



INSURANCE

National Association of Plant Breeders
Insurance Policy
December 19, 2017 - 2018



M3 Insurance

828 John Nolen Drive

Madison - WI 53713

Phone: 608.273.0655

Toll Free: 800.272.2443

Fax: 608.273.1725

www.m3ins.com

Your Service Team

National Association of Plant Breeders

Client Service	
Account Executive	Account Manager
<p>Monica Schraml, CIC, CRM, CPCU Direct: 608.288.2890 monica.schraml@m3ins.com Toll Free: 800.272.2443 ext. 2890</p>	<p>Kelly Staerzl, CIC Direct: 608.288.2868 kelly.staerzl@m3ins.com Toll Free: 800.272.2443 ext. 2868</p>

United States Liability Insurance Company

1190 Devon Park Drive

Wayne, PA 19087-2191

A Member Company of United States Liability Insurance Group

(888) 523-5545

Date 12/19/2017

To : AMWINS BROKERAGE OF THE MIDWEST, LLC

Attn : Dianna LaMantia

From : Fran Brewer
fbrewer@usli.com / (888) 523-5545 x2047

Insured : National Association of Plant Breeders Inc.

Policy #: **NDO1560736D**

Attached please find your endorsement(s) as requested.

Regards,

Fran Brewer

Attached:

Endorsement #1

ENDORSEMENT #1

This endorsement, issued by **United States Liability Insurance Company** to **National Association of Plant Breeders Inc.** forms a part of Policy Number **NDO1560736D** effective on **12/19/2017** (MO. DAY YR.) at 12:01 A.M.

Named Insured/Address Change Endorsement

It is hereby agreed and understood that the named insured and/or address of the named insured is amended to read as follows:

National Association of Plant Breeders Inc.
5585 Guilford Road
Madison, WI 53711

All other terms and conditions of this Policy remain unchanged.



RESOURCES TO HELP YOUR BUSINESS GROW!

As a policyholder through USLI or Devon Park Specialty, you have access to many services through the Business Resource Center that will assist you in growing and protecting your business. Consider the following services and associated cost savings when making your decision where to place your insurance!

HUMAN RESOURCES



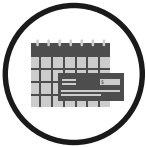
- » Free human resources consultation hotline to be used for personnel issues including harassment and discrimination, the Family and Medical Leave Act, disability, wage and hours regulations and more
- » Online library with information, forms and articles pertaining to human resources
- » Discounted human resources management system
- » Resources for recruiting and training as well as termination and administration

PRE-EMPLOYMENT AND TENANT SCREENINGS



- » Discounted background checks, including multi-court criminal database searches, county criminal searches and more (first background check is free)
- » Best practices for performing a background check
- » Discounted tenant and drug screenings and Motor Vehicle Reports (MVRs)

PAYROLL AND TAXES



- » Payroll processing and tax services tailored for either a small or large business
- » Online business tax workshop provided by the Internal Revenue Service (IRS)

CYBER RISK



- » Materials about securing personal information and payment card information
- » Complimentary access to tools and resources that will help you understand your exposure to a data breach and the importance of a response plan
- » Discounted identity theft monitoring and recovery

MARKETING

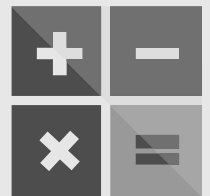


- » Suggested free and paid services for web marketing for your business, including email campaigns, photo editing, file management and more
- » Suggested free and paid services for social media platforms, development, management and more
- » Discounted website package and access to consultants, designers and developers to help in the creation of a website for your business
- » Suggested free and paid services for building your own website and tracking Search Engine Optimization (SEO)

SAFETY



- » Free on-site safety and occupational health consultation for your business
- » Free personal credit report
- » Disaster and emergency preparedness resources
- » Discounted alcohol safety training for your staff and servers
- » Youth resources for concussion training, waivers of liability, recognizing the signs and symptoms of child abuse and more



Try our cost savings calculator to see how much you could save!



24/7 CLAIM REPORTING

In our continuing effort to provide you with excellent claim service, you may now report a claim and get claim assistance 24 hours a day/7 days a week.

For claim reporting, call toll free 1-888-875-5231 or visit USLI.COM and select the “report a claim” option.

For emergency claims requiring immediate assistance, please use the toll free option. Your call will be referred to a claims professional who will respond within an hour of your call with direction and assistance.

Thank you for placing your trust in our company. We pledge to work hard every day to earn and maintain that trust.



