



SIERRA LEONE INSURANCE COMPANY LIMITED

P.O. Box: 836 (Telephones: 232-30552379 232-76611010) Email: slicoaeb@gmail.com)
68 Sanders Street
Freetown, Sierra Leone

Workmen's Compensation Insurance Policy

Whereas the INSURED named in the Schedule hereto carrying on the business described in the Schedule and no other for the purpose of this insurance and declaration which shall be basis of this contract and is deemed to be incorporated herein has applied to the Sierra Leone Insurance Company Limited hereinafter call the "Company" for the insurance hereinafter contained and has paid the premium stated herein the Schedule as consideration for such insurance.

NOW THIS POLICY WITNESSETH that if at any time during the period of insurance any employee in the insured's immediate service shall sustain personal injury by accident or disease arising out of and in the course of his employment by the Insured in the Business and if the Insured shall be liable to pay compensation for such injury either under:

The law(s) set out in the Schedule or at Common Law

Subject to the terms, exceptions and conditions contained herein or endorsed hereon the Company will indemnify the Insured against all sums for which the Insured shall be liable and will in addition be responsible for all costs and expenses incurred with its consent in defending any claim for such compensation.

PROVIDED ALWAYS that in the event of any change in the Law(s) or substitution of other legislation therefore this Policy shall remain in force but the liability of the Company shall be limited to such sum as the Company would have been liable to pay if the Law(s) had remained altered.

EXCEPTIONS

The Company shall not be liable under this Policy in respect of:

1. Any injury by accident of disease directly attributable to war, invasion,, act of foreign enemy, hostilities (whether war be declared or not), civil war, mutiny, insurrection, rebellion, revolution, military usurped power
2. The insured's liability to employees of contractors to the Insured.
3. Any liability of the Insured which attaches by virtue of an agreement but which would not have attached in the absence of such agreement.
4. Any sum which the Insured would have been entitled to recover from any party but for an agreement between the Insured and such party.

CONDITIONS

1. This Policy and the Schedule shall be read together as one contract and any word or expression to which a specific meaning has been attached in any part of this Policy or of the Schedule shall bear such specific meaning wherever it may appear.
2. Every notice or communication to be given or made under this Policy shall be delivered in writing to the Company.
3. The insured shall take reasonable precautions to prevent accidents and disease and shall comply with all statutory obligations.
4. In the event of any occurrence which may give rise to a claim under this Policy, the Insured shall as soon as possible give notice thereof to the Company with full particulars. Every letter, claim, writ, summons and process shall be notified or forwarded to the Company immediately on receipt. Notice shall also be given to the Company immediately the Insured shall have knowledge of any impending prosecution, inquest or fatal enquiry in connection with any such occurrence aforesaid.
5. No admission, offer, promise or payment shall be made by or on behalf of the Insured without the consent of the Company which shall be entitled if it so desires to take over and conduct in his name the defense of settlement of any claim or to prosecute in his name for his own benefit any claim for indemnity or damage or otherwise and shall have full discretion in the conduct of any proceedings and in the settlement of any claim and the Insured shall give all such information and assistance as the Company may require.
6. The first premium and renewal premiums that may be accepted are to be regulated by the amount of wages and salaries and other earnings paid by the Insured to the employees during each period of insurance. The name of every employee together with the amount of wages, salary and other earnings shall be properly recorded and the insured shall at all times allow the Company to inspect such records and shall supply the Company with a correct account of all such wages, salaries and other earnings paid during any period of insurance within one month from the expiry date of such period of insurance. If the amount so paid shall differ from the amount on which premium has been paid the difference in premium shall be met by a further proportionate payment to the Company or by a refund by the Company as the case may be.
7. The Company may cancel this Policy by sending fifteen days' notice by registered letter to the Insured at his last known address and in such event the premium shall be adjusted in accordance with condition 6 above.
8. If any dispute or difference shall arise as to the quantum to be paid under this Policy (liability otherwise being admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties thereto or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration, the same shall be referred to a panel of three arbitrators, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators and arbitration shall be conducted under and in accordance with approved mode for dispute resolution.

9. It is also hereby further expressly agreed and declared that if the Company shall disclaim liability to the Insured for any claim hereunder, and such claim shall not within 12 calendar months from the date such disclaimer have been the subject matter of a suit in a court of law then the claim shall for all purpose be deemed to have been abandoned and shall not thereafter be recoveries hereunder.
10. The due observance and fulfilment of the terms, conditions and endorsement of this Policy so far as they relate to anything to be done or not to be done by the Insured and the truth of the statements and answers in the proposal shall be conditions precedent to any liability of the Company to make any payment under this Policy.

RENEWAL:

SLICO agrees to renew this policy on payment of renewal premium. However it may exercise its option not to renew the policy on the grounds of fraud, misrepresentation, or suppression of any material fact either at the time of taking the policy or any time during the currency of the earlier policies or bad moral hazard.

Dispute Resolution and Grievance Redressal

SLICO will take all steps to meet your expectations from this policy. However it is possible, that there could be a complaint relating to any of the following:

1. Any partial or total repudiation of claims by the insurance companies.
2. Dispute on the legal construction of the policy wordings in case such dispute relates to claims.
3. Delay in settlement of claims.
4. Non-issuance of any insurance document to customers after receipt of premium.
5. Dispute with regard to premium paid or payable in terms of the policy.

For resolution of such complaints SLICO has a Grievance Redressal mechanism.

At your request, the Dispute will be considered afresh by the Grievance Redressal Committee of SLICO. If you are not satisfied with the decision of the Grievance Redressal Committee you may refer you case to the Sierra Leone Insurance Commission (SLICOM).

SLICOM is empowered to receive and consider complaints in respect of personal lines of insurance from any person who has any grievance against the insurer.

What to do in the event of a claim?

1. Initiate Loss minimization measures.
2. Call SLICO Call Centre on 232-30552379/232-76611010
3. Send a Letter or Fax to SLICO Head Office or Email: slicoaeb@gmail.com
4. Please provide necessary assistance to surveyor or company officials for finalization of loss.

5. Ensure first-aid/medical help for injured persons.
6. Inform incident to Public Authorities.
7. Please furnish required documents and any clarification that may be sought.