

Policy on Insurance and Indemnity Arrangements

Date adopted.....

Latest date for review...04/06/2018.....

Date Revised.....24/06/2019.....

1. BACKGROUND

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

OptimumChoice is a disability services organisation which is governed by a management, the **Corporations Act (2001)** and our policies.

2. PURPOSE

OptimumChoice was established for the purpose of providing quality services to improve the lives of people with disabilities in order that their individualities are recognised, and their safety is paramount.

The purpose of this policy is to set out specific procedures and performance standards in relation to insurance and indemnity policies maintained.

The policy applies to all programs and activities.

3. POLICY STATEMENT

OptimumChoice is committed to ensuring that management, employees, volunteers and other paid or unpaid persons involved in the business (e.g. work experience participants and students on practicum) are appropriately insured and indemnified.

4. PROCEDURES

The following procedures are to be implemented to ensure that the Organisation meets its policy objective of insurance and indemnity insurance requirements and its operatives.

OptimumChoice will take and maintain the following policies:

- 4.1 Directors and officer's liability insurance for employees, volunteers and other paid or unpaid persons.
- 4.2 Professional indemnity for employees, volunteers and other paid or unpaid persons [e.g. trade, gardener]
- 4.3 Workers compensation for employees.
- 4.4 Personal accident insurance for management, volunteers, and other paid or unpaid persons.
- 4.5 Comprehensive motor vehicle insurance for all of the organisation's vehicles.
- 4.6 Public and product liability insurance
- 4.7 Building and contents insurance
- 4.8 Electrical equipment protection insurance

5. REVIEW OF THE POLICY

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.