, Internal Dispute Resolution Committee, Ansvr Insurance Limited, GPO Box 1655, Melbourne VIC 3001
- Fax: (03) 9804 5001
- Email: insure@ansvar.com.au

Alternatively, if you require assistance in putting your complaint in writing, you can telephone (03) 8630 3100 and the Secretary of the IDRC will assist you.

The Secretary will refer your dispute to Ansvar's IDRC.

The IDRC has appropriate authority to deal with your dispute.

You will receive a response within seven (7) working days from the time your dispute was received, provided all the necessary information has been collected and we have completed any investigation required. If additional information or more time is required, we will discuss and agree alternative time frames with you.

What if we don't resolve your problem?

Once the Internal Dispute Resolution Committee gives you an answer, we will provide you with information about external dispute resolution if that is available.

For many complaints that is the Financial Ombudsman Service (FOS). FOS provides a free and independent dispute resolution service for consumers which have general insurance disputes that are covered by its Terms of Reference. If you wish your dispute to be reviewed by FOS, you must refer your dispute to FOS within three calendar months of receiving the Internal Disputes Resolution Committee's decision. You can do this by contacting FOS at:

Financial Ombudsman Service

GPO Box 3, Melbourne VIC 3001

Ph: 1300 78 08 08 (National toll free)

Ph: (03) 9613 7366

Fax: (03) 9613 6399

Email: info@fos.org.au

Website: www.fos.org.au.

Alternatively, you may further pursue your unresolved complaint through a formal legal process such as the courts, mediation, or arbitration.

For privacy complaints you may approach the Federal Privacy Commissioner. A copy of the General Insurance Code of Practice and privacy principles can be obtained from our website www.ansvar.com.au or from one of our offices.

Critical documents

It is important to read/retain the following documents and keep them in a safe and convenient place:

- this document;
- your current certificate of insurance;
- any endorsements.

Remember to regularly review your insurance policy, particularly at renewal to ensure your insurance policy provides the cover that you currently need.

Duty of disclosure

Before you enter into an insurance contract with us, you are required to tell us every matter that is known to you, being a matter that:

- you know to be relevant to the decision by us to accept the risk and if so, on what terms; or
- a reasonable person in the circumstances could be expected to know to be a matter so relevant.

If you have not disclosed all relevant information, or if you have misinterpreted the facts, then we may be entitled to cancel the policy, reduce the sum insured, or treat the policy as never having existed.

If you do not tell us all relevant matters we can reduce the amount we pay for any claim or cancel this insurance policy. If your non disclosure is fraudulent we can void the insurance policy from the beginning.

Goods and Services Tax (GST)

This insurance policy has provision for payment of Goods and Services Tax:

- by you in relation to premiums
- by us in relation to claims

Retroactive liability

The policy does not provide cover in relation to any loss, crisis loss or claim directly or indirectly arising out of, attributable to or in connection with any wrongful act, employment practice breach or trustee responsibility breach (as such terms are defined in the policy) which occurs prior to the retroactive date as shown in the certificate of insurance and applicable to the insuring clause under which cover would otherwise be available.

Subrogation

The policy contains provisions which provide that following any payment under the policy we will be subrogated to your rights to recovery from others in respect of such payment. The provisions also provide that you must do everything necessary to secure and preserve such rights of subrogation and you must do all things reasonably practicable to avoid or diminish loss covered by the policy. If you fail to do so we may be entitled to refuse or reduce a payment under this policy.

The Policy: Management Liability Insurance

Definitions applicable to the policy

Certain words and phrases that appear in the **policy** in bold have special meanings as set out below.

Where used in the **policy**:

Act of Parliament means any Act of the Parliament of the Commonwealth of Australia or the State or Territories of Australia, including any subordinate or delegated legislation or regulation made under and any amendment, consolidation or re-enactment of any of those Acts.

aggregate limit of liability means the maximum amount under each particular **insuring clause** or **automatic extension** as shown in the **certificate of insurance** or as may be expressly stated in the **automatic extension** that **we** are liable to pay in respect of the aggregate of all liability for **loss** and **claims** the subject of cover under the respective **insuring clause** or **automatic extension**.

aggregate policy limit means the lesser of \$25,000,000 or 1.5 times the **limit of liability** applicable to Insuring Clause 2 - Directors and Officers Liability. The **aggregate policy limit** is the maximum amount that **we** will pay under the **policy** in respect of the aggregate of all payments **we** would otherwise be liable to make under **policy**.

APRA means the Australian Prudential Regulation Authority.

auditor means an authorised **officer** under Commonwealth, State or Territory legislation to conduct a **tax audit**.

automatic extension means the automatic extensions listed on your **certificate of insurance** and applies to an **insuring clause** of this **policy** shown in the **certificate of insurance** with a **limit of liability** and **aggregate limit of liability** of greater than zero. **We** accept no liability under any **insuring clause** or any automatic extension which applies to that **insuring clause** where a zero amount or "not taken" is shown in the **limit of liability** and **aggregate limit of liability** section of the **certificate of insurance** for that **insuring clause**.

back-pay means the amount **you** are obliged to pay an **employee** for the period between the time of incorrect termination of the **employee's** employment and the time the **employee** is reinstated or re-employed, following an order of reinstatement or re-employment made upon **you**.

business means the business, activities or services specified in the **certificate of insurance** carried out in **your** operations from Australia.

certificate of insurance means the document so named attaching to the **policy** and any further certificate of insurance issued subsequently by **us**, extending or varying the **policy** showing:

- i. the selected **insuring clause/s** selected by **you** for insurance under the **policy**;
- ii. the **excess** applicable to each selected **insuring clause** and **automatic extension** to the selected **insuring clause**;
- iii. any special terms applicable to **your policy**;
- iv. the **limit of liability** and the **aggregate limit of liability** applicable to each **insuring clause**;
- v. the **aggregate policy limit**; and
- vi. the premiums payable for this insurance.

civil or bail bond expenses means the reasonable premium (but not collateral) for a bond or other financial instrument to guarantee an **insured person's** contingent obligation for bail required by a Court hearing in respect of an **extradition proceeding**.

claim means:

- i. any writ, summons, application cross claim, counter-claim or other legal or arbitral proceedings or process, or written demand seeking monetary or non-monetary relief and alleging any **wrongful act**, or **employment practice breach**;
- ii. any written notice of any proceedings, **investigation** or inquiry which may give rise to the imposition of a **penalty**;
- iii. any **extradition proceeding** against an **insured person**;
- iv. any criminal proceeding.

Claim does not mean an action solely for declaratory or injunctive relief where there is no demand for **compensation** or damages.

client means a customer to whom the **insured** provide goods or services for a fee or not.

compensation means monies payable or agreed with **our** consent to be paid (including damages) by judgment, award or settlement including all charges, expenses and legal costs recoverable from **you** or an **insured person**. It does not include the costs of complying with any non-monetary relief.

computer virus means an executable program or computer code segment that is self-replicating or self-propagating designed to modify, alter, damage, destroy or delete **electronic data** without the operators' authorisation, to contaminate other computer programs or **electronic data**, consume computer resources or usurp the operation of an internet site causing undesired program or computer operation.

constructive dismissal for the purposes of an **employment practices breach** means requiring an **employee** to cease their employment with **you** because of what **you** say, do or fail to do.

contract worker means a person engaged by **you** through a labour hire firm, under an agreement between **you** and the labour hire firm, to perform duties related to the conduct of **your business**.

crisis means an unforeseen event which in the reasonable professional opinion of **your** managing director or chief executive officer and **us** has the potential to cause **loss** of **your** reputation and/or imminent **loss** of annual revenue to **your business** in the twelve (12) month period immediately following the event and exceeding 30% of **your** reasonably expected annual revenue for such period if left unmanaged and including, but not limited to:

- i. the loss of **your** intellectual property rights including existing patents, trademarks, or copyrights;
- ii. the loss of a major customer or major contract of **yours** for the supply of goods and/or services;
- iii. the traumatic death or significant impairment of a person on **your** premises causing emotional distress to **insured persons** or **employees** or members of the public having witnessed the injury;
- iv. substantial destruction of or damage to **your** property other than caused by a natural disaster;
- v. the first apparent unauthorised intrusion into the computer facilities of the **insured**;
- vi. a recall or boycott of any product;
- vii. any criminal or fraud investigation.

Crisis is not an event that affects generally the industry in which the **insured** conducts its **business**.

crisis loss means the reasonable fees, costs and expenses of a crisis management consultant retained by **you** to minimise the effects of a **crisis**, and such costs and expenses recommended by the crisis management consultant, but only for such advice received and steps taken within the sixty (60) day period immediately following the day on which the **crisis** first occurs.

data means information contained in records or accounts.

defence costs means all reasonable costs and expenses (other than regular or overtime wages, salaries or fees of any **insured person** or **employee**) incurred by **you** or an **insured person** with **our** prior written consent (such consent not to be unreasonably withheld), for:

- i. legal representation in defending, investigating, attending or monitoring any **claim** or proceedings, investigations, examinations, inquiries and the like;
- ii. any subsequent appeals, together with all reasonable costs of bringing such appeals; or
- iii. legal or professional advice or assistance incurred in the settlement of a **claim**.

deprivation of assets expenses means the payment of the following services, directly to the provider of such services, in the event of an interim or interlocutory order confiscating, controlling, suspending or freezing rights of ownership of real property or personal assets of an **insured person** or creating a charge over real property or personal assets of the **insured person** during the **period of insurance**:

- i. housing;
- ii. utilities;
- iii. personal insurances; and
- iv. schooling.

Such expenses will only be payable provided that a personal allowance has been directed by the court to meet such payments and such personal allowance has been exhausted.

Expenses will be payable after thirty (30) days following the event above for a period of up to six (6) months.

direct financial loss means loss of **money**, **securities** or **property** belonging to **you** or in **your** care, custody or control, for which **you** are legally liable.

director means:

- i. any natural person who was, is currently or during the **period of insurance** becomes a director of any legal **organisation** included in the definition of **insured** (by whatever name called) and whether or not such person is validly appointed to occupy or duly authorised to act in such position; and
- ii. any natural person who by virtue of any applicable legislation, is deemed to be acting in such a capacity;
but does not include:
 - i. a liquidator, external auditor, receiver, receiver and manager, official manager, administrator, trustee or person administering a compromise or scheme of arrangement of **your organisation**.

discrimination means any actual or alleged breach of applicable State or Federal discrimination laws of Australia.

discovered means when any **director** (who is not in collusion with an **employee** who has committed or is attempting to commit a **dishonest act**) becomes aware of any facts which would cause a reasonable person to assume that a **direct financial loss** has been incurred, even though the exact amount or details of the **direct financial loss** are not known at the time of discovery. Such discovery constitutes discovery by **you**.

dishonest act means any dishonest, fraudulent, criminal or malicious act committed by an **employee** or **third party** (whether acting alone or in collusion with any other person) with the intent to cause the **insured** to sustain a **loss** or to obtain financial benefit for that **employee** or **third party** or for any other person or **organisation** intended by that **employee** or **third party** to receive the financial benefit.

electronic data means facts, concepts and information converted to a form usable for communications, display, distribution, interpretation or processing by electronic and electromechanical data processing or electronically controlled equipment and includes programmes, software and other coded instructions for such equipment.

employee means any person who is or was at the time of an event or circumstance for which cover is provided under this **policy**:

- i. employed by **you** under a contract of service or apprenticeship as a full-time, casual or temporary employee;
- ii. under a contract of service or apprenticeship with another employer and is or was seconded to work for **you**;
- iii. under a work experience scheme with **you** and is or was deemed by legislation in respect of work related accident **compensation** or occupational health and safety to be an employee of **yours** or a worker in relation to **you**.

employment practice breach means any actual or alleged:

- i. wrongful refusal to employ a prospective **employee**;
- ii. misleading conduct or misrepresentation in advertising the terms and conditions of a position of employment with the **insured**;
- iii. wrongful failure to promote, wrongful demotion of, wrongful deprivation of career opportunity of, negligent evaluation of work performance of, negligent reassignment or wrongful disciplinary action against an **employee**;
- iv. wrongful termination of employment of an **employee** including **constructive dismissal**;
- v. retaliatory treatment against an **employee** or a **contract worker** following an exercise of his or her rights and victimisation;
- vi. unlawful workplace harassment of an **employee** or a **contract worker** including racial, religious, sexual and other harassment as prohibited by the applicable laws of Australia or the permitting of a workplace environment which is conducive to harassment;
- vii. unlawful **discrimination** of any kind directed towards an **employee** or a prospective **employee**;
- viii. infliction of emotional distress, anguish or humiliation of any **employee**, a **contract worker** or a prospective **employee**;
- ix. oral or written publication of material that slanders, defames or libels an **employee**, a **contract worker** or unlawful interference with privacy; or
- x. denial of natural justice to an **employee** concerning their employment.

For the purpose of this definition only, the term **employee** shall include any **officer** or **volunteer**.

endorsement means any document so designated and issued by us, that amends the **policy** wording or any details specified in the **certificate of insurance**. An endorsement does not affect the **limit of liability**, **aggregate limit of liability** or **aggregate policy limit** or any other term of the **policy**, except to the extent expressly provided in the endorsement.

excess means the amount **you** must contribute towards each and every **claim** under the **policy** and shown in the **certificate of insurance** in respect of each **insuring clause** or **automatic extension** (as applicable and if selected by **you**).

extended notification period means the thirty (30) days following immediately after the expiry of the **period of insurance** or such longer period as may apply pursuant to **automatic extensions** 6 or 14 or 26.

extradition proceeding means:

- i. a written request for extradition of an **insured person**, a warrant for the arrest of an **insured person** or other proceedings commenced by a writ, complaint, summons or other originating process against an **insured person** under the provisions of the Extradition Act 1988 (Cth) and/or any associated regulations; and
- ii. any associated appeals, including but not limited to the pursuit of judicial review proceedings, against the decision of the Attorney General or other appropriately authorised representative of the Australian Government to issue a surrender warrant under the Extradition Act 1988 (Cth); and
- iii. the equivalent of the above in any other jurisdiction.

A **wrongful act** of an **insured person** is not required for cover for an **extradition proceeding**.

geographic limits means the limits stated in Condition 7 - geographic limits or as otherwise stated in the **policy**.

identity fraud expenses means any reasonable fees, costs and expenses incurred by **you** in establishing that a fraudulent misrepresentation has occurred, where a **third party** first seeks to enforce an agreement against **you** during the **period of insurance**.

insured means **you**, **your** and/or **yours** as defined below.

insured person means:

- i. a **director**; or
- ii. an **officer**; or
- iii. **employee**; or
- iv. a **trustee**.

insuring clause means any of Insuring Clauses 1 to 8 of the **policy** provided the insuring clause is selected by **you** and shown in the **certificate of insurance** with a **limit of liability** and **aggregate limit of liability** of greater than zero. **We** accept no liability to make any payment under the **policy** pursuant to or under an insuring clause if a zero amount or "not taken" is shown in the **limit of liability** and **aggregate limit of liability** section of the **certificate of insurance** for that insuring clause.

internet activities means all or any of the following:

- i. use of electronic mail systems by **you** and other persons working on **your** behalf;
- ii. access through **your** network to the world wide web or a public internet site by **you** and other persons working on **your** behalf;
- iii. access to **your** intranet (internal company information and computing resources which is made available through the world wide web) by customers or other persons **you** authorise outside **your organisation**; and
- iv. the operation and maintenance of an internet site owned or operated by **you** or on **your** behalf, but not any third party internet site accessed via links to or from **your** internet site.

investigation means an inquiry, administrative or **regulatory authority investigation**, examination or hearing commenced by an **official body**:

- i. which the **insured person** is legally compelled to attend; and

- ii. which has as its subject matter the affairs of the **insured** or the conduct of an **insured person** in that capacity, or the conduct of the **business**; and
- iii. notice of which is first served on the **insured person** and notified to **us** in the **period of insurance**.

It is not necessary that a **wrongful act** be alleged.

joint venture means any incorporated enterprise undertaken jointly by **you** and a third party or parties.

known circumstance means any fact, situation or circumstance which **you** or any **insured person** were aware of prior to the commencement of each **period of insurance** and which a reasonable person in the circumstances would have considered might give rise to a **claim** covered under this **policy**.

limit of liability means the maximum amount for each particular **insuring clause** or **automatic extension** in the **policy** and as shown in the **certificate of insurance** or if applicable as expressly stated in the **automatic extension** that **we** are liable to pay for all liability under the respective **insuring clause** or **automatic extension** in respect of each and every **claim**.

loss means **compensation** for which **you** and/or an **insured person** are legally liable and **defence costs** incurred by **you** or an **insured person**.

- i. In respect of Insuring Clause 4 - Employment Practices Liability, **loss** also includes **back-pay**;
- ii. In respect of Insuring Clause 6 - Statutory Liability, **loss** also includes any **penalty**;
- iii. In respect of Automatic Extension 28 - employee fidelity, **loss** also includes **direct financial loss**.
- iv. In respect of Automatic Extension 29 - third party fidelity, **loss** also includes **direct financial loss**.
- v. In respect of Automatic Extension 35 - tax audit, **loss** also includes **tax audit fees**.

but **loss** does not include **crisis loss**.

malicious falsehood means an intentionally false statement made to cause damage to another person's reputation.

managed investment has the meaning provided in the Corporations Act 2001 (Cth).

mitigation costs means any costs or expenses reasonably and necessarily incurred by **you** and incurred predominantly in order to avoid, diminish, reduce or limit any liability for a **claim** which but for such payment was otherwise likely to be covered under the **policy**.

money means only currency, current coin, bank notes, bullion, negotiable and non negotiable instruments, either belonging to or in the care, physical custody or control of the **Insured** and for which the **insured** is legally liable, other than **property** excluded by this **policy**.

non-profit organisation means any **organisation** (but not a **subsidiary organisation**) that is exempt from the payment of income tax under the state and/or federal laws of Australia.

officer means any natural person who was, is currently or becomes during the **period of insurance** an office bearer, a person who holds an executive or managerial office (as defined by the 2001 Corporations Act (Cth.)), a company secretary or a management committee member of **yours** or other person elected by **you** or by **your** governing body to represent **your organisation** in directing, managing or supervising **your business** but does not include a trustee or a liquidator, external auditor, receiver, receiver and manager, official manager, administrator, or person administering a compromise or scheme of arrangement of **your organisation**.

official body means any **regulatory authority**, government or administrative body or agency, official trade body or self-regulatory body legally empowered to investigate the affairs of the **organisation** or **outside entity** or the conduct of an **insured person** in such capacity.

organisation means any company or other incorporated entity under the laws of Australia but excluding any entity whose securities are traded on a primary, secondary or other market in the United States of America or its territories and/or protectorates.

outside director or **outside directorship** means the position of **director**, **officer**, secretary or equivalent position held by either a **director** or an **officer** in the governing body of an **outside entity** at **your** request.

outside entity means another **organisation** including a **non-profit organisation** not included in the definition of **you**, **your**, **yours** or **insured** but excluding any entity that had negative net assets or a negative net worth at the inception date of the **policy**.

penalty means any monetary sum payable by **you** or an **insured person** and required by an order of a court of competent jurisdiction, to any **regulatory authority** pursuant to any **Act of Parliament** but excluding:

- i. any amounts payable as **compensation**;
- ii. any compliance, remedial, reparation or restitution costs;
- iii. any amounts payable for income tax, customs duties, excise duty, stamp duty, sales tax or any other State or Federal tax or duty;
- iv. any exemplary or punitive damages;
- v. liabilities that are not insurable at law;
- vi. any legal and other costs associated with the penalties levied on **you** or the **insured person**; and
- vii. any consequential or economic loss.

period of insurance means the time and date cover under the **policy** starts to the time and date cover under the **policy** expires as shown in the **certificate of insurance** and any subsequent period which **we** agree by **endorsement**.

personal injury means:

- i. bodily injury, illness, disease, disability, shock, fright, mental anguish (which occurs as a direct result of an accident), mental illness, psychological injury or death;
- ii. false arrest, wrongful detention, false imprisonment, malicious prosecution or humiliation;
- iii. wrongful entry upon, wrongful eviction from or other invasion of right to private occupancy of property or invasion of privacy;
- iv. defamation, libel, slander and **malicious falsehood** where the first publication or utterance happened after the commencement of the **policy**; or
- v. assault or battery, including use of reasonable force by **you** or at **your** direction for the sole purpose of preventing or eliminating danger to persons or property.

policy means the **certificate of insurance**, this document (Insuring Clauses, Definitions, Limit of Liability and Excess, policy extensions, policy exclusions, claims conditions and all other terms contained therein), and any **endorsement** attaching at inception or during the **period of insurance**.

pollutant means any solid, liquid, gaseous, biological or thermal irritant or contaminant including but not limited to: smoke, vapour, fumes, noise, odour or any other air emission, electric or magnetic or electromagnetic fields, soot, acids, alkalis, chemicals, waste or material to be recycled, reconditioned or reclaimed, waste water, oil or oil products, infectious or medical waste.

professional fees means the fees, cost and disbursements which are reasonably and necessarily incurred in connection with a **tax audit** which are payable by **you** to an accountant or other financial adviser, **registered tax agent** or legal adviser for work carried out in connection with a **tax audit**.

property means tangible property other than **money** and **securities**.

property damage means physical loss of, destruction of or damage to tangible property, including loss of use or any other consequential losses flowing from such loss, destruction or damage.

proposal means the completed, signed and dated Insurance Application Form or Renewal Declaration document provided to **us** by the **insured** which contains information supplied by the **insured** that is incorporated into the **policy**.

public relations expenses means the reasonable fees and expenses of a public relations firm which **you** or an **insured person** engages with **our** prior written consent (not to be unreasonably withheld) for the purpose of preventing or limiting potential adverse or negative publicity in respect of a covered **claim** or official **investigation**.

registered tax agent means a professional or group of professionals registered with the Australian Government Tax Agents' Board.

regulatory authority means instrumentalities, entities or persons appointed to act pursuant to any Act of the Commonwealth of Australia or the States or Territories of Australia for the purposes of enforcement of such Act or any other Act.

retroactive date means the date set out in the **certificate of insurance** relevant to each **insuring clause** and the **policy** does not provide cover in respect of any **wrongful act**, and/or **employment practice breach** as applicable which occurred prior to such date.

securities means for Automatic Extension 28 - employee fidelity and 29 - third party fidelity, any negotiable or non-negotiable instruments or contracts representing **money** or other property including but not limited to any shares, debentures, stocks, notes, warrants, options, or any security for debt or equity issued or given by **you** but excluding **money** and **property**.

senior counsel means a barrister in active practice who is entitled to use the post-nominals Q.C. or S.C. in any one or more superior courts in Australia.

sexual abuse means any assault or abuse of a sexual nature, sexual molestation, indecent exposure, sexual harassment or intimidation, whether such act is the subject of criminal investigation or not.

subsidiary organisation means any company or other incorporated entity under the laws of Australia or other **organisation** which is either directly or indirectly controlled by any incorporated entity, entities or **organisation(s)** named as the **insured** in the **certificate of insurance** and whose accounts are consolidated with such entity in accordance with Australian accounting standards. Control or controlled has the same meaning as the definition of control in the Corporations Act 2001 (Cth.).

