



Employment Practices Liability Supplemental Application

1. Name of Applicant:

2. Please provide the following Employment information:

a. Is there a Human Resources Manager on staff or a separate Human Resources Department? Yes No

b. Do you publish and distribute an employment handbook to all employees? Yes No

If yes, does the handbook contain the following:

1. Written policies and procedures against harassment and discrimination? Yes No

2. At-Will Employment statement? Yes No

3. Written procedures for employee grievances or complaints? Yes No

4. Written disciplinary process and written employee appraisal process? Yes No

5. Equal Opportunity statement? Yes No

6. Signed employee acknowledgement? Yes No

c. Do you use an At-Will application for employment? Yes No

d. Do you use outside legal counsel for employment advice? Yes No

e. Do you have a written sexual harassment and discrimination policy? Yes No

If yes, does the policy also apply to customers, clients and other non-employees? Yes No

f. Do you provide formal training for all supervisors on administering your discrimination and harassment policy? Yes No

g. Do you have written policies regarding the Family and Medical Leave Act (FMLA) including a maternity leave policy? Yes No

h. Do you have written policies regarding the Americans with Disabilities Act (ADA)? Yes No

3. What is your average turnover rate for the past 3 years? _____ %

[To calculate, divide the number of staff that have left over the last 3 years by the average number of staff over the last 3 years. Example: average staff over the last 3 years is 10. 2 people left the agency in the last 3 years. 2 divided by 10 is 20%]

4. Have you experienced in the past 24 months, or do you anticipate in the next 24 months, any merger, acquisition, consolidation, layoffs, reduction in force or reorganization? Yes No

If yes, please provide complete details:
