EMPLOYERS LIABILITY
Costs in Addition
Thank you for choosing State. You’ve made a great choice – we’ve been helping New Zealanders with their insurance needs for more than 100 years and are proud to be doing the same for you. If you have any questions about your policy or think it doesn’t provide the cover you need, please call us straight away – we’ll be happy to help.

**IMPORTANT**

This document is your Employers Liability policy wording.

Please make sure you read it carefully, as it contains important information you should know, including what your insurance covers – and what it doesn’t.

**Contact us**

If you have a question, need help or want to make an insurance claim, just call us on **0800 80 24 24** or visit [state.co.nz](http://state.co.nz).
Welcome to State. Thank you for selecting us as your insurer.

Your Employers Liability Policy consists of:
(a) this policy document, and
(b) the schedule, and
(c) any endorsements or warranties that we apply, and
(d) the information you have provided in the application.

You have a legal duty of disclosure when you apply for insurance. This means you or anyone acting on your behalf must tell us everything you know (or could be reasonably expected to know) that a prudent insurer would want to take into account in deciding:
(a) to accept or decline your insurance, and/or
(b) the cost or terms of the insurance, including the excess.

You also have this duty every time your insurance renews and when you make any changes to it. If you or anyone acting on your behalf breaches this duty, we may treat this policy as being of no effect and to have never existed. Please ask us if you are not sure whether you need to tell us about something.

If a word is shown in bold, it has a specific meaning. There is a list of these words and what they mean in Section 8 – ‘Definitions’.

We have used examples and comments to make parts of this policy document easier to understand. These examples and comments, which appear in italics, do not affect or limit the meaning of the section they refer to.

The headings in this policy document are for reference only and do not form part of it. They must not be used when interpreting the policy document.

1. Insurance agreement

1.1 Our agreement You agree to pay us the premium described in the schedule and comply with this policy. In exchange, we agree to insure you as set out in this policy.

2. What you are insured for

2.1 Liability You are insured for all sums that you become legally liable to pay (including punitive or exemplary damages) arising from an employee sustaining injury, provided that:
(a) the injury is sustained:
   (i) in New Zealand, and
   (ii) after the retroactive date of this policy, and
   (iii) in connection with the business, and
(b) you first become aware of the claim during the period of insurance, and
(c) you have advised us of the claim as soon as possible, but no later than 30 days after the period of insurance ends.

2.2 Defence costs You are insured for defence costs necessarily and reasonably incurred by you with our prior written consent, to defend any legal action (or threat of legal action) that if proven, would be insured under Section 2.1 ‘Liability’.

We will meet these costs even if the legal action seems groundless.
3. Automatic policy extensions

The following Automatic policy extensions are included automatically and are subject to the policy terms, unless otherwise stated. The amounts payable under all Automatic policy extensions are included within the sum insured and are not in addition to it.

3.1 Continuous cover

We will indemnify you for any claim that would be covered under this policy but for the operation of Exclusion 4.8 – ‘Known claims and circumstances’, subject to the following:

(a) we were your employer’s liability insurer at the primary level under a policy ("the former policy") at the time when you first became aware of the circumstances, that subsequently gave rise to the claim, and

(b) we continued without interruption as your employer’s liability insurer at the primary level from the time when you first became aware of the circumstances up until such time as the claim was made against you and notified to us, and

(c) our liability is limited to the amount we would have been liable for at the time referred to in sub-clause (a) above in accordance with the terms and conditions of the former policy, and

(d) our liability will be reduced by the amount that fairly represents the extent to which liability for the claim could have been reduced had the circumstances been duly reported under the former policy.

3.2 Extended reporting period

If we elect to cancel or refuse to offer a renewal of this policy, then you may pay us an additional premium (being 90% of the last premium), to extend your cover under this policy for another 12 months.

However, this will only cover you for events that happened before the expiry of the effective date of such cancellation or non-renewal.

This right of extension will lapse unless written notice of such election, together with payment of the additional premium due, is given to us within 30 days following the effective date of cancellation or non-renewal. If the right of extension lapses then cover under this policy ceases as at the effective date of the cancellation or non-renewal.

3.3 Mergers and consolidations

If the company named as the Insured in the schedule:

(a) is merged, amalgamated, or consolidated with or becomes a subsidiary company of another company, or

(b) sells all or substantially all of its assets to another company,

this policy will be extended to insure the new company, provided that:

(i) the operations and activities of the merged, amalgamated or consolidated company are the same as those undertaken by you as described in the schedule, and

(ii) you give us notice that you wish to extend cover within 30 days of the merger, amalgamation consolidation or sale, and

(iii) we shall be entitled to vary the policy terms, conditions and exclusions and charge an additional premium.

There is no cover for any claim in connection with any event that has occurred prior to the date of the merger, amalgamation or consolidation.

3.4 New subsidiary companies

This policy is extended to insure a subsidiary company created or acquired by you during the period of insurance provided that:

(a) the operations and activities of the merged new subsidiary company are the same as those undertaken by you as described in the schedule, and

(b) you give us notice that you wish to extend cover within 30 days of the acquisition or creation of the new subsidiary company, and

(c) we shall be entitled to vary the policy terms, conditions and exclusions and charge an additional premium.

We will only cover events that happen after the acquisition.

3.5 Previous subsidiary companies

The definition of you is extended to include any entity that ceased to be your subsidiary company before or during the period of insurance. However, we will not indemnify any such previous subsidiary for any claim arising out of an injury after it ceased to be your subsidiary.
4. Exclusions

4.1 ACC You are not insured for liability if compensation:
   (a) is available under the Accident Compensation Act 2001,
   (b) would have been available under that Act, except for your status as an exempt employer under that Act.

4.2 Asbestos You are not insured for liability in connection with asbestos.

4.3 Dishonesty or fraud You are not insured for liability in connection with any:
   (a) wilful breach of duty or wilful breach of an Act of Parliament,
   (b) dishonest, fraudulent or malicious act or omission,
   (c) act or omission committed with a criminal intent,
   (d) unlawful profit or advantage,
   (e) insider trading.

4.4 Employment disputes You are not insured for liability arising out of the Employment Relations Act 2000 or unpaid wages or other benefits due to any employee.

4.5 Existing litigation You are not insured for liability in connection with any litigation in existence at the commencement of the period of insurance.

4.6 Fines and contractual obligations You are not insured for liability for:
   (a) any fine or penalty imposed on you (whether under contract or statute),
   (b) any contractual obligation in the nature of a performance warranty or claim for liquidated damages.

4.7 Health and Safety at Work Act You are not insured for liability if you fail to comply with any lawful notice that you receive from an appropriate authority under the Health and Safety at Work Act 2015.

4.8 Known claims and circumstances You are not insured for liability in connection with any claim that you first knew of, or ought to have known of, prior to the inception date of this policy.

4.9 Legal jurisdiction You are not insured for liability in connection with:
   (a) proceedings or a prosecution first brought in a court or tribunal outside New Zealand,
   (b) proceedings or a prosecution brought in a court or tribunal within New Zealand to enforce a judgment made by a court or tribunal outside of New Zealand,
   (c) legal liability arising under the proper law of a country other than New Zealand.

4.10 Nuclear You are not insured for liability in connection with:
   (a) the use of nuclear reactors such as atomic piles, particle accelerators or generators or similar devices,
   (b) the use, handling or transportation of radioactive materials,
   (c) the use, handling or transportation of any weapon of war, explosive device employing nuclear fission or fusion.

4.11 Retroactive date You are not insured for liability in connection with any event, circumstances or accident that occurred prior to the retroactive date.

4.12 Sanctions You are not insured for liability to the extent it would expose us to any sanction, prohibition or restriction under any United Nations resolution, or any trade or economic sanctions, laws or regulations of the European Union, United Kingdom, United States of America, Australia or New Zealand.

4.13 Terrorism You are not insured for any claim of any type in connection with an act of terrorism, including in connection with controlling, preventing, suppressing, retaliating against, or responding to an act of terrorism.