tax audit means the carrying out of an audit on a return submitted by **you**, or on **your** behalf, by the Australian Tax Office or any Australian Commonwealth, State or Territory department, relevant body or agency, or authority which is authorised to conduct such an audit, and includes any inquiry or investigation by the Australian Taxation Office aimed at determining the **insured's** compliance with the record keeping requirements of relevant taxation legislation, other than a return to **APRA**.

tax minimisation schemes means the arrangement of taxation and other returns, by **you** or on **your** behalf, which are designed to reduce the tax payable by **you**.

terrorism act means any act, or preparation in respect of action, or threat of action designed to influence the government de jure or de facto of any nation or any political division of that nation, or in pursuit of political, religious, ideological, ethnic or similar purposes or reasons to intimidate the public or a section of the public of any nation, by any person or groups of persons whether acting alone or on behalf of or in connection with any organisation or government de jure or de facto, and which:

- i. involves force or violence against one or more persons, or threat thereof;
- ii. involves damage to property;
- iii. endangers life other than that of the person committing the action;
- iv. creates a risk to health or safety of the public or a section of the public; or
- v. is designed to interfere with or disrupt an electronic system.

third party means any natural person or entity other than an **insured**. For the sake of clarity, a **third party** can include a **client**.

third party discrimination means discrimination by an **insured person** against a **third party** referencing race, colour, creed, religion, age, sex disability, marital status, national origin, pregnancy, sexual orientation or preference which is protected to any law anywhere in the world.

third party sexual harassment means sexual harassment by an **insured person** against a **third party** including unwelcomed sexual advances, or conduct of a sexual nature. For the purpose of this definition only **third party sexual harassment** does not include cover for any actual or alleged act of **sexual abuse**.

trust means a trust set up to manage real and other assets belonging to **you** and/or a retirement or superannuation or pension fund for the benefit of **your officers** and/or **employees**.

trustee means **you** if validly appointed to act or any natural person who is elected to administer the **trust**, but does not include a professional trust company or organisation or an employee of such company or organisation.

trustee responsibility breach means any actual or alleged **wrongful act** or omission committed, attempted or allegedly attempted by a **trustee** in such capacity in respect of the administration of the **trust**.

volunteer means any person engaged by **you** to work or to provide services to **you** or on **your** behalf for **your** benefit in the carrying out of **your business** who receives no remuneration or monetary consideration for the services rendered.

we, us, our, insurer means Ansvr Insurance Limited ABN 21 007 216 506 AFS Licence No 237826.

wrongful act means any actual or alleged act, error or omission including but not limited to any unfair or unlawful act or omission, any misstatement, misleading statement, neglect, error, breach of **trust**, breach of duty or offence pursuant to an **Act of Parliament** or common law;

provided such act or omission is relevantly committed or allegedly committed or attempted in respect of each selected insuring clause as follows:

- i. Insuring Clauses 1, 2, 3, 4, 6 and 7: by a **director** and/or **officer** solely in their capacity as such a **director** or **officer**;
- ii. Insuring Clauses 1, 4, 6 and 7: by **you**;
- iii. Insuring Clauses 4, 5, 6 and 7: by a **trustee** in the course of the administration of the **trust**.

you, your, yours, or insured means:

- i. the incorporated entity, entities or **organisation(s)** named as the **insured** in the **certificate of insurance**;
- ii. each **organisation** that is a **subsidiary organisation** at the commencement date of the **period of insurance** and which was disclosed by **you to us** at the time of entering into the **policy**;
- iii. any new **subsidiary organisation** formed or acquired by **you** during the **period of insurance** through consolidation, merger or purchase of its assets and in respect of which **you** assume control during the **period of insurance** provided:
 - such **organisation** is carrying on substantially the same **business as yours**;
 - any acquisition or assumption of control increasing **your** total gross assets under management by more than 20% is reported to **us** within ninety (90) days after it is effected; and
 - that the **policy** does not provide cover to the **organisation** which has become the **subsidiary organisation** or to any person who has consequently become a **director** or **officer** in respect of any **wrongful act, employment practice breach, direct financial loss or crisis** which occurred prior to the date of such formation or acquisition.

The contract between you and Ansvar Insurance

Operative clause

In consideration of **your** payment of the premium and subject to the terms and conditions of the **policy**, **we** will provide cover under each **insuring clause** and **automatic extension** and listed in the **certificate of insurance** and, if applicable, any **endorsement** to the **policy**.

This insurance contract will commence from the time **we** provide written acceptance of **your proposal** and cover will conclude at 4.00pm local standard time on the date shown in the **certificate of insurance**.

We do not provide cover under the **policy** for any liability or **loss** arising out of any **wrongful act**, **employment practice breach** or **trustee responsibility breach** which occurred prior to the **retroactive date** shown in the **certificate of insurance**.

If the terms of the **policy** are not observed, cover may be reduced or cancelled. No variation of the **policy** will be effective, except where made by written **endorsement**.

Claims made and notified

The **policy** operates on a 'claims made and notified' basis which means that **you** are covered for:

1. **claims** first made against **you** during the **period of insurance** and notified to **us** during such period providing **you** were not aware at any time prior to the commencement of such period of any circumstances which could lead to a **claim** being made against **you**; and
2. facts **you** first became aware of during the **period of insurance** which may lead to a future **claim** providing **you** notify **us** during such period of such facts pursuant to s.40(3) of the Insurance Contracts Act 1984 (Cth) which provides:

"Where the insured gave notice in writing to the insurer of facts that might give rise to a claim against the insured as soon as reasonably practicable after the insured became aware of those facts but before the insurance cover provided by the contract expired, the insurer is not relieved of liability under the contract in respect of the claim, when made, by reason only that it was made after the expiration of the period of the insurance cover provided by the contract".

Interpretation

Where headings are used in the **policy**, they are purely descriptive in nature and are not intended to be used for interpretative purposes.

Words importing the singular number shall include the plural and vice versa.

Insuring clauses applicable to the policy

The maximum **we** will pay under each of the following **insuring clauses** is the relevant:

- **limit of liability** (as further defined in the **policy**), or
- **aggregate limit of liability**,

shown in the **certificate of insurance** in respect of each **insuring clause** and always subject to all of the terms and conditions of the **policy** including the **aggregate policy limit**.

1. Entity Liability

We will indemnify **you** for liability for **loss** arising out of any **claim** by reason of any **wrongful act** in the management of **your business**, which **claim** is first made against **you** during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period**.

2. Directors and Officers Liability

We will indemnify any **director** or **officer**, for liability incurred in their capacity as such a **director** or **officer**, for **loss** arising out of any **claim** by reason of any **wrongful act**, which **claim** is first made against them during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period** and provided such **director** or **officer** is not indemnified by **you**.

3. Entity Reimbursement

We will indemnify **you** for any payment which **you** are required and are legally permitted to make to or on behalf of any **director** or **officer** for their liability for **loss** incurred in their capacity as such a **director** or **officer** and arising out of any **claim** by reason of any **wrongful act**, which **claim** is first made against them during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period**.

4. Employment Practices Liability

We will indemnify **you** and/or an **insured person** for liability for **loss** arising out of any **claim** alleging an **employment practice breach**, which **claim** is first made against **you** or the **insured person** during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period**.

5. Trustees Liability

We will indemnify a **trustee** for liability for **loss** arising from any **claim** alleging a **trustee responsibility breach**, first made against the **trustee** during the **period of insurance** and notified to **us** during the **period of insurance** or during the **extended notification period**.

6. Statutory Liability

We agree to indemnify **you** and/or an **insured person** for:

- any **penalty** which is insurable at law arising from a **wrongful act** by **you**, **insured person** or **trustee** in the jurisdictions of, and under the laws of Australia; and
- any defence costs incurred directly in connection with any legal proceedings, investigations or inquiry which may give rise to the imposition of such **penalty**.

Provided always that:

- written notice of such legal proceedings, investigation or inquiry was first received by **you** or the **insured person** during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period**.
- involves an allegation of a **wrongful act** committed after the **retroactive date** and which would lead to a **claim** covered under this **policy**.

7. Internet Liability

We will indemnify *you* and/or an *insured person* for liability for *loss* arising from a *claim* as a direct result of a *wrongful act* carried out without *your* consent and incurred solely in the conduct of *your internet activities* which *claim* is first made against *you* and/or the *insured person* during the *period of insurance* and notified to *us* during either the *period of insurance* or the *extended notification period*, and for which cover is not provided under *your* general public and products liability insurance.

8. Entity Crisis Cover

We agree to pay on *your* behalf any *crisis loss* which *you* incur by reason of a *crisis* which first occurs during the *period of insurance* and is notified to *us* during either the *period of insurance* or the *extended notification period* in the course of *your* operations that would otherwise be covered by the *policy*.

Limit of liability and excess applicable to the policy

1. We shall not be liable under the *policy* to pay any more than the amount of the *aggregate policy limit* in respect of the aggregate of all payments that *we* would otherwise be liable to make under the *policy*.
2. Subject to the *aggregate policy limit*, the total amount payable under each of Insuring Clauses 1 to 8, each *automatic extension* including all amounts payable in respect of all *loss, claims, defence costs, crisis loss* and penalties shall not exceed the *aggregate limit of liability* stated in the *certificate of insurance* as applying to that particular *insuring clause* or to the relevant *insuring clause* applicable to the particular *automatic extension* unless the *automatic extension* expressly provides otherwise.
3. Except as provided for in Automatic Extension 34 - dedicated excess limit of liability for Insured Person and subject to the *aggregate policy limit* and the applicable *aggregate limit of liability* unless *we* state otherwise in writing, the total amount payable by *us* under each *insuring clause* of the *policy* and any *automatic extension* shall not exceed the *limit of liability* in respect of any one *claim* stated in the *certificate of insurance* as applying to that particular *insuring clause* or to the relevant *insuring clause* applicable to the particular *automatic extension* unless the *automatic extension* expressly provides otherwise. Such *limit of liability* forms part of and is not in addition to the relevant *aggregate limit of liability* and *aggregate policy limit* shown in the *certificate of insurance*.
4. Where more than one *insuring clause* covers any *claim* or *loss* then only one *insuring clause* shall apply. The *insuring clause* including the applicable *limit of liability* and *aggregate limit of liability* which in that event shall apply shall be the *insuring clause* which first appears in the following order:
 - Insuring Clause 1 - Entity Liability;
 - Insuring Clause 2 - Directors and Officers Liability;
 - Insuring Clause 3 - Entity Reimbursement;
 - Insuring Clause 4 - Employment Practices Liability;
 - Insuring Clause 5 - Trustees Liability;
 - Insuring Clause 6 - Statutory Liability;
 - Insuring Clause 7 - Internet Liability;
 - Insuring Clause 8 - Entity Crisis Cover.
5. If in respect of any one or more *insuring clause* and *automatic extension* an *excess* is shown in the *certificate of insurance* then subject to all of the terms and conditions of the *policy* including the applicable *limit of liability, aggregate limit of liability* and *aggregate policy limit* *we* shall only be liable for amounts otherwise covered by the *policy* exceeding that *excess*.
6. Should any one *wrongful act, trustee responsibility breach* or *employment practice breach* result in more than one *claim* being made against *you* or an *insured person* only one *excess* will apply. This *excess* will be the highest of any *excess* noted in the *certificate of insurance* which applies to any relevant *insuring clause* or *automatic extension* under which cover is available in respect of those *claims*.
7. With respect to Automatic Extension 28 - employee fidelity, 29 - third party fidelity and 30 - fidelity investigation expenses, a series of related, repeated or continuous *dishonest acts* shall be treated as giving rise to a single *direct financial loss* and, as such, a single *excess* is payable.

8. In the event of a *claim* being based on separate, different or additional *wrongful acts, trustee responsibility breaches* or *employment practice breaches* then the applicable *excess* shall apply in respect of each *wrongful act, trustee responsibility breach* or *employment practice breach*.
9. *Defence costs* are subject to the *excess* applicable to each selected *insuring clause* or *automatic extension* under which they are otherwise covered.
10. All *claims* arising from:
- a single *wrongful act, trustee responsibility breach* or *employment practice breach* of the *insured* or an *insured person*;
 - multiple but interrelated *wrongful acts, trustee responsibility breaches* or *employment practice breaches* of the *insured* or an *insured person*; or
 - *wrongful acts, trustee responsibility breaches* or *employment practice breaches* of the *insured* or an *insured person* which arise from the same or a related source;
- shall be deemed one *claim* and such *claim* shall be deemed to have been made at the time when the earliest of the *claims* was first made against *you* or an *insured person*.
11. *You* will be responsible for the first 20% of each *crisis loss* in respect of Insuring Clause 8 - Entity Crisis Cover, such amount not exceeding \$5,000 or such other maximum *excess* for this coverage as shown in the *certificate of insurance*. All interrelated *crises* shall be deemed as one and the same *crisis* and also deemed to have occurred at the earliest time of the first *crisis*.

Automatic extensions applicable to the policy

1. Advancement of defence costs

If *we* elect not to take over and conduct the *investigation, defence* or settlement of any *claim, we* will pay all reasonable *defence costs* associated with that *claim* as and when they are incurred provided that:

- *we* have not denied indemnity for the *claim*; and
- *our* written consent is obtained prior to *you* or the *insured person* incurring such *defence costs* (such consent not to be unreasonably withheld).

We reserve the right to recover any *defence costs* paid under this *automatic extension* from *you* and/or an *insured person* severally according to the respective liabilities for such *defence costs*, in the event and to the extent that facts are subsequently established by judgment or other final adjudication which confirm that there was otherwise no entitlement to cover under the *policy* for such *defence costs*.

2. Attendance at official investigations or inquiries

We will pay *defence costs* incurred with *our* prior consent by an *insured person* in attending any official *investigation, examination, inquiry* or other proceedings ordered or commissioned by any *official body* or institution, where the *insured person* is legally compelled by such body or institution to attend such *investigation, examination, inquiry* or proceeding and which involves an allegation of a *wrongful act* committed after the *retroactive date* and which would lead to a *claim* covered under the *policy*;

Provided always that:

- written notice requiring such attendance is received by the *insured person* during the *policy* period and is notified to *us* during either the *period of insurance* or the *extended notification period*; and
- the total amount *we* will pay under the *policy* for all *defence costs* covered pursuant to this extension is sub-limited to \$500,000 in the aggregate. This sub-limit forms part of and is not in addition to the *aggregate policy limit* and the *limit of liability* and the *aggregate limit of liability* applicable to any *insuring clause* under which cover is available.

3. Continuity of cover

In the absence of fraudulent non-disclosure or misrepresentation by *you* or an *insured person, we* will extend cover to *you* or an *insured person* under the *policy* for liability for *loss* to the extent it would be covered but for the existence of a *known circumstance* provided always that:

- *we* were the management liability or directors & officers liability insurers (however designated) of *you* and the *insured person* when *you* or the *insured person* first knew of such *known circumstance*;
- *we* continued without interruption to be the management liability or directors & officers liability insurers of *you* and the *insured person* since *you* or the *insured person* first knew of such *known circumstance* up until the time when the *policy* came into effect;
- had *we* been notified of the *known circumstance* when *you* or the *insured person* first knew or ought to have known of it, *you* or the *insured person* would have been covered under the *policy* in force at that time, but are not now covered by the *policy*;

- *you* and/or the *insured person* seeking indemnity under the *policy* would have been covered by the policy, but for the *known circumstance* exclusion; and
- the *claim* or *known circumstance* had not previously been notified to *us* or to any other insurer.

The *limit of liability we* provide under this *automatic extension* is the lesser available under the terms of the policy in force at the earlier time (as referred to in the first sub-paragraph of this clause) or that but for the *known circumstance* would apply under the *policy*. The terms of the *policy* otherwise apply and *we* may reduce *our* liability under the *policy* to the extent of any prejudice *we* suffer in connection with the failure of *you* or the *insured person* to notify *us* at an earlier date of the *known circumstance*.

4. Court attendance costs

We agree to provide up to \$500 per day for court attendance costs incurred by the *insured person*, if the *insured person* is legally compelled to attend a civil proceeding as a witness in a *claim* which is covered under Insuring Clause 2 - Directors and Officers Liability;

Provided always that:

the total amount *we* will pay under the *policy* under this *automatic extension* is sub-limited to \$100,000 in the aggregate. This sub-limit forms part of and is not in addition to the *aggregate policy limit* and the *limit of liability* and the *aggregate limit of liability* applicable to any *insuring clause* under which cover is available.

5. Deprivation of assets expenses

We agree to extend cover under the *policy* by including *deprivation of assets expenses* arising from any *claim* covered by the *policy*;

Provided always that:

the total amount *we* will pay under the *policy* under this *automatic extension* is sub-limited to \$20,000 in the aggregate. This sub-limit forms part of and is not in addition to the *aggregate policy limit* and the *limit of liability* and the *aggregate limit of liability* applicable to any *insuring clause* under which cover is available.

6. Dishonesty of others

Notwithstanding Exclusion 5 - fraud and dishonesty, *we* will extend cover to an *insured person* for liability for *loss* to the extent it would be covered under the *policy* provided always that:

- the *insured person* seeking cover pursuant to this *automatic extension*, did not engage in, permit, knowingly assist or condone such dishonest, fraudulent, malicious or illegal act or omission;
- the indemnity does not extend to *loss of property, money, bearer bonds, coupons, stamps, bank notes, currency notes or negotiable instruments of any kind* belonging to the *insured person* or for damage to *property* for which the *insured person* is legally responsible;
- the *loss* sustained is not in consequence of any act or omission occurring after the *insured person* seeking cover pursuant to this *automatic extension* acquired reasonable cause for suspicion of dishonest, fraudulent, malicious or illegal conduct on the part of the defaulting *insured person* concerned and had the opportunity to act on the available information; and
- indemnity is not provided to the *insured person* which committed the dishonest, fraudulent, malicious or illegal conduct.

7. Estates and legal representatives

The estates, heirs or legal representatives of any deceased or incompetent *insured person* shall be indemnified in respect of liabilities of that *insured person* covered by the *policy* provided always that any such indemnity shall be subject to all the terms and conditions of the *policy* in so far as they are applicable.

8. Extended claim and reporting period

If *we* refuse at expiry of this insurance to offer any renewal terms and conditions, *you* and any *insured person*, shall jointly (but not separately) have the right to request prior to the expiry of the *period of insurance* and upon payment of an amount equal to 100% of the total expiring annual premium stated in the *certificate of insurance* to an *endorsement* to the *policy* providing for:

- an extension of the *extended notification period* to a period being the period of twelve (12) months immediately following the expiry of the *period of insurance*; and
- any *claim* made and reported to *us* during this endorsed *extended notification period* being deemed to have been made and reported to *us* immediately prior to the expiry of the *period of insurance* provided that the *claim* arises out of a *wrongful act, trustee responsibility breach or employment practice breach* which occurred prior to the expiry of the *period of insurance* and there is no cover for any *claim* arising out of a *wrongful act, trustee responsibility breach or employment practice breach* which occurred after the expiry of the *period of insurance*.

9. Insured versus insured cover

Notwithstanding Exclusion 11 - insured versus insured, *we* will extend cover otherwise available under the *policy* to any individual *director* or *officer* in respect of the following:

- a *claim* for contribution or indemnity by another *director* or *officer* for in respect of a liability for *loss* which is covered under Insuring Clause 2 - Directors and Officers Liability of this *policy*;
- a *claim* for contribution or indemnity by another *trustee* for in respect of a liability for *loss* which is covered under Insuring Clause 5 - Trustees Liability of this *policy*;
- any shareholder derivative action brought or maintained in his/her/its own right or on behalf of the *insured*, provided the shareholder was not a *director, officer* or a *trustee* at the time of any *wrongful act* or *trustee responsibility breach*;
- any derivative action brought or maintained by a liquidator, administrator, receiver or administrative receiver on behalf of the *insured*;
- any *claim* brought against the *director, officer* or *trustee* by any *regulatory authority* of competent jurisdiction on behalf of the *insured*; or
- a *claim* brought or maintained against the *director, officer* or *trustee* by another *director, officer* or *trustee* alleging an *employment practice breach or discrimination*, harassment or defamation but only if such conduct occurred in the performance of their duties as a *director, officer* or *trustee*;

Provided always that:

- the person or *organisation* bringing, making or controlling the *claim* acts without any prior direct or indirect solicitation or enticement of or with any other *director* or *officer* under the *policy* (other than co-operation legally required by any statutory or *regulatory authority*);
- the *claim* is not brought about by or contributed to by and does not involve industrial disputes (whether between the *insured* and *employees* or their union or otherwise), strike, picket, lock out, go slow or work to rule;

- the **claim** does not arise from any act or omission in respect of which liability for **loss** is covered by under another **insuring clause** or **automatic extension** of this **policy**;
- the **claim** does not arise as a result of any act or omission the subject of an exclusion in this **policy**; and
- a **claim** by reason of an **employment practice breach** is subject to the **limit of liability** for Insuring Clause 4 - Employment Practices Liability stated in the **certificate of insurance**.

10. Joint venture cover

We agree to extend cover under the **policy** to an **insured person** in respect of any **claim** made against that **insured person** arising from any **joint venture** but cover shall not extend to any **claim** brought by or on behalf of any party to the **joint venture** or any **organisation** or trust established to conduct, control or manage such **joint venture**.

11. Occupational health and safety

Notwithstanding Exclusion 16 - personal injury and property damage, where **you** or a **director** or any **officer** are legally compelled by written notice received during the **period of insurance**, to attend any official **investigation**, examination, inquiry or other proceedings ordered or commissioned by any **official body** or institution alleging a breach of occupational health & safety laws of any State or Territory of Australia; **we** agree to extend cover for any **defence costs** reasonably and necessarily incurred, with **our** prior written consent.

Provided always that:

- This **automatic extension** does not provide cover for any criminal fines, any **claim** for **compensation** by an **employee** or any liability for a **loss** in respect of a **claim** otherwise excluded by the **policy**;
- the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$1,000,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

12. Directorships (non-profit organisation(s))

We agree to extend cover under the **policy** by including in the definition of **director** and **officer** any **director** or **officer** who is required to hold a position in the governing body of any **non-profit organisation** at **your** request prior to or during the **period of insurance**;

Provided always that:

- any **wrongful act** giving rise to a **claim** occurred before the **director** or **officer** ceased holding such position;
- cover pursuant to this **automatic extension** will not extend to any other **director** or **officer** (by whatever name called) of the **non-profit organisation** if they are not otherwise covered under the **policy**;
- no cover whatsoever is available to the **non-profit organisation** under the **policy**.
- for the purpose of applying Automatic Extension 9 - insured versus insured cover, to the cover provided in this **automatic extension** and for no other purpose, the term '**insured**' will be deemed to include the **non-profit organisation**;
- the cover available by reason of this **automatic extension** shall only apply in **excess** of the indemnity available to the **director** or **officer** under the management liability or directors and officers policy (however designated) held by the **non-profit organisation** with another insurer covering the liability of that person; and

- where **we** have issued another insurance policy to the **non-profit organisation** providing similar coverage allowed under the policy, this **automatic extension** shall only apply in excess of such separate coverage.

