



Recruitment, employment & staffing

Product brochure
United States

Overview

Recruitment, employment and staffing agencies expect the best of both worlds from their insurance: an easy, quick buying process, yet comprehensive cover, and all at a competitive price. Our policy is a product designed to surpass these expectations – it is a multi-class policy tailored to target key exposures for businesses in this sector, and is suitable for a wide range of agency sizes and models. Recognizing the global nature of the sector, our policy includes worldwide jurisdiction as standard.



About CFC

CFC is a specialist insurance provider, pioneer in emerging risk and market leader in cyber. Our global insurance platform uses cutting-edge technology and data science to deliver smarter, faster underwriting and protect customers from today's most critical business risks.

Headquartered in London with offices in New York, Austin, Brussels and Brisbane, CFC has over 500 staff and is trusted by more than 100,000 businesses in 90 countries. Learn more at cfcunderwriting.com and [LinkedIn](#).

Contact



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Coverage highlights

Comprehensive errors & omissions cover

Full errors and omissions cover including breach of contract, bodily injury and property damage, intellectual property rights infringement, libel, slander and defamation, loss of documents and the payment of withheld fees.

Modular package policy

Our policy is modular in nature, allowing businesses to add a full, separate limit for commercial general liability, which includes bodily injury and property damage, personal and advertising injury, products and completed operations liability, and non-owned and hired automobile liability. Property coverage is also available.

Vicarious liability

This cover is included as standard in order to cover the agency's legal liability arising out of any negligent act, error or omission committed by placed personnel.

Flexible coverage

We are happy to consider primary exposures in addition to staffing/ recruitment services of an Insured. For instance, comprehensive, suitable coverage for a staffing agent who also performs accounting, IT consulting, or management consulting.

Cyber liability

Most businesses hold sensitive data entrusted to them by their clients. Losing this data as a result of a cyber attack or computer virus can lead to potential liability and significant brand damage. In order to address this emerging risk, we have designed a specific module of cover that provides explicit protection.

Umbrella liability

Can be included. This sits over any one or more of the following lines: errors & omissions and commercial general liability insurance. We can sit over our own primary policy or over another insurance providers.

Appetite

What we love

- Permanent placements
- Temporary placements (white collar and professionals) including but not limited to IT, financial, legal and A&E
- Professional employer organizations and administrative services offerings

What we consider

- Staffing of heavy manual, oil and gas and janitorial personnel

What we ordinarily decline

- Placement of drivers or medical personnel
- Temporary staffing which does not use a true staffing agreement (Read [what makes a staffing firm](#) for more details)

What we offer as standard

Worldwide cover, separate towers of cover for major insurance lines, blanket additional insured, blanket waiver of subrogation.

Optional extras

First dollar defence, defence outside of the limits, project specific aggregate.

Limits, deductibles, premiums, revenue threshold

Maximum limit E&O	\$10,000,000
Maximum limit CGL	\$6,000,000
Maximum limit Umbrella	\$5,000,000
Minimum deductible	\$1,000
Minimum premium (E&O)	\$500
Minimum premium (CGL)	\$475
Minimum premium (Umbrella)	\$500
Revenue threshold	No cap

Coverage is subject to underwriting and the terms, conditions, and limits of the issued policy.



c) Please state the number of employees (own staff):

d) Please state the number of staff supplied at any one time in the following categories:

Last complete financial year: Estimate for current financial year:

W2 employment status:

1099 status:

1.5 Please provide the following financial information:

Last complete financial year: Estimate for current financial year:

Gross revenue:

Payments to placed W2 employees:

Payments to placed 1099 independent contractors:

Date of financial year end:

Currency:

If any of your revenue is derived from overseas activity, please state the amount below:

Last complete financial year:	Estimate for current financial year:	Estimate for next financial year:
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Other territory revenue:

1.6 If temporary W2 and 1099 placements are made, are written client service agreements used? Yes No

If 'yes':

a) do they contain a hold harmless clause in your favor? Yes No

b) is the direction and control of placed personnel always the responsibility of your client? Yes No

1.7 Please provide a breakdown of placed personnel in the following categories:

Executive / managerial:	%
.....
Clerical (white collar activities):	%
.....
IT: consultancy/data entry:	%
.....
IT: hardware installation/maintenance:	%
.....
Architects and engineers:	%
.....
Medical or nursing:	%
.....
Finance / accountancy:	%
.....
Light manual (warehouse or light industrial):	%
.....
Heavy manual (construction or heavy industrial):	%
.....
Drivers:	%
.....
Offshore (oil rigs and platforms):	%
.....
Other:	%
.....

If 'other', please provide details:

¹"Heavy manual" occupations include, but are not limited to, height work in excess of 5 metres, groundworks in excess of 2 metres depth, use of heat, lifting weights in excess of 55 pounds, use of tools, machinery and vehicles designed for use principally off public roadways (i.e. pneumatic drills, diggers, bulldozers, cement mixers, agricultural equipment etc.), a requirement for the use of protective clothing.

1.8 Do you provide the appropriate background checks on all prospective personnel, prior to placement? Yes No

If 'no', please explain:

1.9 Do you belong to any association related to these activities? Yes No

If 'yes', please list these associations below:

Section 2: Property & Business Interruption Insurance

Only complete this section if you require this cover.

2.1 Please state the address of the premises to be insured (if different from the address given earlier):

Premises 1

Address:

.....
.....

Postal code:

.....

Premises 2

Address:

.....
.....