4.14 War You are not insured for any claim of any type in connection with any of the following, including controlling, preventing or suppressing any of the following: war, invasion, act of foreign enemy, hostilities or warlike operations (whether war is declared or not), civil war, mutiny, rebellion, revolution, civil commotion assuming the proportions of or amounting to an uprising, insurrection, military or usurped power.
5. Basis of settlement

5.1 Maximum amount payable

A. Liability
The most we will pay in total for liability arising from all claims (excluding defence costs), during the annual period is the sum insured.

B. Defence costs
The most we will pay in total for defence costs arising from all claims, during the annual period is the sum insured.

C. Separate limits
For the avoidance of doubt, the limits under 5.1 A – ‘Liability’ and 5.1 B – ‘Defence costs’ are separate. This means the sum insured under 5.1 A – ‘Liability’ cannot be used to meet defence costs, and the sum insured under 5.1 B – ‘Defence costs’ cannot be used to meet liability for claims.

5.2 Excess
The excess shown in the schedule will be deducted from the amount we pay for a claim.

6. General conditions

6.1 How we administer this policy

A. Assignment
You may not assign this policy or any interest under this policy without our prior written consent.

B. Cancellation
By you
You may cancel this policy at any time by notifying us. If you do, we will refund any premium that is due to you based on the unused portion of the period of insurance. You must pay any outstanding premium due for the used portion of the period of insurance.

By us
We may cancel this policy by giving you notice in writing or by electronic means at your last known address. Your policy will be cancelled from 4pm on the 30th day after the date of the notice. We will refund you any premium that is due to you based on the unused portion of the period of insurance.

C. Change of terms
We may change the terms of this policy (including the excess) by giving you notice in writing or by electronic means at your last known address. Unless otherwise specified in this policy the change in terms will take effect from 4pm on the 30th day after the date of the notice.

D. Currency
Any amounts shown in this policy or in the schedule are in New Zealand dollars, unless otherwise specified in the schedule.

E. GST
Where GST is recoverable by us under the Goods and Services Tax Act 1985:
(a) all sums insured exclude GST, and
(b) all sub limits exclude GST, and
(c) all excesses include GST, and
(d) GST will be added, where applicable, to claim payments.

F. Other insurance
You must notify us as soon as you know of any other insurance policy that covers you for any of the risks covered under this policy.

This policy does not cover your liability or loss at all if it is insured to any extent under any other insurance policy. We will not contribute towards any claim under any other insurance policy.

G. Premium payment options
You may choose either an annual or a monthly renewable contract.

If you have elected a monthly renewable contract, then:
(a) you must pay by direct debit using the Direct Debit Authority we require, and
(b) the policy is for the initial period of insurance stated in the schedule, and
(c) the policy will be renewed for further monthly periods of insurance upon receipt of the renewal premium due under the Deduction Authority, and
(d) the policy terms, including the premium, will be reviewed on the anniversary date stated in the schedule.
H. Premium adjustments

If the premium for this policy has been calculated based on estimated figures, then the premium is only a provisional premium for the **annual period**.

Within three months of the expiry of an **annual period**, you must tell **us** what the actual figures are. **We** will re-calculate your **actual** premium based on the actual figures.

The difference between the actual and the provisional premiums will either be payable to **us** or refunded to **you** depending on the outcome of the adjustment, but any refund will be limited to a maximum of 50% of the provisional premium.

I. Separate insurance (cross liability)

Where the ‘Insured’ consists of more than one legal entity, then all parties are insured separately (as though a separate policy has been issued to each person/entity). However, this does not increase the amount of cover available under this policy.

6.2 Laws and Acts that govern this policy

A. Disputes about this policy

The law of New Zealand applies to disputes about this policy and the New Zealand Courts have exclusive jurisdiction.

B. Legislation changes

Any reference to any Act of Parliament or subordinate rules referred to in this policy includes any amendments made or substitutions to that law.

C. Insurance Law Reform Acts

The exclusions and conditions in this policy are subject to your rights under the Insurance Law Reform Act 1977 and Insurance Law Reform Act 1985.

6.3 Your obligations

A. Comply with the policy

**You** (and any other person or entity **we** cover) must comply with the conditions of this policy at all times.

B. Breach of any condition

If:

(a) **you**, or
(b) any other person or entity **we** cover under this policy, or
(c) anyone acting on your behalf,

breaches any of the terms and/or conditions of this policy, **we** may:

(i) **decline** your claim either in whole or in part, and/or
(ii) declare either this policy or all insurance **you** have with **us** to be of no effect and to no longer exist.

C. True statements and answers

True statements and answers must be given, whether by **you** or any other person, when **you**:

(a) apply for this insurance, and/or
(b) notify **us** regarding any change in circumstances, and/or
(c) make any claim under this policy, and communicate with **us** or provide any further information regarding the claim.

D. Reasonable care

**You** must take reasonable care at all times to avoid circumstances that could result in a claim. **Your** claim will not be covered if **you** are reckless or grossly irresponsible.

E. Change in circumstances

**You** must tell **us** immediately if there is a material:

(a) increase in the risk insured, or
(b) alteration of the risk insured.

Once **you** have told **us** of the change, **we** may then cancel or alter the premium and/or terms of this policy.

If **you** fail to notify **us** about a change in the risk insured, **we** may:

(a) declare this policy unenforceable, and/or
(b) decline any subsequent claim either in whole or in part.

These actions will be taken from the date **you** knew, or ought to have known, of the increase or alteration in the risk insured.
For avoidance of any doubt, information is ‘material’ where we would have made different decisions about either:

(i) accepting your insurance, or  
(ii) setting the terms of your insurance,

if we had known that information. If in any doubt, notify us anyway.

F. Confidentiality

You must not:

1. reveal that you hold this policy,
2. disclose the terms of this policy.

You may only give this information if:

(a) we agree in writing,
(b) you are bound to give the information by law.

7. Managing your claim

7.1 Your obligations

A. Do not admit liability

You must not:

(a) admit you are liable,
(b) do or say anything that may prejudice our ability to defend the claim against you or take recovery action in your name.

B. Advise us

If you become aware of any event that is likely to give rise to a claim, you must contact us immediately.

C. Minimise the loss

You must take all reasonable steps to minimise the claim and avoid any further loss or liability arising.

D. Provide full information

When you make a claim you consent to your personal information in connection with the claim being:

(a) disclosed to us, and
(b) transferred to the Insurance Claims Register Limited.

You must:

(i) give us free access to examine and assess the claim, and
(ii) send any relevant correspondence or documents to us, and
(iii) complete a claim form and/or statutory declaration to confirm the claim if we request it, and
(iv) provide any other information, proof of ownership or assistance that we may require at any time.

E. Dishonesty

If your claim is dishonest or fraudulent in any way, we may:

(a) decline your claim either in whole or in part, and/or
(b) declare either this policy or all insurance you have with us to be of no effect and to no longer exist from the date of the dishonest or fraudulent act.

This is at our sole discretion.

F. What you must obtain our agreement to do

You must obtain our agreement before you:

(a) incur any expenses in connection with any claim under this policy,
(b) negotiate, pay, settle, admit or deny any claim against you,
(c) do anything that may prejudice our rights of recovery.
7.2 Managing your claim

A. Allocation of defence costs
If a claim is covered only partly by this policy, then we will attempt to ensure fair and proper allocation of the defence costs for insured and uninsured portions.

If all parties are unable to agree upon the allocation of the defence costs then that allocation shall be referred to a lawyer that we and you agree to instruct, whose determination shall be binding upon all parties.

The cost of the lawyer's determination is to be taken as part of the defence costs covered under Section 2.2 – ‘Defence costs’.

If the parties cannot agree on a lawyer, then a lawyer will be appointed by the President of the New Zealand Law Society.

B. Apportionment
If we pay defence costs in excess of the maximum amount payable under Section 5.1 B – ‘Defence costs’, then you must refund to us all amounts in excess of the maximum amount payable.

C. Your defence
If the lawyer appointed to defend you advises that the claim should not be defended, then we are not required to defend a claim against you unless a second lawyer that we and you agree to instruct advises that the claim should be defended.

If the parties cannot agree on a lawyer, then a lawyer will be appointed by the President of the New Zealand Law Society. In formulating their advice, the lawyer must be instructed to consider the:

(a) economics of the matter, and
(b) damages and costs likely to be recovered, and
(c) likely costs of defence, and
(d) prospects of successfully defending the claim.

The cost of the second lawyer’s opinion is to be taken as part of the defence costs covered under this policy.

If the second lawyer advises that the claim should be settled and if the terms of settlement that we recommend are within limits that are reasonable (in the second lawyer’s opinion, and in the light of the matters they are required to consider), then:

(i) you cannot object to the settlement, and
(ii) you must immediately pay the excess shown in the schedule.

D. Defence of liability claims
After you have made a claim under this policy, subject to 7.2 C – ‘Your defence’, we have the sole right (which shall be a precedent to your right to be covered) to act in your name and on your behalf to defend, negotiate or settle the claim as we see fit (this will be done at our expense).

We may appoint our own lawyers to represent you. They will report directly to us.

E. Discharge of liability claims
We may elect at any time to pay you:

(a) the maximum amount payable under clause 5.1 A – ‘Liability’, or
(b) any lesser sum that the claim against you can be settled for.

Once we have paid this (including any defence costs already incurred up to our date of election), our responsibility to you under the policy is met in full.

F. Waiver of professional privilege
The lawyers we instruct to act on behalf of you are at liberty to disclose to us any information they receive in that capacity, including information they receive from you.

You authorise the lawyers to disclose this information to us.
8. Definitions

The definitions apply to the plural and any derivatives of the bolded words.
For example, the definition of ‘accidental’ also applies to the words ‘accidentally’, ‘accident’ and ‘accidents’.

**accidental**
Unexpected and unintended by you.

**act of terrorism**
Any act, or preparation in respect of action, or threat of action designed to influence or coerce the government de jure or de facto of any nation or any political division thereof, or in pursuit of political, religious, ideological, or similar purposes to intimidate the public or a section of the public of any nation by any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) de jure or de facto, and that:
(a) involves violence against one or more persons,
(b) involves damage to property,
(c) endangers life other than that of the person committing the action,
(d) creates a risk to health or safety of the public or a section of the public,
(e) is designed to interfere with or disrupt an electronic system.

**annual period**
The period of insurance. However, if:
(a) you pay the premium monthly, or
(b) the period of insurance is for more than 12 months,
the annual period is the current 12 month period calculated consecutively from the date this policy first started.

**application**
The information provided by you to us when you purchased this insurance or requested a quotation for this insurance from us. It also includes any subsequent information you provide us with.

**business**
The business described in the schedule.

**claim**
Any of the following:
(a) any proceeding commenced against you in connection with an employee sustaining an injury,
(b) any notice you receive from any other person that they intend to commence a proceeding against you, in connection with an employee sustaining an injury,
(c) any circumstance that a reasonable person in your position would have considered may give rise to a demand for damages.

**defence costs**
The reasonable costs, charges, fees and expenses (including but not limited to lawyers’ fees, investigators’ fees and experts’ fees) incurred with our prior written consent. Defence costs does not include charges for time spent by you or your partners, directors, officers or employees or reimbursement of any form for remuneration of such people.

**employee**
Any person who is employed by you in connection with your business and in respect of whose remuneration you deduct PAYE tax at source.

**event**
Any one claim or series of claims arising from one source or original cause.

**injury**
The accidental death of, or the accidental bodily injury to any person including sickness, disease, disability, shock, fright, mental anguish or mental injury.

**period of insurance**
The period shown in the schedule, that specifies the start and end dates of this insurance contract.

**retroactive date**
The retroactive date shown in the schedule.

**schedule**
The latest version of the schedule we issue to you for this policy.

**sum insured**
The amount shown in the schedule.

**we**
State, a business division of IAG New Zealand Limited.
We may also use the words ‘us’, ‘our’ or ‘company’ to describe State.
Any person or entity named in the schedule as ‘Insured’ and if the named insured is a company it includes its directors, officers or employees and any subsidiaries and their directors, officers or employees, but only while the person is acting within the scope of their duties in such capacity and does not extend to include any person or employee who is bringing a claim.

We may also use the word ‘Insured’ to describe you.