13. Pollution defence costs

Notwithstanding Exclusion 17 - pollution, **we** will extend cover to include **defence costs** incurred in respect of any **claim** against **you** or any **director** or **officer** arising out of the discharge, dispersal, release or escape of **pollutants** in the course of **your** operations that would otherwise be covered by the **policy**;

Provided always that:

- the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$1,000,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available; and
- cover is not provided for any pollution occurring in the United States of America, the Dominion of Canada or the Territories or Protectorates of those Countries.

14. Preservation of indemnity

If an **insured person** is not able to obtain payment pursuant to a lawful right of indemnity from an **organisation** insured under the **policy** by reason only of the **organisation** having been placed in liquidation and such payment is in respect of a liability for **loss** that would otherwise be covered by Insuring Clause 2 - Directors and Officers Liability, then **we** will extend cover under Insuring Clause 2 - Directors and Officers Liability to that **insured person**, provided the burden of furnishing satisfactory proof to obtain the benefit of this **automatic extension** shall rest entirely with the **insured person**.

15. Retirement cover for insured persons

If **you** do not renew the **policy** or do not replace it with any other insurance providing coverage similar to that provided under Insuring Clause 2 - Directors and Officers Liability and do not purchase an extension to the **extended notification period** pursuant to Automatic Extension 8 - extended claim and reporting period, then any **insured person** who retired from all employment or office prior to expiry of the **period of insurance** shall but only in respect of a **claim** against them be entitled under this **automatic extension** to:

- an extension of the **extended notification period** to a period being the period of 84 months immediately following the expiry of the **period of insurance**; and
- any such **claim** made and reported to **us** during this extended **extended notification period** shall be deemed to have been made and reported to **us** immediately prior to the expiry of the **period of insurance** provided always that the **claim** arises out of a **wrongful act**, or **employment practice breach** which occurred prior to the date of their retirement and there is no cover for any **claim** arising out of a **wrongful act**, or **employment practice breach** which occurred after the date of their retirement.

This **automatic extension** confers no entitlement or benefit on **you** or any other **insured person**.

16. Runoff cover for subsidiary organisations

In the event that a **subsidiary organisation** ceases to be a **subsidiary organisation** during the **period of insurance**, then the **policy** shall continue to apply with respect to any **claim** made against such **subsidiary organisation** and any **insured person** during the **period of insurance** or the **extended notification period** (if applicable);

Provided always that:

- cover is only provided in respect of any **wrongful act** or **employment practice breach** committed prior to the date such entity ceased to be a **subsidiary organisation** and committed during the time such entity was a **subsidiary organisation**;
- cover is only provided for any **direct financial loss** resulting from dishonest acts committed prior to the date such entity ceased to be a **subsidiary organisation** and committed during the time such entity was a **subsidiary organisation** or otherwise covered by this **policy**;
- cover is not provided for any **wrongful act** or **employment practice breach** preceding the **retroactive date** shown in the **certificate of insurance**.

17. Runoff cover for outside directorships

In the event that an **insured person** ceases to act as an **outside director** of an **outside entity** (as defined within this **policy**) at any time prior to or during the **period of insurance**, then the **policy** shall continue to apply with respect to any **claim** first made against such **insured person** during the **period of insurance** or the **extended notification period** (if applicable);

Provided always that:

- cover is only provided with respect to **wrongful act** or **employment practice breach** committed prior to the date such person ceased to be an outside **director** of such **outside entity** and committed during the time such person was an outside **director** of such **outside entity**;
- cover is not provided for any **wrongful act** or **employment practice breach** preceding the **retroactive date** shown in the **certificate of insurance**.

18. Spousal liability cover

We agree to pay on behalf of the lawful spouse of an **insured person** their liability for all **loss** as a result of an alleged **wrongful act**;

Provided always that:

We shall only indemnify the spouse in respect of **loss**:

- arising from a **claim** made against the lawful spouse only because he or she is the lawful spouse of the **insured person**;
- which is not brought by reason of the lawful spouse being knowingly or recklessly party to or involved in any **wrongful act**; and
- relating to property either jointly held by the **insured person** and his or her lawful spouse, or transferred by that **insured person** to his or her lawful spouse for legitimate purposes only.

Where a conflict arises between this **automatic extension** and Exclusion 11 - Insured versus Insured of the **policy**, the provisions of this **automatic extension** shall prevail.

19. Waiver of excess

No **excess** shall apply or **we** agree to reimburse an **insured person** for any payments made within the **excess**, in relation

to a **claim** where final judgement is obtained and no **insured person** is liable in respect of that **claim** provided always that this **automatic extension** does not apply to any **claim** that is settled prior to such final judgement being obtained.

20. Reinstatement in the event of a recovery

Any amounts recovered by **us** (net of **our** reasonable expenses associated with such recovery) following a paid **claim** under the **policy** shall proportionally reduce the impairment of the **limit of liability**.

21. Emergency defence costs

If it is not possible for the **insured** to obtain **our** consent prior to incurring **defence costs** for a **claim** covered under this **policy**, **we** will waive prior consent provided **our** consent is obtained within thirty (30) days of the first of such **defence costs** being incurred.

Provided always that:

the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$100,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

22. Civil or bail bond expenses

We agree to pay on behalf of an **insured person**, **civil** or **bail bond expenses** incurred by an **insured person** during the **period of insurance** in connection with a **claim** that is covered under the **policy**.

Provided always that:

the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$250,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

23. Third party discrimination and sexual harassment

We will indemnify **you** or an **insured person** for liability for **loss** arising out of any **third party claim** alleging any **third party discrimination** or **third party sexual harassment**, which **third party claim** is first made against **you** or an **insured person** during the **period of insurance** and notified to **us** during either the **period of insurance** or the **extended notification period**.

Provided always that:

the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$1,000,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. The **policy excess** applicable to Insuring Clause 4 - Employment Practices Liability will apply for any **claim** made under this **automatic extension**.

24. Current outside directorships (including non-profit organisations)

Where a **director** or **officer** holds an **outside directorship** with **your** permission at the commencement of the **period of insurance** in any **outside entity** named in the **certificate of insurance**, or any **non-profit organisation** associated to the **outside entity**, **we** will extend cover to that **director** or **officer** of the **outside entity** or **non-profit organisation** under Insuring Clause 2 - Directors and Officers Liability and to **you** under Insuring Clause 3 - Entity Reimbursement;

Provided always that:

- cover is not be provided for any **wrongful act** preceding the **retroactive date** shown in the **certificate of insurance**;
- cover will not extend to any **director or officer** (by whatever name called) of the **outside entity** who is not also an **insured person** under this **policy**;
- no indemnity whatsoever is available to the said **outside entity** or **non-profit organisation** under this **policy**;
- the cover available by reason of this **automatic extension** shall only apply in **excess** of the indemnity available to the **director or officer** under the management liability **policy** (however designated) held by the **non-profit organisation** with another **insurer** covering the liability of that person; and
- this **automatic extension** shall only apply where there is no other insurance issued by **us** to the said **outside entity**.

We will extend the indemnity granted by this **automatic extension** to any **director or officer** entering into such an **outside directorship** with **your** permission during the currency of the **policy** for an initial period being the period of sixty (60) days from the commencement date of any such appointment or until the expiry of the **policy** whichever is shorter; and **we** will maintain such coverage beyond this initial period where:

- such **outside directorship** is reported to **us** within sixty (60) days after it is effected; and
- **we** confirm continuation of the interim cover for such **outside directorship**, by **endorsement** of this **policy**.

25. Mitigation costs

We will pay **mitigation costs** reasonably incurred by **you**;

Provided always that:

the total amount **we** will pay under the **policy** for any **mitigation costs** covered pursuant to this extension is sub-limited to \$100,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

26. Run-off after merger or consolidation

If the **insured** merges or is consolidated with or becomes the subsidiary of another incorporated **organisation**, or sells all or substantially all its assets to another incorporated **organisation**, the **insured** and all **insured persons** shall have jointly (but not separately) the option to:

- an extension of the **extended notification period** to a period being period of twelve (12) months immediately following the expiry of the **period of insurance**; and
- any such **claim** made and reported to **us** during this **extended notification period** shall be deemed to have been made and reported to **us** immediately prior to the expiry of the **period of insurance** provided always that the **claim** arises out of a **wrongful act**, or **employment practice breach** which occurred prior to the date of such merger, consolidation or sale and there is no cover for any **claim** arising out of a **wrongful act**, or **employment practice breach** which occurred after the date of such merger, consolidation or sale.

Provided always that:

- the right to this **automatic extension** is exercised in writing prior to the expiry of the **period of insurance**;
- there has been and is no **known circumstance** or **claim** against any **insured** or **insured person** to which the **policy** may respond;
- **you** agree to pay each year the premium **we** require; and

- in the event this **automatic extension** is exercised, Automatic Extension 8 - extended claim and reporting period will not apply.

27. Personal Injury Cover For Trustees

Notwithstanding Exclusion 16 - personal injury and property damage, Insuring Clause 5 - Trustees Liability extends to cover liabilities for **personal injury** incurred by a **trustee** including involuntary defamation, libel or slander in the course of the administration of the **trust**;

Provided always that:

- this cover has not been provided by a general public and products liability insurance policy purchased by the **trustee**;
- the total amount **we** will pay under the **policy** under this **automatic extension** is sub-limited to \$1,000,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

28. Employee fidelity

We will indemnify **you** for liability for any **direct financial loss** by an **employee** committing a **dishonest act** against the **insured**, first **discovered** during the **period of insurance**.

Provided always that:

the total amount **we** will pay under this **automatic extension** shall not exceed the amount of the Employee Fidelity & Third Party Fidelity sub-limit specified in The Schedule. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

29. Third party fidelity

We will indemnify **you** for liability for any **direct financial loss** by a **third party** committing a **dishonest act** against the **insured**, first **discovered** during the **period of insurance**.

Provided always that:

the total amount **we** will pay under this **automatic extension** and Automatic Extension 28 - employee fidelity shall not exceed the amount of the Employee Fidelity and Third Party Fidelity sub-limit specified in The Schedule. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available.

30. Fidelity investigation expenses

We will pay any reasonable expenses incurred by **you** with **our** written consent for the purposes of establishing the existence and amount of the **direct financial loss** covered under Automatic Extension 28 - employee fidelity and 29 - third party fidelity of this **policy**.

For sake of clarity reasonable costs payable under this **automatic extension** shall not include wages, salaries, time costs and expenses or other remuneration of any **insured person**, or the time or expenses incurred by **your** clients.

The total amount **we** will pay under this **automatic extension** is sub-limited to \$25,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. No **excess** shall apply to this **automatic extension**.

31. Data reproduction expenses

We will pay any reasonable expenses incurred by **you** with **our** written consent reasonable costs to reproduce or duplicate damaged or destroyed **electronic data** or computer programs directly arising from any **direct financial loss** covered under Automatic Extension 28 - employee fidelity and 29 - third party fidelity of this **policy**.

If such **electronic data** or computer programs cannot be duplicated from other **electronic data** or computer programs then **we** will pay any reasonable expenses incurred by **you** with **our** written consent for reasonable costs incurred to purchase the replacement computer program software, or if it cannot be purchased, for the time taken for computer programmers, technical experts or consultants to restore such **electronic data** or computer programs to substantially the same level of operational capability existing immediately before the covered **loss**.

The total amount **we** will pay under this **automatic extension** is sub-limited to \$25,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. No **excess** shall apply to this **automatic extension**.

32. Identity fraud expenses

We will pay any reasonable **identity fraud expenses** incurred by **you** with **our** written consent if any party other than the **insured** enters into any agreement with any **third party** fraudulently representing themselves as the **insured**, then **we** shall pay **identity fraud expenses**.

The total amount **we** will pay under this **automatic extension** is sub-limited to \$25,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. No **excess** shall apply to this **automatic extension**.

33. Public relations expenses

We agree to pay any reasonable and necessary **public relations expenses** incurred by **you** or an **insured person** against which or whom a **claim** is made and which is covered by the **policy**.

The total amount **we** will pay under this **automatic extension** is sub-limited to \$100,000 in the aggregate. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. No **excess** shall apply to this **automatic extension**.

34. Dedicated excess limit of liability for insured person

Insuring Clauses 2, 3 and 4 are extended as follows:

In the event that the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** and all other indemnification available to an **insured person** is exhausted (including but not limited to by **you** or an **outside entity**) and any other insurance (including any policy taken out on behalf of or for the benefit of the **insured person**, including policies specifically excess of this **policy**) in respect of such **loss** resulting from a **claim** for a **wrongful act**, **we** will pay on behalf of any **insured person**, **loss** up to \$1,000,000.

The **aggregate limit of liability** of the **insurer** under this **automatic extension** will not exceed during the **period of insurance**:

- \$1,000,000 in the aggregate for each **insured person**, and

- the **aggregate policy limit** specified in the **certificate of insurance** for all **loss** paid on behalf of all **insured persons**.

The cover under this **automatic extension** is in addition to, and not part of, the **limit of liability** under the **policy**. However, in respect of any sub-limit, this **automatic extension** does not operate until exhaustion of the **limit of liability**. No **excess** shall apply to this cover. Further, **we** agree that this **automatic extension** cannot be cancelled by **you**.

35. Tax audit

We will refund **you** for **professional fees** incurred by **you** following completion of a **tax audit** and/or in connection with such **tax audit** commenced or completion of a **tax audit** and notified to **us** during the **policy** period, provided **you**:

- lodged any taxation and other returns for the period that is the subject of the **tax audit** and have paid all taxes within ninety (90) day of the time limits prescribed by relevant legislation, or if an extension is granted by the Commissioner of Taxation, within the further period granted; and
- have made full and complete declarations of all relevant liabilities, income and capital gains derived by **you** and of all Commonwealth, State or Territory taxation liabilities due to be paid or remitted by **you** during the audited period, and all deductions including capital losses or other amounts claimed by **you** in respect of the same period; and
- respond to letters, requests and enquiries from the **auditor** within a reasonable time.

For the purpose of this **automatic extension**, the **tax audit** commences at the time **you** or **your** accountant or other financial adviser, **registered tax agent** or legal adviser first receive notice that an **auditor** proposes to conduct a **tax audit** and is completed at the earlier of when either;

- the **auditor** has given written notice to that effect; or
- the **auditor** notifies **you** that it has made a concluded decision; or
- the **auditor** has issued an assessment or an amended assessment of **your** returns; or
- in the absence of any of the above, where **you** declare in writing that such a **tax audit** has been concluded.

The total amount **we** will pay under this **automatic extension** is sub-limited to amount specified in the **schedule**. This sub-limit forms part of and is not in addition to the **aggregate policy limit** and the **limit of liability** and the **aggregate limit of liability** applicable to any **insuring clause** under which cover is available. No **excess** shall apply to this **automatic extension**.

36. Free legal consultation

During the **period of insurance** the **insured** is entitled to up to two (2) hours free legal advice from the appointed firm and nominated practitioner as prescribed by **us**, on any matter relating to the **insured's** professional **business**.

This **automatic extension** is subject to the following:

- the legal advice will be of a general nature;
- any unused hours or consultations cannot be aggregated from one **period of insurance** to another;
- **we** reserve the right to change the appointed firm or nominated practitioner at any time. These changes will be notified to the **insured** upon request;
- the **insured** may not seek legal advice on this **policy** or other indemnity issues concerning insurance policies issued by **us** under this **automatic extension**.

Exclusions applicable to the policy

The **policy** does not cover, and **we** are not required to make any payment in respect of, any **loss**, **crisis loss** or **claim** directly or indirectly arising out of, attributable to or in connection with:

1. Asbestos

Asbestos or asbestos products or materials in any form or quantity or for defending any **claim** for such actual or alleged liability.

2. Breach of professional duty

- The rendering or failure to render professional services and/or professional advice to a third party; or
- a breach or alleged breach of any contract or duty for the provision of such professional services and/or professional advice;

provided always that this exclusion does not apply to such services provided by an **insured person** in his or her capacity as **director**, **officer** or **trustee** and in circumstances where such professional services or professional advice is provided to the **insured** and not to third parties in the course of the **your** professional **business**.

3. Computer virus liability

The transmission of a **computer virus**.

4. Contractual liability

Any actual or alleged liability assumed by the **insured** or an **insured person** under any contract, warranty or guarantee, except to the extent such liability would attach to such party in the absence of such contract, warranty or guarantee. Other than in respect of a warranty or guarantee, this exclusion does not apply to employment contracts.

5. Fraud and Dishonesty

- Any dishonest, fraudulent, criminal or malicious act or omission;
- an act committed with the intention of causing harm or **loss** of any kind or conduct intended to mislead or deceive a claimant;
- any act or omission committed with a reckless disregard for the consequences of such act or omission;
- the condoning of acts or omissions of the type referred to in this clause;
- any deliberate breach of any statute or regulation;
- improperly benefiting from securities transactions as a result of information that was not available to other sellers and/or purchasers of such securities; or
- gaining an illegal advantage;

by **you** or any person seeking the benefit of the **policy**; provided always that this exclusion shall not apply to cover provided to **you** or an innocent **insured person** under Automatic Extension 6 - dishonesty of others.

This exclusion will only apply where the conduct in question has been established by admission, court judgment or other final adjudication. No fact pertaining to conduct of, or knowledge possessed by, an **insured person** will be imputed to any other **insured person** to determine whether any part of this exclusion applies.

This exclusion shall not apply in relation to **defence costs**, Automatic Extension 2 - attendance at official investigations or inquiries or Automatic Extension 11 - occupational health and safety.

6. Employment liability

Any **claim** by an **employee** arising from the employment of the person by **you** or arising from any employment dispute, or arising from any leave, worker's compensation, disability benefits, unemployment benefits, redundancy or severance payments, retirement benefits, social security benefits, superannuation benefits or any similar employment obligation, other than as provided under Insuring Clause 4 - Employment Practices Liability.

7. Failure of investments

The failure of **your** investments or investments to perform to expectations, except where the failure is a direct result of a **wrongful act** unconnected with the performance of the investments and not otherwise excluded under this **policy**.

8. Financial institutions

Your operation of or involvement in the conduct of any merchant or investment bank, building society, credit union, finance company, insurance or reinsurance company, mortgage bank, savings or loan association, stock broker, fund manager, asset management company, superannuation fund or banking business as defined in the Banking Act 1959 (Cth.).

9. Fines and penalties

- Any fine and/or **penalty** imposed by law;
- punitive, exemplary or aggravated or multiple damages;
- income tax and other fiscal taxes and duties or any surcharges/penalties applicable;

provided that this exclusion will not apply to cover provided under Insuring Clause 6 - Statutory Liability other than if the **penalty** is attributable to any circumstances of which **you** or the **insured person** were aware that may give rise to the imposition of a **penalty** and steps could have been taken after such awareness to avoid any liability to have a **penalty** imposed.

10. Insolvency and change of ownership

Any act, error or omission which:

- whether actual or alleged would constitute insolvent trading contrary to the Corporations Act 2001 (Cth.);
- occurs after **you** enter liquidation, administration, receivership or any other insolvent administration; or
- occurs after any other entity acquires a majority or controlling interest in **your organisation**.

11. Insured versus insured

Any **claim** brought by **you**, or on **your** behalf, against any **insured person** or their estates, heirs, representatives, successors or assigns or brought by any **insured person** against **you** or any other **insured person**, other than as provided in Automatic Extension 9 - insured versus insured Cover of the **policy**.

12. Intellectual property rights

Any actual or alleged plagiarism, misappropriation, infringement or violation of copyright, patent, trademark, trade secret or any other intellectual property rights, provided that this exclusion shall only apply to the cover provided to **you** under Insuring Clause 1 - Entity Liability.

13. Known claims or prior acts

- Any **wrongful act, trustee responsibility breach or employment practice breach** occurring prior to the **retroactive date** applicable to each of Insuring Clauses 1 to 8;
- any **known circumstance**; or
- facts or circumstances which were notified to **your** insurer under the provisions of any insurance policy in force prior to the commencement of the **policy**.

14. Lawful compliance

Any liability in respect of which **we** are legally prohibited from indemnifying **you** or an **insured person** under the Laws of Australia or any other country in which a **claim** arises.

15. Nuclear risks

- Ionising radiations or contamination by radioactivity from any nuclear waste or the combustion or self-sustaining process of nuclear fission of nuclear fuel; or
- the hazardous properties of any nuclear explosive assembly or component; or
- the use handling or transportation of radioactive materials or any weapon of war or explosive device employing nuclear fission or fusion; or
- work upon or services supplied to any site using nuclear reactors such as atomic piles, particle accelerators or generators or similar devices or any site using atomic energy.

16. Personal injury and property damage

- **Personal injury** or death of or harassment of or **discrimination** against any person; or
- **property damage** or the sale, supply, storage or manufacture of goods of any kind;

provided that this exclusion does not apply to the cover provided by Insuring Clause 4 - Employment Practices Liability and Automatic Extension 23 - third party discrimination and sexual harassment.

17. Pollution

- The discharge, dispersal, release or escape of **pollutants** into or upon land, the atmosphere, or any watercourse or body of water; or
- the cost of removing, nullifying or cleaning up **pollutants**; or
- the cost of preventing the escape of **pollutants**.

Provided this exclusion shall not apply to the Automatic Extension 13 - pollution defence costs.

18. Property use or ownership

- Land, buildings, machinery and other fixed assets; or
- aircraft, watercraft or vehicle of any kind.

19. Prospectus liability and securities

The offer, issue, sale, purchase or transfer of **your securities** or the making of any representation for or in connection with such **securities** or any public or private offering of **securities**.

20. Sexual abuse

any actual or alleged act of **sexual abuse**, provided this exclusion shall not apply to any alleged sexual harassment in connection with an **employment practice breach**.

21. Subsidiaries and related entity claims

Any **claim** brought by or on behalf of:

- an **organisation** or entity which is a **subsidiary organisation**; or
- an **outside entity** where the **claim** is made against **you** upon direct or indirect solicitation or enticement by an **insured person** occupying a directorship position on the board of such **outside entity**.

22. Trade and administration transactions

Any **claim** based upon or in consequence of:

- any trading or **business** debt incurred by **you**; or
- the failure to collect contributions for any superannuation or pension fund or to remit such monies to any superannuation or pension fund.

23. Trade practices

Any actual or alleged violation of the Competition and Consumer Act 2010 (Cth.) or any State Fair Trading Acts of Australia or similar legislation in any other jurisdiction relating to:

- penal or criminal provisions; or
- provisions applying to **business** competition, unfair trade practices or tortious interference with any **business** or contractual relationships.

24. Trustees liability

Any liability as a **trustee** or the failure of the **organisation** to pay into, or collect contributions for, a fund or trust as required by law and/or a fund trust deed except as provided under Insuring Clause 5 - Trustees Liability and Automatic Extension 27 - personal injury cover for trustees.

25. Waiver of rights

Any liability for which **you** have at any time by deed or agreement foregone excluded or limited a right of recovery.

26. War and terrorism

- War, invasion, act of foreign enemy, hostilities or warlike activities (whether war is formally declared or not), civil war, insurrection, rebellion, civil commotion assuming the proportions of or amounting to a popular rising, mutiny, military rising, military or usurped power, revolution;
- confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority, except to the extent that such an order arises as a result of any **wrongful act** committed by any **director** or **officer**; or
- any **terrorism act**, regardless of any other cause or event contributing concurrently or in any other sequence to the **loss**, or any action taken in controlling, preventing, suppressing, retaliating against, responding to or in any way relating to a **terrorism act**.

27. Third party discrimination or sexual harassment

Arising from, attributable to or in connection with **third party discrimination** and **third party sexual harassment**, other than as provided under Automatic Extension 23 - third party discrimination or sexual harassment.

28. Illegal copies of programs

Any **data** reproduction fees, costs or expenses claimed under Automatic Extension 31 - data reproduction costs where the reconstitution of **data** is required as a result of an **insured person** knowingly using illegal copies of programs.

29. Additional exclusions applying to employment practices liability

In respect of the cover provided under Insuring Clause 4 - Employment Practices Liability, the **policy** does not cover **loss** or make any payment in connection with any **claim** made against **you** or an **insured person** for or in respect of:

- a contract of employment alleged to be unfair, harsh, unconscionable or contrary to public interest;
- the seeking of relief pursuant to Section 127A of the Workplace Relations Act (Cth.) or similar industrial relations legislation in the other states or territories of the Commonwealth of Australia or in New Zealand;
- in relation to any Workers' Compensation or Occupational Health and Safety Acts or similar workplace legislation;
- for the cost of physical modifications to premises, plant or equipment owned or occupied by **you**;
- brought about by, contributed to by or which involves industrial disputes (whether between the entity or the **insured persons** or between **employees** or their union or generally), strike, picket, lockout, go slow or work to rule; or
- any amount which **you** are or an **insured person** is required to pay pursuant to a specific obligation imposed under a contract of employment, employment agreement, statute, award or otherwise.

30. Exclusions applying to employee fidelity and third party fidelity

We will not pay for **loss** consisting of or which arises from or in connection with:

- **direct financial loss** arising out of or in any way connected with any **dishonest acts** committed, in whole or part, outside of Australia or New Zealand.
- **direct financial loss**:
 - i. first **discovered** prior to the commencement of the **period of insurance**; or
 - ii. first **discovered** after the end of the **period of insurance**, or the **discovery period** if applicable; or
 - iii. in any way connected with any **employee** or **third party** from the time any **director** or **officer** (who is not in collusion with such **employee** or **third party**) had actual knowledge that the **employee** or **third party** had committed or was suspected of having committed any fraudulent or **dishonest act**, even if it does not constitute a **dishonest act** as defined; or
 - iv. caused by any **employee** if a **director** or **officer** possessed at any time knowledge of any act or acts of theft, fraud or dishonesty committed by such **employee** prior to employment by the **insured** provided the act(s) involved **money**, **securities** or **property** valued at \$10,000 or more, or such **director** or **officer** failed to make reasonable enquiries prior to employment of such **employee**.
- **direct financial loss** arising out of or in any way connected with any fraudulent or dishonest activities, or involving collusion by or complicity, of:
 - i. a **director** who at the time of the **dishonest act** owns or controls more than 5% of the issued share capital of the **insured**; or

- ii. any shareholder who, at the time of committing such acts, had direct or indirect ownership of or control over more than 5% of the voting share capital of the **insured** or any of its subsidiaries or any associated **insured**.

- Any indirect or consequential loss of any nature, including but not limited to:
 - i. any **loss** of income (such as interest and dividends) not realised by the **insured** or any other person or **organisation**; or
 - ii. any costs incurred by the **insured** in re-writing or amending the **insured's** software programs or systems where such re-writing or amending is necessary to correct the programs or systems; or
 - iii. any contractual penalties incurred by the **insured**; or
 - iv. any liability to a **third party**; or
 - v. any costs, fees or other expenses incurred by the **insured** in establishing a right under this **policy** (except as provided for under Claims Conditions and Procedures 12 - notification of direct financial loss); or
 - vi. any costs, fees or other expenses incurred by the **insured** in prosecuting or defending any demand, **claim** or legal proceeding resulting from a **direct financial loss** which is covered under this **policy**.
- **direct financial loss** the proof of which is dependent solely upon:
 - i. a profit and loss computation; or
 - ii. a comparison of inventory records with an actual physical count.

If, however, an **employee** is identified as having caused a **direct financial loss**, then inventory records and actual physical count of inventory can be submitted as partial evidence in support of proof of the **direct financial loss** as required by Claims Conditions and Procedures 12 Notification of Direct financial loss.

- **direct financial loss** arising out of or in any way connected with the accessing, use or dissemination of any confidential information including, but not limited to, proprietary information, trade secrets, computer programs, customer information, patents, trademarks, copyrights or processing methods.
- **direct financial loss** arising out of or in any way connected with:
 - i. the voluntary giving or surrendering of **money**, **securities** or other **property** in any exchange or purchase, unless such **direct financial loss** is directly caused by **dishonest acts** committed; or
 - ii. the complete or partial non-payment or default under any credit arrangement including any payments made or withdrawals from any customer account involving items which are not finally paid for any reason; or
 - iii. any trading in **securities**, whether or not in the name of the **insured** and whether or not in a genuine or fictitious account; or
 - iv. the forgery or alteration or fraudulent use of any credit card, store card, fuel card or other form of credit issued by the **insured to employees**, unless the provisions, conditions and other terms under which such credit card, store card or fuel card issued have been fully complied with by the **insured**.

- any **direct financial loss** occurring following forcible or violent entry to any premises occupied by an **insured** by any **third party** where such **third party** is acting alone and not in collusion with any **employee**.
- any **direct financial loss** connected with the issuing and drawing of cheques, account withdrawals or funds transfers sustained by the **insured** by reason of the absence of or failure to have a clear segregation of duties and procedures in connection with the issuing and drawing of cheques, account withdrawals or fund transfers in excess of \$5,000 in value.

Such cheques, account transactions or fund transfers must be counter signed or authorised by another authorised officer who must, independently of the employee drawing the cheque, making account withdrawals or fund transfers, examine the supporting vouchers or requisitions or verify against an authorised payment list prepared and checked independently of the drawer of the cheque, or person making the account withdrawals or fund transfers.

- arising from **your** operation of or involvement in the conduct of any bank, building society, credit union, finance company, superannuation fund or banking business as defined in the Banking Act 1959 (Cth.).
- fines, penalties or damages including aggravated or exemplary damages for which the **insured** is legally liable.
- resulting or arising out of any **computer virus** or **loss** caused by a mechanical failure and/or programming error.
- arising directly or indirectly from or based upon or attributable to or in consequence of any **terrorism act**, regardless of any other cause or event contributing concurrently or in any other sequence to the **loss**, or any action taken in controlling, preventing, suppressing, retaliating against, responding to or in any way relating to a **terrorism act**.
- damage or destruction of any land or buildings and/or fixtures and fittings thereon.

31. Exclusions applicable to tax audit

Tax audit does not cover, and **we** are not required to make any payment directly or indirectly arising out of, attributable to or in connection with:

- amended notices/additional tax/fine/legal costs.
- the amount of any tax or other payment due or imposed by any amended notice of assessment including:
 - i. primary tax; or
 - ii. additional tax, duty, government impost; or
 - iii. fines, interest or **penalty** imposed;
- costs in legally pursuing or defending any legal action, proceeding or process in a court of law or tribunal against **you** which arise as a result of a **tax audit**.
- **APRA** audit or an audit conducted by **APRA**.
- all costs;
 - i. arising directly or indirectly from or in respect of any criminal prosecution arising as a result of a **tax audit**; or
 - ii. arising directly or indirectly from or in respect of any tax return lodged outside Australia, its states or territories;
- incurred, that should have been incurred or that ordinarily would have been incurred for work done prior to or as part of the preparation of **your** accounts, returns, taxation and financial records prior to the lodgement of the **your** returns, taxation and financial records or any document required by the relevant legislation in connection with **your** returns.
- any **tax audit** where a return has been prepared lodged or submitted dishonestly or fraudulently, and where the supporting documents have been falsely created or collected.
- prior circumstances
 - i. any **claim** for **professional fees** under this **automatic extension** arising from any circumstances known to **you**, or any official, **employee**, or **volunteer** acting on **your** behalf, prior to the **period of insurance**; or
 - ii. verbal or written notice of an impending **tax audit** given to **you**, or any person or agent acting on **your** behalf, prior to the **period of insurance**; or
 - iii. a **tax audit** with a commencement date prior to the **period of insurance**.
- any tax audit where a return has been lodged on a date after the later of either:
 - i. 90 days after the lodgement date prescribed; or
 - ii. the date prescribed for lodgement by an authorised extension.
- any form of **managed investment**.
- **professional fees** which:
 - i. form part of an annual fixed fee or cost arrangement for taxation or accounting needs of **your** operations; or
 - ii. are incurred after the **tax audit** has been completed, including fees incurred in connection with any further review; or
 - iii. are ordinarily associated with the maintenance and upkeep of **your business** accounts, returns, taxation and financial records and the preparation prior to lodgement of accounts, returns, taxation and financial records as required by any relevant legislation.
- any routine enquiries, or enquiries from the **auditor**, which are not identified as being either preliminary to, or relating to a **tax audit** of a return.
- any **tax minimisation schemes**.

Conditions applicable to the policy

1. Allocation

If a **claim** or **loss** is covered only partly by the **policy**, and the parties are unable to agree upon an allocation between **insured** and uninsured portions, the allocation shall be referred for determination to a **senior counsel** (to be agreed upon or in default of agreement to be nominated by the Chair or President of the local Bar Council) whose determination shall be binding upon the parties and whose fee shall for the purpose of the **policy** be regarded as part of the **defence costs**. The allocation shall apply also to payments made before the determination.

2. Assignment

The **policy** cannot be assigned by **you** or any **insured person** entitled to indemnity under the **policy**.

3. Authorisation clause

By acceptance of the **policy**, **you** and the **insured persons** have agreed that **you** will act on their behalf for the giving and receiving of any notice of cancellation, the payment of premiums and receiving any return premiums that may become payable under the **policy** and the acceptance of **endorsements** or other notice provided for in the **policy** (other than those which derogate from the covers given under Automatic Extension 34 - dedicated excess limit of liability for insured person).

4. Cancellation

You may cancel the **policy** at any time by notifying us in writing. **We** can cancel the **policy** in accordance with s.60 of the Insurance Contracts Act 1984 (Cth). **We** will be entitled to retain premium for the period during which the **policy** has been in force.

5. Confidentiality

Neither **you** nor an **insured person** shall disclose the nature of the liabilities covered by the **policy** or the premium specified in the **policy**, unless required by law.

6. Court jurisdiction and applicable law

The **policy** shall be governed by and the construction, interpretation and meaning of the provisions of the **policy** shall be determined in accordance with the law applicable to the state or territory in which the **policy** was issued by us.

All disputes arising out of or under the **policy** shall be exclusively subject to determination by any court of competent jurisdiction within Australia.

7. Geographic limits

Except for **claims** arising under Insuring Clause 4 - Employment Practices, Insuring Clause 6 - Statutory Liability, Automatic Extension 28 - employee fidelity and Automatic Extension 29 - third party fidelity, the indemnity provided by the **policy** shall apply to **wrongful acts** occurring anywhere in the world;

Provided always that indemnity does not extend to:

- actions brought in or determined pursuant to the law of, the United States of America or the Dominion of Canada, or their Territories or Protectorates;
- any **claim** arising out of the enforcement of judgments, orders or awards obtained in or determined pursuant to the laws of the United States of America or the Dominion of Canada, or their Territories or Protectorates; or

- any country where **you** are required by the law of that country to have in force a local **policy** of insurance covering liability arising from any such **wrongful acts**.

