

Charity, club, association and not-for-profit Management liability proposal form

The Hiscox charity, club, association and not-for-profit insurance portfolio is designed to meet the insurance needs of your organisation and its trustees, employees and volunteers.

You must complete all questions and read and sign the declaration.

This proposal form

In deciding whether to accept the insurance and in setting the terms and premium, we have relied on the information you have given us.

You must:

- give a fair presentation of the risk to be insured by clearly disclosing all material facts and circumstances (whether or not subject to a specific question) which you, your senior management and those responsible for arranging this insurance, know or ought to know following a reasonable search;
- take care by ensuring that all information provided is correct, accurate and complete.

Section 1 – Your organisation

You must complete this section.

Your organisation

1. a.	Name	<input type="text" value="The Prudence Trust"/>
	Address	<input type="text" value="16 Berkeley Square"/>
	Postcode	<input type="text" value="W1J 8DZ"/>
	Website	<input type="text" value="n/a"/>
b.	When was your organisation established?	<input type="text" value="February 2020"/>
c.	Country of registration?	<input type="text" value="England & Wales"/>
d.	Legal status? (e.g. limited by guarantee)	<input type="text" value="Charity"/>

Your activities

2. a.	Please describe your principal objectives/activities below:	
	<input type="text" value="The Prudence Trust makes grants in England and Wales to advance mental health, advance the arts and advance disadvantaged communities and the environment."/>	
b.	Does your organisation provide any of the following services?	
	Management or supervision of children or vulnerable persons?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Financial or legal advice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Medical advice, diagnosis or treatment?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Certification or regulation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If Yes, please provide full details including percentage of overall income, qualifications and background of persons involved and full details of service provided:	
	<input type="text"/>	
c.	Does your organisation perform its activities/provide services outside of the UK or Ireland?	
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If Yes, please provide full details including percentage of overall income per location and full details of activities/service provided:	
	<input type="text"/>	

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Your history

3. During the last three years has:
- a. the name of the organisation changed? Yes ☐ No ☒
- b. any acquisition or merger taken place? Yes ☐ No ☒
- c. any acquisition or merger taken place? Yes ☐ No ☒
- If Yes to any of the above, please give details:

Your trustees

4. a. How frequently do you convene as trustees? 5 times a year
- b. Have any trustees resigned or been replaced in the last 12 months? Yes ☐ No ☒
- If Yes, please give details:

Financial information

5. a. Are your accounts reviewed by a qualified accountant at least once a year? Yes ☒ No ☐
- b. Did the accountant/auditor raise any concerns or qualify their opinion in any way? Yes ☐ No ☒
- c. Please detail your income below:

Income	Last completed financial year	Estimate next 12 months
Grants		
Fund raising/donations	£200k	£110m
Investments		£4m
Fees		
Publications		
Other (please detail)		
Total	£200k	£114m

- d. Please state your total gross assets shown in your latest accounts? £14k

External advice/fund and asset management

6. a. Do you utilise the professional services of any third parties? Yes ☒ No ☐
- If Yes, please provide full details including frequency of review of services provided:
- JTFM, CCLA, Veritas - Investment advisors, to be reviewed annually
Rawlinson & Hunger - accountancy services, to be reviewed annually
- b. If Yes to a., do you ensure such providers have professional indemnity insurance cover? Yes ☒ No ☐

7. Who typically has day-to-day control of the assets of your organisation?

The executive Director with approval from trustees

8. When recruiting trustees or promoting/appointing employees or volunteers to positions of trust involving handling of stock, money, financial, treasury or business critical functions, do you:

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- a. Undergo a process to ensure their suitability for such position? Yes ☒ No ☐
- b. Undertake reference checks into their employment history? Yes ☒ No ☐

If No, please provide full details of controls in place?

9. Are duties segregated so that no one individual can control any of the following activities without referral to others:

- a. Signing cheques of authorising payments above £2,500? Yes ☒ No ☐
- b. Issuing fund transfer instructions? Yes ☒ No ☐
- c. Issuing amendments to fund transfer procedures? Yes ☒ No ☐
- d. Opening new accounts? Yes ☒ No ☐
- e. Investment in shares, other securities and valuables? Yes ☒ No ☐

If No to any of the above, please provide details of controls in place?

Your employees

10. Please list number of:

- a. Full-time employees
(including trustees):
- b. Part-time employees
(including seasonal and temporary staff):
- c. Volunteers

UK/Ireland	EU	RoW ex USA
1		

11. Number of employees (including trustees) with salaries:

Up to £50,000: Above £50,000: 1

12. How many employees (including trustees) have left the company (voluntarily and non-voluntarily) in the last 12 months?

0

Redundancies

13. Does the organisation anticipate making any redundancies in the next 12 months?

Yes ☐ No ☒

If Yes, please give details:

Human resources

14. a. Does the organisation have a human resources department? Yes ☐ No ☒

If Yes, how many employees work in this department?

If No, how is this function handled?

By the Director, in consultation with external legal support

- b. Do each of the organisation's locations have a dedicated human resources function? Yes ☐ No ☒

If No, please advise how issues are handled in each location:

15. a. Does the organisation have a written human resources manual or equivalent written management guidelines? Yes ☐ No ☒

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- b. Does the organisation have a written employee handbook or procedure manual? Yes ☐ No ☒

If Yes to any of the above, please advise date of publication, latest update, responsibility for, and how often updated and means of distribution to managerial and all other employees:

Procedures

16. Please confirm manual/handbook contains written procedures in place with respect to the following:

- a. recruitment/termination? Yes ☐ No ☒
b. discrimination/harassment? Yes ☐ No ☒
c. employee discipline procedures? Yes ☐ No ☒
d. confidential treatment of employee information? Yes ☐ No ☒
e. compliance with employment related statutes? Yes ☐ No ☒
f. employee complaints/whistleblower procedures? Yes ☐ No ☒

If No to any of the above, please advise alternative procedure in place:

We only have one employee at this stage. The policies and procedures related to HR are the responsibility of the director, in consultation with legal advice. When the organisation has more than 4 employees we will have written HR policies and processes.

17. a. Are all prospective employees required to complete a written employment application prior to employment? Yes ☒ No ☐
b. Are all offers of employment reviewed by human resources? Yes ☐ No ☒
c. Is there a formal orientation program for new employees? Yes ☐ No ☒
d. Are regular, written performance evaluations completed for and provided to all employees? Yes ☐ No ☒

If No to any of the above, please advise alternative procedure in place:

Recruitment, onboarding and performance management are the responsibility of the Director, and performance evaluations will be introduced when there are further employees.

Disciplinary action

18. Is any disciplinary action or employee termination subject to prior review and approval by human resources? Yes ☐ No ☒

If No, please advise alternative procedure in place:

Any disciplinary action would be reviewed and approved by the Director and by Trustees

Legal

19. Does the organisation have a legal department? Yes ☐ No ☒

If Yes, please advise if/when they are involved in human resources issues:

Taylor Wessing have been advising the charity since 2019. Womble Bond Dickenson have just been appointed as legal support going forwards.

External HR/legal assistance

20. Does the organisation utilise external human resources or legal assistance? Yes ☐ No ☒

If Yes, please give details:



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Taylor Wessing and Womble Bond Dickenson give the charity HR and legal assistance

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Health and safety policies

21. a. Does the organisation have a written health and safety policy? Yes ☐ No ☒
- b. Is the policy distributed/made available to all new and existing employees? Yes ☐ No ☒
- c. Have your health and safety policies been reviewed within the last 12 months? Yes ☐ No ☒

North America

22. Please advise:
- a. Total gross assets within the USA and Canada:
- b. Percentage of turnover derived from activities taking place in the USA/Canada:
- c. Please confirm if your organisation or any subsidiary has any shares or debt instruments traded in the USA or Canada. Yes ☐ No ☒

Previous insurance

23. Does the organisation currently have any similar policy currently in force? Yes ☐ No ☒
If Yes, please provide full details including date of first purchase:
24. Has the organisation, trustee, director, officer or employee ever been refused similar cover or had a similar policy cancelled or special terms imposed? Yes ☐ No ☐
If Yes, please give details:

Limit of indemnity required

25. What limit of indemnity is required? (please tick)
- £500,000 ☐ £1,000,000 ☐ £3,000,000 ☐ £5,000,000 ☐
- Other ☐ Please specify:

Section 2 – Claims

You must complete this section. Please complete the claims questions for any risk now to be insured. This section must be completed and full enquiry should be made prior to answering these questions.

1. In the last five years, have there been any claims and/or investigations made against the organisation or its trustees, directors or employees which may have been covered by this policy had it been in force? Yes ☐ No ☒
If Yes, please provide full details, including information regarding the type of investigation/claim, the parties involved and any settlement or final determination of the claim. Please use a separate addendum if necessary.
2. After enquiry, are any of the trustees, directors or employees of the organisation aware of any fact, circumstance, allegation or incident which may give rise to a claim under the proposed policy? Yes ☐ No ☒

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If Yes, please provide full details:

Section 3 – Declaration

Material information

You must complete this section.

Please read the declaration carefully and sign at the bottom.

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details.

Is there anything else that you would like to tell us about you or your business? Yes ☐ No ☒

Your information

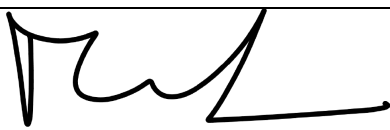
By signing this proposal form, you consent to the Hiscox group of companies (collectively referred to as Hiscox) using the information we may hold about you or others related to your policy for the purposes of providing insurance and handling claims, if any, and to process sensitive personal information about you or others related to your policy where this is necessary (for example health information or criminal convictions). This may mean Hiscox has to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, third party service providers, reinsurance companies, insurer tracing offices and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by Hiscox as set out above. The information provided will be treated in confidence and in compliance with all relevant regulation and legislation. You or others related to your policy may have the right to apply for a copy of this information (for which Hiscox may charge a small fee) and to have any inaccuracies corrected. For training and quality control purposes, telephone calls may be monitored or recorded.

Declaration

I/we confirm that the information given in this proposal form is correct, accurate and complete and I have made a fair presentation of the risk.

Tara Leathers, Director

Name of trustee/ director/officer/board member/senior manager



Signature of trustee/director/officer/board member/
senior manager

15/12/2020

Date

A copy of this proposal should be retained for your records.



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Complaints

Hiscox aims to ensure that all aspects of your insurance are dealt with promptly, efficiently and fairly. At all times Hiscox are committed to providing you with the highest standard of service. If you have any concerns about your policy or you are dissatisfied about the handling of a claim and wish to complain you should, in the first instance, contact Hiscox Customer Relations in writing at:

Hiscox Customer Relations
The Hiscox Building
Peasholme Green
York YO1 7PR

or by telephone on 0800 116 4627/01904 681 198
or by email at customer.relations@hiscox.com.

Where you are not satisfied with the final response from Hiscox, you also have the right to refer your complaint to the Financial Ombudsman Service. For more information regarding the scope of the Financial Ombudsman Service, please refer to www.financial-ombudsman.org.uk.