USLI.COM
888-523-5545



Check Out Your New Employment Practices Liability Risk Management Toolkit from PeopleSystems

Free Employment Practices Liability (EPL) Helpline 1-888-811-4182 (8 a.m. to 7:30 p.m. Eastern Time)

If a human resource consulting firm offered you their time and expertise for free, would you lock their phone number and email address in a drawer and never call? Of course not! Do you have questions such as:

- ▶ What are the current federal and state employment laws I need to know?
- ▶ What are “wage and hour” regulations? What does “exempt” versus “non-exempt” mean?
- ▶ How should I handle terminating, suspending or warning an employee?
- ▶ What type of human resources policies should I have in place?
- ▶ How should I properly document performance issues and disciplinary actions in an employee’s file?
- ▶ What are appropriate and inappropriate questions to ask during an employment interview?
- ▶ What guidelines should I use to investigate a complaint of discrimination or harassment?

PeopleSystems is just a free phone call or email away!

Online Human Resources Center www.peoplesystems.com/USLI

To access the USLI policyholder features, click on “Request for client login” and complete with your information. Please take a moment to become familiar with the new PeopleSystems Resource Center’s information.

- ▶ **Helpline to email your human resource questions:** Now you can email your questions via this web portal.
- ▶ **Human resource news center and recent employment law changes:** The news center keeps you up-to-date with recent changes in state and federal employment laws and what they mean to you as well as pertinent articles on employment issues you need to know about.
- ▶ **Human resource manual and employment forms:** You will find “Best Practices” helpful for handling common human resource issues. Issues may include conducting employee evaluations and understanding employment laws such as FLSA, FMLA and COBRA.
- ▶ **Human resource recommendations:** You will also find sample human resource policies regarding discrimination, harassment, employment at-will and electronic communications.

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NDO1560736C

Renewal of Number

*** RENEWAL CERTIFICATE ***

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NDO1560736D

NAMED INSURED AND ADDRESS:

National Association of Plant Breeders Inc.
Crop Sci Building, University of Guelph
50 Stone Rd
Guelph, Ontario, Canada N1G 2W1

POLICY PERIOD: (MO. DAY YR.) From: 12/19/2017 To: 12/19/2020

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Non-Profit Directors and Officers

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NDO1560736C IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY. THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.

	PREMIUM
Directors And Officers Liability Coverage Part	\$3,900.00
Wholesaler Broker Fee	\$150.00
TOTAL:	\$4,050.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue
See Endorsement EOD (1/95)

Agent: AMWINS BROKERAGE OF THE MIDWEST, LLC (2101)
10 S. LaSalle Street, Suite 2000
Chicago, IL 60603

Issued: 10/13/2017 12:32 PM

Broker: M3 Insurance Solutions, Inc.
3113 West Beltline Highway
Madison, WI 53713

By: 
Authorized Representative

UPC (08-07)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NDO1560736D

Effective Date: 12/19/2017

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

The following forms apply to the Directors And Officers Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
DO-100	04/07	Coverage Part A. Non Profit Directors and Officers Liability
DO-201	01/94	Accreditation, Certification, Standard Setting Exclusion Endorsement
DO-209	01/94	General Professional E & O Exclusion Endorsement
* DO-239	06/15	Specified Person Or Entity Exclusion Endorsement
DO-283	01/14	Data & Security+ Endorsement
DO-291	01/11	Excess Benefit Transaction Excise Tax Endorsement
DO-293	06/13	Amended Lifetime Occurrence Reporting Provision Endorsement
DO-294	04/14	Amended Notice/Claim And Circumstance Reporting Provisions
DO-3YR	05/07	Three-Year Policy Term Endorsement
DO-3YR DEC	02/12	Amendment To Policy Declarations - Three Year Policy Term
DO-WI	04/07	Wisconsin State Amendatory Endorsement
DO Jacket	09/10	Non Profit Professional Liability Policy
USL-DOJ	03/08	Non Profit Professional Liability Common Conditions

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

PROFESSIONAL LIABILITY COVERAGE PART DECLARATIONS

PLEASE READ YOUR POLICY CAREFULLY.

THIS IS A CLAIMS MADE POLICY COVERAGE FORM AND UNLESS OTHERWISE PROVIDED HEREIN, THE COVERAGE OF THIS FORM IS LIMITED TO LIABILITY FOR CLAIMS FIRST MADE DURING THE POLICY PERIOD, OR THE EXTENSION PERIOD, IF APPLICABLE. DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.

No. NDO1560736D

Effective Date: 12/19/2017

12:01 AM STANDARD TIME

ITEM I. PARENT ORGANIZATION AND PRINCIPAL ADDRESS

National Association of Plant Breeders Inc.
Crop Sci Building, University of Guelph
50 Stone Rd
Guelph, Ontario, Canada N1G 2W1

ITEM II. POLICY PERIOD: (MM/DD/YYYY) From: 12/19/2017 To: 12/19/2020

Coverage Part A: Non Profit Directors and Officers Liability

ITEM III. LIMITS OF LIABILITY

a. Non Profit Directors & Officers	\$2,000,000	EACH CLAIM
b. Non Profit Directors & Officers	\$2,000,000	IN THE AGGREGATE

ITEM IV. RETENTION: \$0 EACH CLAIM

ITEM V. PREMIUM: \$3,900

Coverage Part B: Employment Practices Liability

ITEM III. LIMITS OF LIABILITY

a. Employment Practices	NOT COVERED
b. Employment Practices	

ITEM IV. RETENTION: NOT COVERED

ITEM V. PREMIUM: NOT COVERED

ITEM VI. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

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This endorsement modifies insurance provided under the following:

**NON PROFIT DIRECTORS & OFFICERS LIABILITY
EMPLOYMENT PRACTICES LIABILITY**

SPECIFIED PERSON OR ENTITY EXCLUSION ENDORSEMENT

It is agreed:

The Company shall not be liable for Loss or Defense Costs in connection with any Claim:

1. brought by the person(s) or entity(ies) named below; or
2. against any Insured based upon, arising out of, directly or indirectly resulting from or in consequence of the activities or operation of the following person(s) or entity(s):

Plant Breeding Coordinating Committee

All other terms and conditions of this Policy remain unchanged. This endorsement is a part of the Parent Organization's Policy and takes effect on the effective date of Parent Organization's Policy unless another effective date is shown.

UNITED STATES LIABILITY INSURANCE GROUP
WAYNE, PENNSYLVANIA

This endorsement modifies insurance provided under the following:

Non Profit Directors and Officers

AMENDMENT TO POLICY DECLARATIONS-THREE-YEAR
POLICY TERM

The Policy Declarations attached hereto are amended as follows:

ITEM II. POLICY PERIOD consists of three Coverage Periods:

First Coverage Period:	From 12/19/2017	To 12/19/2018
Second Coverage Period:	From 12/19/2018	To 12/19/2019
Third Coverage Period:	From 12/19/2019	To 12/19/2020

ITEM III. LIMITS OF LIABILITY, apply separately to each Coverage Period shown above and are reinstated for each successive Coverage Period.

ITEM V. PREMIUM, is the total premium due for the Three-Year Policy Term and is due and payable in three annual installments as follows unless a different payment plan is selected:

Coverage Part A. Non Profit Directors and Officers Liability:

First Coverage Period:	\$1,300
Second Coverage Period:	\$1,300
Third Coverage Period:	\$1,300

All other terms of the Policy Declarations are unchanged. This endorsement is a part of the Parent Organization's policy and takes effect on the effective date of the Parent Organization's policy unless another effective date is shown



Claims Reporting

National Association of Plant Breeders

Client Service

Account Manager

Kelly Staerzl, CIC

Direct: 608.288.2868

kelly.staerzl@m3ins.com

Toll Free: 800.272.2443 ext. 2868



M3 Insurance Solutions, Inc.
 828 John Nolen Drive
 Madison WI 53713
 T 608.273.0655 F 608.273.1725
 www.m3ins.com

ACCIDENT/INCIDENT REPORT FORM (OTHER THAN AUTO)

Company Name: _____

Address: _____

Employee Completing Report/Title: _____ Phone: _____

Supervisor: _____ Phone: _____ Date: _____

TYPE OF INCIDENT

- Injury to Person (non-employee)
- Damage to Company Property
- Damage to Other's Property

DATE OF INCIDENT: _____

Time: _____ Weather Conditions: _____

Location of Accident/Incident: _____

Photos Attached? Yes No Will follow-up

Manager on duty: _____ Phone: _____

Employee first notified: _____ Phone: _____

Police/Fire/Ambulance Department name: _____

What Happened? _____

Name of person that alerted you of the incident: _____ Phone: _____

INJURY to Person (non-employee):

Name of Injured Person: _____ Address: _____

Phone: _____

Approximate Age of Injured Person: _____

Any observable Previous Health Issues? Yes No If so, describe: _____

Was Medical Attention sought: Yes No When: _____

What is the Injury? _____

PROPERTY DAMAGE:

What was damaged? _____ Owner: _____ Phone: _____

Estimated Cost of Damage: \$ _____

WITNESSES - Names & Phone Numbers:

Name: _____ Phone: _____ Name: _____ Phone: _____