For **claims** arising under Insuring Clause 4 - Employment Practices, Insuring Clause 6 - Statutory Liability, Automatic Extension 28 - employee fidelity and Automatic Extension 29 - third party fidelity, cover is restricted to **wrongful acts**, **employment practices breaches** and **direct financial losses** occurring within Australia.

8. Goods and Services Tax

Where **we** make a payment under the **policy** for the acquisition of goods, services or other supply, **we** will reduce the amount of the payment by the amount of any input tax credit that **you** or the **insured person** are or will be entitled to under A New Tax System (Goods and Services Tax) Act 1999, in relation to that acquisition, whether or not that acquisition is actually made.

Where **we** make a payment under the **policy** as **compensation** instead of payment for the acquisition of goods, services or other supply, **we** will reduce the amount of payment by the amount of any input tax credit that **you** would have been entitled to under A New Tax System (Goods and Services Tax) Act 1999 had the payment been applied to acquire such goods, services or other supply.

If any **excess** applies to a liability or **loss** otherwise covered under the **policy** and **you** or the **insured person** are entitled to **claim** an input tax credit under A New Tax System (Goods and Services Tax) Act 1999 in respect of such liability or **loss** then the amount of that input tax credit shall not be taken to erode the **excess** for the purposes of the **policy**.

9. Investigatory costs and payments

Any costs incurred by **us** investigating any fact, situation or circumstance which may give rise to a **claim** shall be deemed for all purposes of the **policy** to be **defence costs** incurred under the **policy**.

Any amount paid by **us** in settlement of a dispute which may otherwise become a **claim**, shall be deemed for all purposes of the **policy** to be a **loss** incurred under the **policy**.

10. Legal enforceability

The **policy** or any of the indemnities set out are not operative or enforceable unless **our** agreement to provide such indemnity and the amount thereof is evidenced by a **certificate of insurance** or **endorsement** issued by **us** and signed on **our** behalf by an authorised person.

11. Merger or consolidation

If the **insured** merges or is consolidated with or becomes the subsidiary company of another entity during the **period of insurance**, **we** will continue to provide the indemnities available under the **policy** to **you**, **your** subsidiary companies and **insured persons**, until the expiry of the **period of insurance** or prior cancellation of the **policy** in respect of **wrongful acts** preceding the time of such merger, consolidation or acquisition.

12. Non-accumulation

Where **you** or an **insured person** are covered under the **policy** in respect of a **claim** or **loss** and are also entitled to cover under another insurance policy issued by **us** then **our** liability under the **policy** shall not be increased and **our** maximum liability under all such policies in the aggregate shall not exceed the highest **limit of liability** (and subject to any applicable aggregate limit) available under those policies in respect of such **claim** or **loss**.

13. Notice

Any notice required to be given under the *policy* to *us* shall be validly and lawfully given if it is given to *us* in writing at the address for service stated in *our certificate of insurance*.

14. Payment of premium

You must pay the premium specified in the *certificate of insurance* within thirty (30) days of the inception of the *policy* or such other time as *we* agree in writing. If *you* fail to pay the premium within that period, *we* are entitled to cancel the *policy* in accordance with the Insurance Contracts Act 1984 (Cth.).

15. Severability and non imputation

In determining cover under the *policy*:

- the written *proposal* shall be construed to be a separate application for cover by *you* and by each of the *insured persons*. No statement or representation in or with respect to the *proposal* by an *insured person* shall be imputed to any other *insured person*;
- no breach of any term or condition of the *policy* or other misconduct by any *insured person* shall be imputed to any other *insured person*;
- no fact or knowledge possessed by one *insured person* shall be imputed to any other *insured person*; and
- any fact or knowledge possessed by any past or present *director*, chief executive officer, chief operating officer or chief financial officer shall be imputed to the *insured*.

Claims conditions and procedures applicable to the policy

1. Additional parties

Where the *policy* insures more than one party, the *policy* operates as a composite *policy*. Any failure on the part of any of the parties to:

- comply with the duty of disclosure in terms of the Insurance Contracts Act 1984 (Cth); or
- comply with any obligation in terms of this *policy*; or
- refrain from conduct which is dishonest, fraudulent, criminal or malicious,

does not prejudice the right of the remaining party or parties to indemnity in terms of the *policy*, provided that such remaining party or parties shall be entirely innocent of and have had no prior knowledge of any such failure and/or non-compliance and as soon as practicable after becoming aware of any such failure advise *us* in writing of all its relevant circumstances.

2. Other insurance

If at the time any *claim* arises under the *policy* there is any other insurance in force covering the same liability, *you* must promptly notify *us* of the full details of such other insurance, including the identity of the insurer and the policy number, and such further information as *we* may reasonably require.

3. Subrogation

- i. If any payment is made under the *policy* in respect of a *claim*, *we* will be subrogated to all *your* rights and will be entitled to pursue and enforce such rights in *your* name and *you* are required to provide *us* with all reasonable assistance and co-operation.
- ii. In respect of Automatic Extensions 28 - employee fidelity and 29 - third party fidelity *we* may at any time and at *our* own expense exercise *our* rights of subrogation against any *third party* or *employee* where it has been found they have committed *dishonest acts* resulting in a *direct financial loss* that *we* have paid or will be liable to pay under the *policy*.

4. Notification of claims

You must notify *us* in writing of any *claim* made against *you* during the *period of insurance* and forward to *us* every letter of demand, originating process (whether by way of writ, summons, statement of claim, third party notice, counterclaim or cross claim), notice of any prosecution, inquiry, investigation or inquest which *you* receive as soon as practicable after the *claim* has been made.

All notices to *us* under any provisions of the *policy* must be given in writing to: GPO Box 1655 Melbourne VIC 3001 or email to insure@ansvar.com.au

5. Mitigation

You are required, at *your* expense, to use all due diligence and take all reasonable steps to minimise any *claim* and to prevent further *claims* arising out of the same or similar conditions and avoid or diminish any *loss* hereunder.

6. Settlement of claims, co-operation and conduct of proceedings

You must not make any admission of liability, offer, and promise of payment, take any action that may be considered to be an admission of liability, settle or repudiate a **claim** or incur any costs and expenses without **our** prior written consent, such consent which cannot be unreasonably withheld.

We will have full discretion in the conduct and defence, in **your** name and on **your** behalf (including to take over and conduct), of any proceedings in connection with, and in the settlement of any **claim** and **you** shall give all such information and assistance as **we** may require.

You must immediately give all such information and assistance to **us** as **we** may reasonably require to enable **us** to investigate and to defend the **claim** and/or to enable **us** to determine **our** liability under the **policy**.

We may take whatever action that **we** consider appropriate in respect of the **claim** against **you** and such action by **us** will not be regarded in any way prejudicing **our** position under the **policy** and no admission of the entitlement to indemnity under the **policy** shall be implied.

We will be entitled to attend any **investigation** or fatal accident inquiry in respect of which there may arise any liability under the **policy**.

7. Senior counsel

Neither **we** nor **you** shall be required to contest or settle a **claim** unless a **senior counsel** shall advise such a **claim** should be contested or settled. In formulating his or her advice, the **senior counsel** must have regard to **your** prospects of successfully defending the **claim**, the likely damages awarded and costs recovered by the claimant, and the likely **defence costs** associated with the **claim**.

We may nominate a **senior counsel** to provide the advice and **you** must notify **us** if **you** agree to the appointment of the individual nominated. If **you** do not agree to the appointment within a reasonably practicable time, **senior counsel** will be appointed by the president of the relevant bar association in the state or territory in which the **claim** has been made.

The costs of **senior counsel** are included in the **defence costs** in respect of the **claim**.

8. Election to contest claim

If **you** refuse to consent to any settlement recommended by **us** and elect to contest or continue any legal proceedings in connection therewith, **our** liability for the **claim** shall not exceed the amount for which the **claim** could have been so settled, less the applicable **excess**, plus **defence costs** incurred up to the date of such refusal.

9. Alteration to risk

You must notify **us** as soon as practicable in writing of any material alteration to the insured risk during the **period of insurance** including insolvency, bankruptcy, appointment of a receiver, **your** inability to pay debts as and when they fall due, winding-up proceedings or any other material change in the nature of the **business** or practice, including the professional services provided.

If during the **period of insurance you** undergo any material alteration to the insured risk, then the cover provided by the **policy** shall only apply in respect of **wrongful acts** or other conduct occurring prior to the effective date of such any material alteration to the insured risk.

10. Fraudulent claims

As a protection for all insurance policy holders **we** will take legal action against any person who makes a fraudulent **claim**.

If a fraudulent **claim** is made **we** will not pay it and **we** will take action to recover any moneys already disbursed in respect of the **claim**. **We** will also cancel the **policy**.

11. Notification of direct financial loss

You, as a condition precedent to **our** obligations under this **policy**, give written notice to **us** of any **direct financial loss** as soon as practicable within the **period of insurance**, or within the **discovery period** if applicable, but in any event not later than sixty (60) days after any **direct financial loss** is first **discovered**. The **insured** may offer a comparison between the **insured's** inventory records and actual physical counts of its inventory to prove the amount of **loss** only where the **insured** establishes that, wholly apart from such comparison, it has sustained a covered **loss** caused by an **employee**.

The **insured** must, at its own cost, also:

- i. provide **us** with affirmative proof of the **direct financial loss** with full particulars within six (6) months of the **direct financial loss** being first **discovered**, and
- ii. provide **us** with all requested information and documents and co-operate with **us** in all matters pertaining to the **direct financial loss**.

12. Basis of valuation of direct financial loss

For any **direct financial loss** covered under this **policy**, **we** are not liable for more than:

- i. the actual market value of **securities** and **money** at the close of business on the day the **direct financial loss** was first **discovered** (determined by the value published in the Australian Financial Review), or the actual cost of replacing **securities** and **money**, whichever is less;
- ii. the actual cash value of other property (not referred to in (i) above) at the close of business on the day the **direct financial loss** was first **discovered**, or the actual cost of replacing the **property** of like quality or value, whichever is less;
- iii. the cost of blank books, blank pages or other materials plus the cost of labour and computer time for the actual transcription or copying of **data** furnished by the **insured** in order to reproduce books of account and other records.

13. Settlement of direct financial loss

If the insured notifies **us** of a **direct financial loss** and **we** accept the notification under this **policy**, subject to the **insured's** compliance with Exclusion 13 - known claims or prior acts above, a loss adjustor will be appointed by **us** to establish proof of any element or part of the **direct financial loss** not yet accepted by **us**.

The loss adjustor shall:

- i. investigate the facts behind such unproven **direct financial loss**; and
- ii. determine the quantum of such unproven **direct financial loss**, and
- iii. advise when and how the **insured's** controls were or may have been breached; and
- iv. provide recommendations which may prevent future similar **direct financial loss**; and
- v. issue their findings in a report format approved by **us**; and
- vi. provide a copy of the report to the **insured** to **us**.

The report of the loss adjustor will not be binding and definitive as to the facts and quantum of such unproven *direct financial loss*.

We will pay for the reasonable and necessary fees, costs and expenses of the loss adjustor provided the unproven *direct financial loss* is ultimately determined to be covered under this *policy*. If that part of the *direct financial loss* is determined not to be covered under this *policy*, the *insured* will pay the said fees, costs and expenses of the loss adjustor.

Any amount of the loss adjusting fees paid by *us* under this section of the *policy* will be paid in addition to the *limit of liability*, and will not be the subject of any *excess*.



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