Postal code:

.....

Please continue on a separate sheet if more than 2 premises are to be insured.

2.2 Please detail below any other party (such as a bank) whose financial interest in the premises should be noted on the policy:

Name of party:

.....

Interest of party:

.....

Address:

.....
.....

Postal code:

.....

2.3 Are all of the premises:

a) Constructed with external walls of brick, stone or concrete and roofed with slate, tiles, concrete, metal, asbestos or any other non-combustible material? Yes No

.....

b) Free from cracks or other signs of damage that may be due to subsidence, landslip or heave and have not previously suffered damage by any of these causes? Yes No

.....

c) In an area free from flooding and not near the vicinity of any rivers, streams or tidal waters? Yes No

.....

d) In a good state of repair? Yes No

.....

e) Self contained with a lockable entrance door? Yes No

.....

f) Protected by an intruder alarm that is subject to an annual maintenance contract? Yes No

.....

NOTE: We may refuse to pay a claim if all of the devices for the security of your premises (including locks and the intruder alarm) are not put into full and effective operation whenever the premises are closed for business or left unattended.

g) Heated by a conventional electric, gas, oil or solid fuel heating system? Yes No

.....

h) Fitted with electrical installations which are inspected at least every 5 years by a qualified electrician and any defect remedied? Yes No

.....

i) Lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements? Yes No

.....

j) Fitted with sprinklers, either fully or partially? Yes No

.....

NOTE: Assuming you have answered 'yes' to questions h) and i) above, it is important to keep records of all relevant inspections as we may ask for evidence of these before paying a claim.

.....

If you have answered 'no' to any of the above questions, then please give further details:

2.4 Please detail the amounts to be insured below for each premises (complete only if you require property cover).

NOTE: The amounts insured you state below should be the full rebuilding or replacement cost in each of the categories. If you understate these amounts you will be under-insuring and we may not pay the full amount of your claim. It is therefore essential that these amounts are as close to the true values of the insured items as possible.

Item	Amount insured Premises 1	Amount insured Premises 2
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Main Building:

Landlord's fixtures & fittings and tenant improvements:

All contents wherever located:

Please list any alternative locations in question 3.1

2.5 If you have portable electronic equipment (such as laptops, cameras, video equipment) that is either permanently or temporarily away from your premises please state the total value of these items:

Please also state the approximate percentage of the time that these items are away from your premises:

2.6 If you have contents other than portable electronic equipment which are either permanently or temporarily away from your premises please state the total value of these contents:

Please also state the approximate percentage of the time that these contents are away from your premises:

2.7 Would you like a quotation for either of the following extensions:

Earthquake: Yes No Flood: Yes No

2.8 Please detail the amounts to be insured below for business interruption cover (complete only if you require this cover).

Note that the maximum indemnity period available is 12 months. You should bear in mind how long it will take you to re-commence trading at another premises when stating the amount insured and indemnity period.

We provide our business interruption cover on a 'Flexible First Loss' basis – please specify a total amount insured for business interruption cover. This amount applies regardless of whether your business interruption loss is loss of income, costs and expenses or accounts receivable. This often enables a smaller total amount insured to be specified and therefore often results in a cheaper premium.

Item	Amount insured	Indemnity period
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Business interruption cover ('Flexible First Loss'):

Section 3: Insurance Requirements

3.1 a) Please provide details of your current or required insurance policies (unless you are already insured with CFC):

Type of insurance	Inception/expiry date	Limit of liability	Deductible	Premium	Insurer	Retroactive date (if known)
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Employee benefits liability:

Commercial general liability:

Errors & Omissions

*Placed personnel dishonesty:

Cyber & privacy liability:

*Placed personnel dishonesty only available when Errors & Omissions is being purchased.



b) If you have requested placed personnel dishonesty and are supplying drivers or warehousemen, please provide the following details:

Client name	Type of goods handled	Indemnity required	Contract value
.....
.....
.....
.....
.....
.....

Section 4: Claims Experience

Regarding all of the types of insurance to which this proposal form relates, AFTER FULL INQUIRY:

- a) are you aware of any loss or damage, whether insured or not, that has occurred to any of the Companies to be insured (or to any existing or previous business of the partners or directors of any of the Companies to be insured) within the last 5 years, or
- b) are you aware of any circumstances which may give rise to a claim against any of the Companies to be insured or any partners or directors thereof, or
- c) have any claims or cease and desist orders been made against any of the Companies to be insured, or partners or directors thereof, or
- d) have any partners or directors of the Companies to be insured been found guilty of any criminal, dishonest or fraudulent activity or been investigated by any regulatory body, or
- e) has there ever been an unforeseen outage to your website for more than 3 hours?

With reference to questions a, b, c, d and e above: Yes No

If the answer to the above is 'yes', then please attach full details including an explanation of the background of events, the maximum amount involved or claimed, the status of the claims or circumstances and any reserves or payments made by you or by insurers and, the dates of all developments and payments.

Important Notice

By signing this form you agree that the information provided is both accurate and complete and that you have made all reasonable attempts to ensure this is the case by asking the appropriate people within your business. CFC Underwriting will use this information solely for the purposes of providing insurance services and may share your data with third parties in order to do this. We may also use anonymized elements of your data for the analysis of industry trends and to provide benchmarking data. For full details on our privacy policy please visit www.cfcunderwriting.com/privacy

Contact name: Position:

Signature: Date: (MM/DD/YYYY)



Recruitment employment & staffing
Insurance application form



Additional Information: