

ARAG Hospitality

Legal Expense Insurance



ARAG Hospitality Legal Expense Insurance

This document has been prepared to help You understand the ARAG Hospitality Legal Expense Insurance Policy and make an informed decision about Your insurance requirements.

Please read this document carefully and in full to determine if the cover is appropriate for You and to familiarise Yourself with the terms and conditions of Your insurance.

This document also contains information about:

- ✓ ARAG Legal information helpline
- ✓ ARAG Legal Document Centre
- ✓ Claims procedures
- ✓ Complaint procedures

If You are unsure about anything in this document, please contact ARAG.

Terms that are capitalised have special meanings. For more information please read the section 'Meaning of words & terms' contained at the back of this document.

Main benefits of ARAG Hospitality Legal Expense Insurance

ARAG Hospitality Legal Expense Insurance allows You to pursue or defend Your legal rights arising from an Insured Event during the Period of Insurance. We provide cover for Legal Costs & Expenses arising from:

- Employment disputes
- Employment Protection
- Employment restrictive covenants
- Criminal prosecution defence
- Property and goods
- Identity theft
- Statutory licence appeals
- Compliance and regulation
- Tax investigations
- Contract disputes
- Tenancy disputes

About the Insurer

This ARAG Hospitality Legal Expense Insurance is underwritten by HDI Global Specialty SE-Australia (ABN 58 129 395 544, AFS Licence number 458776) (**HDI Global Specialty**) with its registered address at Tower 1, Level 33, 100 Barangaroo Avenue, Sydney NSW 2000.

HDI Global Specialty is authorised to carry out insurance business in Australia by the Australian Prudential Regulation Authority in accordance with the *Insurance Act 1973* (Cth).

HDI Global Specialty SE is registered in Germany, with its registered office at Podbielskistrasse 396, 30659 Hannover, Germany with registration number HRB211924 authorised by Bundesanstalt für Finanzdienstleistungsaufsicht ("BaFin"). It is authorised to carry on insurance business in Germany under the German Insurance Supervisory Act ("Versicherungsaufsichtsgesetz").



About ARAG

ARAG Services Australia Pty Ltd (ABN 14 627 823 198) (**ARAG**) is part of the ARAG Group, a global leader in legal expense insurance and the largest family owned enterprise in the German insurance industry. It was founded in 1935 on the principle that every citizen should be able to assert their legal rights.

ARAG is committed to providing its customers with access to general legal information and representation. ARAG recognises that it will only grow by ensuring it provides value added products and an outstanding service to its customers.

ARAG has been granted delegated authority by HDI Global Specialty to enter into, vary or cancel Policies and handle Claims for ARAG Hospitality Legal Expense insurance on their behalf. In providing these services, ARAG acts on behalf of the Insurer and not as Your agent. ARAG is authorised to provide financial services in accordance with its Australian Financial Services Licence (AFS Licence number 513547). Any advice provided by ARAG in relation to this product is general in nature and does not take into account Your individual circumstances.

Any queries You may have regarding this insurance should be directed to ARAG.

Liability within the terms and conditions of this Policy remains at all times with the Insurer, HDI Global Specialty.

Premium

The Premium for this Policy is payable to HDI Global Specialty as the Insurer.

In order to calculate the Premium, various factors may be considered by Us, including the turnover, industry, coverage, limit, Excess and commission.

Your Premium also includes any relevant compulsory government charges, taxes or levies (e.g. GST and Stamp Duty). The Premium and these amounts where applicable will be set out separately in the Policy Schedule.

Other costs, fees and charges

Other costs, fees and charges which may be applicable to the purchase of Your Policy will be shown on the Policy Schedule.

Contact Us

ARAG's contact details are:

Address: Level 2, 2 Bulletin Place,
Sydney NSW 2000

Email: contact@arag.com.au

Phone: (02) 8066 0162

Important information

Your duty of disclosure

Before You enter into an insurance contract, You have a duty to tell Us everything that You know, or could reasonably be expected to know, which may affect Our decision to insure You and on what terms.

You have this duty until We agree to insure You.

You have the same duty before You renew, extend, vary or reinstate an insurance contract.

You do not need to tell Us anything that:

- 1) reduces the risk We insure You for; or
- 2) is common knowledge; or
- 3) We know or should know as an Insurer; or
- 4) We waive Your duty to tell Us about.

If You do not tell Us something

If You do not tell Us anything You are required to, We may cancel Your contract or reduce the amount We will pay You if You make a Claim, or both.

If Your failure to tell Us is fraudulent, We may refuse to pay a Claim and treat the contract as if it never existed.

Privacy statement

For the purpose of this section We, Our or Us means both ARAG and the Insurer. This is a summary of how We collect, use, share and store personal information. To view Our full privacy statement, please see Our respective websites at www.arag.com.au and at www.hdi-specialty.com/int/en/legals/privacy.

Collecting personal information

We may be required to collect certain personal or sensitive information which may include name, address, date of birth and if appropriate medical information. We will hold and process this information in accordance with the Privacy Act. Should We ask for personal or sensitive information, it shall only be used in accordance with Our privacy statement.

We may also collect information for other parties such as suppliers We appoint to process the handling of a Claim.

Using personal or sensitive information

The reason We collect personal or sensitive information is to fulfil Our contractual and regulatory obligations in providing this insurance product, for example to process Premium, to administer this Policy, resolve complaints, process renewals, for internal business purposes or handle a Claim. To fulfil these obligations, We may need to share personal or sensitive information with other organisations, including overseas in countries such as the UK and Germany, as set out in Our Privacy Policy.

We will not disclose personal or sensitive information for any purpose other than the purpose for which it was collected. Please refer to Our full Privacy Policy for full details.

Keeping personal information

We shall not keep personal information for any longer than necessary.

Your rights

Any person insured by this Policy has a number of rights in relation to how We hold personal information including; the right to a copy of the personal information We hold; the right to object to the use of personal information or the withdrawal of previously given consent.

HDI Global Specialty and ARAG have each established a Data Breach Notification Scheme, to ensure that affected individuals are notified about serious data breaches in accordance with their respective obligations at law.

For a full list of privacy rights and when We may refuse to provide You access to Your personal information, please refer to Our full privacy policy.



Important-Statutory Notice – Section 40 Insurance Contracts Act 1984 (Cth)

This notice is provided in connection with but does not form part of this Policy.

This Policy is a 'Claims Made' liability insurance policy. It only provides cover if:

- 1) a Claim is made against You, by another person, during the Period of Insurance when this Policy is in force; and
- 2) the Claim arises out of circumstances committed, attempted or alleged to have been committed or attempted after the Retroactive Date stipulated in the Policy Schedule.

Section 40(3) of the *Insurance Contracts Act 1984* (Cth) applies to this type of policy. That subsection provides that if the Insured becomes aware, during the period this Policy is in force (Period of Insurance), of any occurrence or fact which might give rise to a Claim against the Insured by another person, then provided that the Insured notifies Us of the matter before this Policy expires, We may not refuse to indemnify merely because a Claim resulting from the matter is not made against the Insured while this Policy is in force.

If the Insured, inadvertently or otherwise, does not notify the relevant occurrence or facts to Us before the expiry of this Policy, the Insured will not have the benefit of section 40(3) and We may refuse to pay any subsequent Claim, notwithstanding that the events giving rise to it or the circumstances alleged in it may have taken place during the Period of Insurance.

If a Claim is actually made against the Insured by another person during the Period of Insurance but is not notified to Us until after this Policy has expired, We may refuse to pay or may reduce Our payment under this Policy if We have suffered any financial prejudice as a result of the late notification.

Dispute resolution

Our commitment to You

We treat complaints very seriously and believe You have the right to a fair, swift and courteous service at all times. If You are dissatisfied with the service You have received and wish to make a complaint, please contact Us and We will endeavour to resolve the issue as quickly as possible.

This Policy provides You with an overview of the process You can expect ARAG and the Insurer to undertake in order to resolve any complaint that You may have.

Step 1: The first time You raise Your concerns or complaint

If You have any concerns or complaints about how Your Claim has been handled, You should in the first instance contact Us via the following.

You can contact the Us by:

Phone: (02) 8066 0162

Address: Level 2, 2 Bulletin Place,
Sydney NSW 2000, or

Email: complaints@arag.com.au

We, as agent for the Insurer, aim to resolve the complaint at the time of initial contact. If this is not possible We will commit to responding to Your complaint within fifteen (15) working days of first being notified of the complaint.

To enable Us to consider Your complaint fully and quickly, You will need to provide the following information:

- ✓ an explanation of the situation that led to the complaint;
- ✓ any new information not currently in Our possession that may have a bearing on Our understanding of the complaint; and
- ✓ a statement of any action that You would like Us to take to resolve the complaint

Upon final consideration of Your complaint We will inform You of the proposed resolution and the timeframe We will take to implement such a resolution.

Step 2: Internal Dispute Resolution

If You are not satisfied with Our response to Your complaint, You may escalate it as a dispute and the Insurer's Internal Dispute Resolution Committee will review the matter. The Committee will be independent of the person who initially considered Your complaint.

The Insurer requests that You state the dispute in writing to:

Internal Dispute Resolution Committee

HDI Global Specialty SE

GPO Box 3973

NSW 2001

Email: HGABdisputes@hdi-specialty.com

The Internal Dispute Resolution Committee will respond to Your queries or complaints within fifteen (15) working days.

The response will outline any reason for the decision and will inform You of any action the Insurer intends to take in resolution of the dispute.

Step 3: External Dispute Resolution scheme

If You are still not satisfied with the Insurer's response, You can seek an external review via the Australian Financial Complaints Authority (AFCA), an ASIC approved external dispute resolution body.

This national body is for consumers and resolves certain insurance disputes between consumers and Insurers at no cost to You.

The Australian Financial Complaints Authority contact details are:

Online: www.afca.org.au

Email: info@afca.org.au

Phone: 1800 931 678

Mail: Australian Financial Complaints Authority
GPO Box 3
Melbourne VIC 3001

The Insurer is bound by the independent review and determination of AFCA.

You should note that use of the AFCA scheme does not preclude You from subsequently exercising any legal rights, which You may have if You are still unhappy with the outcome. Before doing so however, We strongly recommend that You obtain independent legal advice.

If Your complaint does not fall within the Australian Financial Complaints Authority's terms of reference, We will advise You to seek independent legal advice or give You information about any other external dispute resolution options (if any) that may be available to You.



Cooling-off period

If You are not satisfied with the cover provided by this Policy, You may cancel it within 14 days of receiving it and obtain a full refund less any non-refundable government charges and taxes that We have paid. You may notify Us by post or electronically. If You make a Claim for any incident within the 14-day period, You must pay Your annual Premium in full.



Business legal information helpline

If You have a legal problem relating to Your business, You can call the confidential legal information helpline on (02) 8066 0162 for general information about Australian legal business matters. Your call will be referred to a legal service provider who will be responsible for the information provided to You. There will be no cost to You for an initial 15 minute consultation. The legal information helpline is available between 9am and 5pm AEST on weekdays (except public holidays).

The helpline is subject to fair and reasonable use and does not constitute reporting of a Claim. Information will be provided verbally and will not be put in writing. This helpline cannot provide advice in respect of a dispute You have with ARAG or the Insurer.



Document centre

As a client of ARAG You will have access to many helpful legal documents via ARAG's Document Centre to assist Your Business with its legal needs.

All legal documents have been drafted by experienced lawyers and can be easily customised. These documents contain general information or are in the form of examples and templates drafted by lawyers and You should get Your legal adviser to review and customise them to meet Your specific circumstances before You make use of them. The use or completion of these documents is solely at Your risk.

To the extent permitted by law, neither ARAG nor the Insurer makes any representation or warranties in respect of the accuracy, quality, standard or legal effect of any of its documents in the Document Centre or their suitability for Your use. The documents in the Document Centre do not and are not intended to constitute legal, financial, taxation or any form of business or professional advice. No lawyer-client, advisory or fiduciary relationship is formed between You and ARAG, the Insurer or any persons involved in the preparation of any of these documents by virtue of the provision of these documents to You.

A review service is available for the most complex documents at a separate additional fee to You. You will need to order the review service before You start building Your document if You require it. The review service is provided by a legal services provider and You would need to retain their services directly for a fee.

ARAG makes no representation or warranties in respect of the accuracy, quality, standard or legal efficacy of any of its documents in the Document Centre or their suitability for Your use. The documents in the Document Centre do not and are not intended to constitute legal, financial, taxation or any form of business or professional advice. No lawyer-client, advisory or fiduciary relationship is formed between You and ARAG or any persons involved in the preparation of any of these documents by virtue of the provision of these documents to You.

Your Policy cover

This Policy is evidence of the contract between You and the Insurer. This Policy and Policy Schedule shall be read together as one document.

Terms that are capitalised have special meanings. For more information please read the section 'Meaning of words & terms' contained at the back of this document.

To the extent permitted by law, the Insurer will pay Legal Costs & Expenses in respect of an Insured Event up to the Limit of Indemnity for all Claims related by time or originated cause, subject to all of the following requirements being met:

- 1) You have paid the Premium specified in the Policy Schedule.
- 2) You comply with the terms, provisions and conditions of this Policy and cooperate fully with Us.
- 3) The Insured Event arises in connection with Your Business and occurs within the territorial limit of Australia.
- 4) The Claim:
 - a) has Reasonable Prospects at all Materials Times; and
 - b) is reported to Us:
 - i. during the Period of Insurance; and
 - ii. as soon as You first become aware of circumstances which could give rise to a Claim.
- 5) Unless there is a Conflict of Interest, You always agree to use the Appointed Advisor chosen by Us.
- 6) Any Claim will be dealt with through negotiation, mediation or by a court, tribunal, arbitration, alternative dispute resolution or an investigation, audit or hearing by a relevant regulatory or professional body within Australia or the provision of legal advice.
- 7) The most the Insurer will pay for all Claims notified to Us during any one Period of Insurance is shown as the maximum Limit of Indemnity in the Policy Schedule.
- 8) You understand that the Policy Excess is payable by You and must be paid after Legal Costs & Expenses have been Incurred which exceed the Excess.

Excess

The Insurer's liability under this Policy shall apply only to that part of the amount, up to the available Limit of Indemnity, required to dispose of a Claim, which exceeds the Excess. Such Excess will be borne by You and shall remain uninsured. The Excess applies to each Claim covered by this Policy.

However, where more than one Claim arises from or is attributable to the same act, error or omission or a series of related acts, errors or omissions, only one Excess is payable under this Policy. Where the Insurer makes a payment in respect of a Claim which includes payment of part or all of the Excess, You shall within 30 days of being notified by the Insurer reimburse the Insurer for the amount of the Excess paid by the Insurer on Your behalf.



Insured Events covered

The following are the Insured Events in respect of which Legal Costs & Expenses are covered by this Policy as set out in the Policy Schedule. The Insured Events themselves do not trigger the Insurer's liability under this Policy, the Insurer's liability is for Legal Costs & Expenses for Claims in respect of Insured Events.

To the extent permitted by law, the Insurer will indemnify You in respect of any Legal Costs & Expenses arising from any of the Insured Events, subject to the terms and conditions of this Policy, up to but not exceeding the Limit of Indemnity and provided the Excess has been paid to Us.

Business Comfort (Insured Events 1-8)

Insured Event 1: Employment

What is covered	What is not covered under Insured Event 1: Employment
<p>A dispute between You and an Employee, or Your ex-employee, or prospective employee, arising from a breach or an alleged breach of their:</p> <p>a) Your written Contract of employment and/or</p> <p>b) related legal rights.</p> <p>Provided that You have complied with the mandatory procedures specified in the <i>Fair Work Act 2009</i> (Cth) relating to the Small Business Fair Dismissal Code where that code applies.</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> 1) redundancy or alleged redundancy, unfair dismissal claims, or general protection claims where the circumstances giving rise to the Claim occurred before this Policy commenced or during the first 180 days of this Policy, unless You had equivalent cover with Us in force immediately before this Policy commenced; 2) Legal Costs & Expenses for representing You at an internal disciplinary hearing, grievance or appeal; 3) a contract for service; or 4) any disputes or actions involving trade unions.

Insured Event 2: Employee Protection (unlawful discrimination)

What is covered	What is not covered under Insured Event 2: Employee Protection (unlawful discrimination)
<p>Unlawful Discrimination: Where civil proceedings are brought against an Employee for unlawful discrimination and You agree to engage lawyers to assist the Employee to defend the Proceedings.</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> 1) deliberate discrimination which amounts to unlawful discrimination; 2) defending You; 3) acts or omissions of Employees that are affected by drugs or alcohol; or 4) acts or omissions of Employees involved in an illegal enterprise.

Insured Event 3: Employment Restrictive Covenants

What is covered	What is not covered under Insured Event 3: Employment Restrictive Covenants
<p>Employee restraint: A dispute with an Employee or Your ex-employee which arises from that Employee's or ex-employee's:</p> <ul style="list-style-type: none"> a) breach of a restrictive covenant, or b) breach of a duty of confidentiality <p>where You seek financial remedy or damages or an injunction restraining conduct.</p> <p>Provided that</p> <ul style="list-style-type: none"> a) in respect of a restrictive covenant, it is evidenced in a document signed by the Employee or ex-Employee; or b) in respect of a duty of confidentiality, it arises as a consequence of Your relationship with Your Employee and/ or is evidenced in a document executed by Your Employee or Ex-Employee; and c) in each case extends no further than is reasonably necessary to protect Your legitimate business interests. 	

Insured Event 4: Criminal Prosecution Defence

What is covered	What is not covered under Insured Event 4: Criminal Prosecution Defence
<ul style="list-style-type: none"> a) Criminal Defence: a criminal prosecution against You or an Employee arising from an alleged act or omission by You or an Employee that arises in connection with Your Business. b) WH&S Action: An investigation by an Authority into a breach of Work Health and Safety Laws by You where Employees are required to be interviewed or documents are required to be produced to the Authority. c) WH&S Action: To the extent permitted by law, a prosecution for breach of Work Health and Safety Laws by You, or proceedings challenging improvement notices or prohibition notices served on You under Work Health and Safety Laws. d) WH&S and Enforceable Undertaking: The negotiation of an enforceable undertaking by You with an Authority in respect of alleged breaches of Work Health and Safety Laws as an alternative to prosecution through the courts. 	<p>Any Claim arising from or relating to:</p> <ul style="list-style-type: none"> 1) immigration; 2) allegations of murder or manslaughter; 3) Gross Negligence; 4) recklessness; 5) taxes; 6) acts or omissions of Employees that are affected by drugs or alcohol; or 7) acts or omissions of Employees involved in an illegal enterprise.

Insured Event 5: Property and goods

What is covered	What is not covered under Insured Event 5: Property and goods
<p>A dispute relating to Your Business Premises and/or goods owned by You and located at Your Business Premises:</p> <ol style="list-style-type: none"> following an event which causes physical damage to such property or goods; or following nuisance or trespass; or which You wish to recover or repossess from Your Employee or ex-employee; or following a sudden release of water from an adjacent property which causes damage to Your property. 	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> a contract between You and a third party except for a Claim under subsection 5(c); goods in transit, goods hired from or lent to third parties or a Related Body Corporate or Related Entity; an event which causes loss or damage to property or goods where You are entitled to make a Claim under a policy of insurance covering damage to the property or goods; taxes; planning or building laws and regulations; acquisition or resumption of property, or the imposition of controls on the use of land or requirements to demolish or rectify property, by any Commonwealth, State, Territory or Local Government Authority; a dispute with any party other than the party who caused the damage, nuisance or trespass; title to goods or property; or a lease or licence to occupy land or buildings.

Insured Event 6: Statutory licence

What is covered	What is not covered under Insured Event 6: Statutory licence
<p>An appeal against a decision by a relevant Authority to suspend, alter the terms of, revoke, refuse to renew, or cancel Your Statutory Licence or compulsory registration.</p> <p>Provided that You have notified Us of all Statutory Licences or registrations current at the commencement of Your Policy or obtained by You during the Period of Insurance.</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> an original application for, or standard renewal of, a licence; a Statutory Licence which has not been declared and confirmed by Us to be covered by this Policy; or class C driving licences.

Insured Event 7: Compliance & Regulation

What is covered	What is not covered under Insured Event 7: Compliance & Regulation
<ol style="list-style-type: none"> Inquiry: Notice of a formal Investigation or a regulatory or disciplinary proceeding against You by any professional, disciplinary or regulatory Authority. Privacy: An action brought against You for a breach of the Privacy Act. Show Cause Notice: Responding to a Show Cause Notice. 	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> the pursuit of an action by You or an Employee; a failure to respond to any notice served under the Privacy Act; an inquiry by an Authority into corrupt acts or omissions; a Royal Commission, or other industry wide Investigation; routine or scheduled audit, inspection or review conducted by a professional body, or any disciplinary or regulatory Authority as part of its normal compliance processes; or representative actions and class actions. <p>The cover under paragraph c) of this table is subject to an Excess of \$2,000. This Excess applies notwithstanding the provisions in the Policy Schedule.</p>

Insured Event 8: Tax Protection

What is covered	What is not covered under Insured Event 8: Tax Protection
<p>a) an audit or Investigation of Your Business or that concerns the personal tax affairs of Your directors (if any) consequent to a notice issued by the ATO to You relating to Your liability.</p> <p>b) an audit or Investigation consequent to a notice issued by an Authority to You relating to Your liability to pay payroll tax or other State taxes</p> <p>Provided that:</p> <p>c) all taxation returns have been completed and lodged by the statutory due date;</p> <p>d) you keep accurate, truthful and up to date records in accordance with statutory requirements;</p> <p>e) you or the Appointed Advisor must comply with any statutory notice requesting information which is not the subject of an appeal;</p> <p>f) in respect of any appealable matter, You have formally objected to the tax assessment and requested reassessment from the ATO or similar provincial or territorial tax Authority where available.</p> <p>g) You and the Appointed Advisor must immediately notify Us in writing of any invitation by the ATO to make an offer of settlement.</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> 1) any prosecution commenced against You relating to, arising from or in connection with Your liability under an Income Tax Law or Your liability to pay payroll tax or other State taxes; 2) any legal proceedings commenced against You relating to, arising from or in connection with Your liability under Income Tax Law or Your liability to pay payroll tax or other State taxes; 3) avoidance schemes relating to tax; 4) superannuation contributions payable pursuant to the Superannuation Guarantee (Administration) Act 1992 (Cth); 5) GST or Value Added Tax refunds in countries outside Australia, import duty, or GST on imports; 6) deliberate/grossly negligent mis-statements or false representations having being made in respect of accounts, tax liabilities and returns or other submissions to the ATO with the intent to deceive; or 7) costs incurred in dealing with routine matters which do not fall within a Claim by the ATO in respect of a GST or fringe benefits dispute or ATO Investigation.

Business Elite (Insured Events 1-10)

Insured Event 9: Contract disputes

What is covered	What is not covered under Insured Event 9: Contract disputes
<p>A breach or alleged breach of a written agreement which has been entered into by You for the purchase, hire, hire purchase, lease, servicing, maintenance, testing, sale or provision of goods or services in connection with Your Business.</p> <p>Provided that the circumstances giving rise to the dispute occur more than 90 days after the start of the First Period of Insurance.</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> 1) a disputed amount which is less than \$3,000 including GST; 2) the sale or purchase of land or buildings; 3) loans, mortgages, investments, pensions or any other financial product; 4) computer hardware, telecommunication services, software, internet services or systems which have been: <ol style="list-style-type: none"> I. manufactured, distributed or supplied by You; or II. tailored to Your requirements; 5) a breach or alleged breach of a professional duty by You; 6) coverage under an insurance policy; 7) a dispute relating to an Employee or Your ex-employee; 8) Your sub-contractors (except a dispute with a customer related to work undertaken by Your sub-contractor, which is covered by this Policy); 9) a dispute with Your sub-contractor; or 10) debt recovery proceedings (other than an initial letter of demand for an undisputed debt provided You have exhausted Your normal credit control procedures).

Insured Event 10: Tenancy disputes

What is covered	What is not covered under Insured Event 10: Tenancy disputes
<p>A dispute in respect of a Claim for breach of the terms contained in the lease, licence or tenancy agreement applying to Your Business Premises:</p> <ol style="list-style-type: none"> 1) against Your landlord or against You (as tenant) by Your landlord. 2) against You by any person or entity that uses Your Business Premises pursuant to a written lease or licence with You. <p>Provided that:</p> <ol style="list-style-type: none"> 1) Your main business activity is that of commercial landlord; or 2) Your dispute is related to Your Business Premises that You are leasing or licensing in part: and <ol style="list-style-type: none"> a) Your Business Premises is listed as Your place of business in Your Policy Schedule; and b) more than 50% of Your Business Premises are occupied by You; and c) You do not use Your Business Premises for accommodation. <p>A dispute in respect of a Claim for breach of the terms contained in the lease, licence or tenancy agreement applying to a Home Office where that breach occurs whilst the Home Office is being used for the purpose of the Business.:</p>	<p>Any Claim arising from or relating to:</p> <ol style="list-style-type: none"> 1) the amount, payment or non-payment of rent or other payments due under the terms of the lease, licence or tenancy agreement between You and Your landlord or You and Your tenant or licensee or the owner of the Home Office and the tenant; or 2) the renewal of a lease, licence or tenancy agreement or any dispute arising during or as a consequence of a rent review; or 3) a dispute in relation to a Home Office: <ol style="list-style-type: none"> a) between You and any Related Entity or Related Bodies Corporate; or b) between You and Your shareholders; or c) between You and any partners in the Business; or d) between You and a Family member.

What is not covered under this Policy

(applicable to the whole Policy)

Events excluded from this Policy

You are not covered for any Legal Costs & Expenses in respect of any Claim arising from or relating to:

1. Legal Costs & Expenses that are specified as excluded from cover in each of the tables for an Insured Event;
2. an Event Covered by Another Insurance Policy;
3. any deliberate, wilful, reckless or fraudulent acts or omissions;
4. a dishonest or malicious act or omission;
5. any false, fraudulent or exaggerated Claim;
6. any actual or alleged act, omission or dispute which took place before, or existed:
 - a) at the start of this Policy; or
 - b) prior to You acquiring an interest in or control of any subsidiary or associated company or Business undertaking which is subject to Your management and/or control; and which You knew or ought reasonably to have known could lead to a Claim;
7. an allegation against You or an Employee involving:
 - a) molestation, sexual assault, assault, violence;
 - b) indecent or obscene materials;
 - c) dishonesty, malicious falsehood or defamation;
 - d) the unlicensed manufacture of, sale, supply, dealing in or misuse of alcohol;
 - e) the manufacture, sale, supply, dealing in or use of illegal drugs;
 - f) illegal immigration or procuring aiding or abetting a person to remain in Australia in breach of their Australian Visa;
 - g) money laundering or bribery offences, corruption, breaches of international sanctions, or any other financial crime activities;
8. defending a Claim in respect of damages for personal injury;
9. patents, copyright, passing-off, trade or service marks, registered designs and confidential information (except in relation to Insured Event 3 Employment restrictive covenants);
10. a dispute with any Related Entities or Related Bodies Corporate;
11. a dispute between a company and its shareholders or between shareholders in a company;
12. a dispute between partners in a partnership;
13. a class action or representative action (including Legal Costs & Expenses payable pursuant to a court order in any class action or representative proceeding);
14. a dispute with Us, the Insurer or the party who arranged this cover;
15. motor vehicle, aircraft or watercraft ownership, hire, use or related activities including without limitation the loading/unloading or transportation of goods and parking related offences;
16. an Insolvency Event where You are the insolvent party;
17. which does not arise from the normal activities of the Business as described in the Policy Schedule;
18. franchise or agency agreements;
19. ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel or an event which is required to be insured under a nuclear energy liability policy issued by the Nuclear Insurance Brokers Association of Australia, or any other group or pool of insurers;
20. radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof;
21. war, invasion, act of foreign enemy hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
22. pressure waves from aircrafts or other aerial devices travelling at sonic or supersonic speed;
23. any terrorist action (regardless of any other cause or event contributing concurrently or in any other sequence to the liability) or any action taken in controlling, funding, preventing or suppressing terrorist action. If We allege that by reason of this exclusion any liability or loss is not covered by this Policy, You will bear the burden of proving the contrary;

24. pollution, seepage, discharge, dispersal, release or escape of any solid, liquid (other than water from a property that adjoins Your Business Premises), gaseous or thermal irritant or contaminant including, but not limited to, smoke, vapours, soot, dust, fibres, fungi, mould, fumes, acids, alkalis, chemicals, and waste (including but not limited to material to be recycled, reconditioned or reclaimed) or contamination of any kind;
25. ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel; or radioactive, toxic explosive or other hazardous properties of any explosive;
25. Construction Services;
26. an order of any government, public or local Authority to carry out work;
27. planning or environmental Laws;
28. subsidence, land heave, land slip, mining, quarrying or the movement of land;
29. damage to property arising directly or indirectly out of or in any way connected with:
 - (i) asbestos, asbestos fibres or derivatives of asbestos;
 - (ii) cost and expense for cleaning up or removal of any asbestos, asbestos fibres or any derivatives of asbestos;
 - (iii) asbestos used or removed during or as part of construction, additions, alterations and repairs to residential, commercial and industrial properties;
30. personal injury arising directly or indirectly out of or in any way connected with the inhalation of, or fears of the consequences of exposure to or inhalation of, asbestos, asbestos fibres or derivatives of asbestos;
31. any software, stored program, computer, device or system failing (or partly failing) resulting in loss of, alteration to, corruption of or unauthorised disclosure of any data;
32. confiscation, nationalisation, compulsory purchase, requisition, destruction of or restrictions or controls placed on or damage to property by or under the order of any government or public or local Authority; or
33. gambling or gambling activities.

Liabilities excluded from this Policy

You are not covered for liabilities arising from or relating to:

1. Legal Costs & Expenses incurred without Our consent;
2. compensation for loss or damage arising from injury or damage to goods, property or persons;
3. taxes, levies, duties, fines, penalties, damages, aggravated damages, exemplary damages interest;
4. an input tax credit You are entitled to in respect of GST for the Legal Costs & Expenses, the GST payable in respect of the Legal Costs & Expenses;
5. the payment of any money claimed for goods, loans or other property or any financial loss;
6. economic loss of any type including consequential loss or other benefit obtained as a result of Your identity being stolen;
7. the cost of repair, reinstatement or replacement of property;
8. product recall costs;
9. You entering into any form of litigation funding;
10. You acting against or differently from the reasonable advice of the Appointed Advisor;
11. any payment pursuant to an order for security of costs that is in excess of \$25,000 per claim;
12. Legal Costs & Expenses of the other party to any proceedings brought or defended by You where You abandon the pursuit or defence of the Claim or refuse or decline to retain the Appointed Advisor to pursue or defend the Claim;
13. legal fees and disbursements paid or payable by an insurer under an insurance policy other than this Policy shall not be drawn into contribution with such other insurance; and
14. Legal Costs & Expenses incurred by You:
 - a) where You refuse or decline to retain the Appointed Advisor; and
 - b) after You terminate engagement of the Appointed Advisor.

Policy conditions

Where the Insurer's risk is affected by Your failure to comply with these conditions, We can cancel this Policy, refuse a Claim, reduce the amount of the Claim or withdraw from an ongoing Claim. The Insurer also reserves the right to claim back Legal Costs & Expenses already paid by the Insurer from You if this happens.

1. Your responsibilities

You must:

- a) tell Us immediately of any change in circumstances concerning Your claim that may make it more costly or difficult for the Appointed Advisor to resolve the Claim in Your favour;
- b) co-operate fully with Us and the Appointed Advisor in the investigation and management of Your Claim, give the Appointed Advisor any instructions We require, and keep the Appointed Advisor updated with progress of the Claim and not hinder the Appointed Advisor;
- c) take reasonable steps to claim back Legal Costs & Expenses and, where recovered, pay them to the Insurer;
- d) keep Legal Costs & Expenses as low as possible including by using all reasonable efforts to settle any Claim.

2. Our right to choose an Appointed Advisor

- a) We shall choose and specify an Appointed Advisor, who shall be retained by You (or an Employee) for Your Claim.
- b) Where there is a Conflict of Interest between You (or an Employee) and Our interests identified by an Appointed Advisor, We will offer to appoint an alternative representative from Our panel of lawyers to act as the Appointed Advisor.
- c) If You dismiss the Appointed Advisor without good reason, or withdraw from the Claim without Our written consent, or if the Appointed Advisor refuses to continue acting for You, cover for the Claim will end at the time the claim is withdrawn or the engagement of the Appointed Advisor is terminated as the case may be.

3. Access to information

- a) You must agree to Us and/or Our agent having access to the Appointed Advisor's file relating to Your Claim for auditing, quality, policy coverage and cost control purposes.
- b) You will authorise and direct the Appointed Advisor to:
 - i. provide Us, as soon as reasonably possible, with their opinion on the merits of the Claim, their strategies and expected timeline to resolve the Claim and their detailed estimate of Your Legal Costs & Expenses and opponent's costs of the Claim; and
 - ii. keep Us fully updated during the Claim:
 - A. on the progress of the Claim, including any offers to settle;
 - B. of any change in their views on the Reasonable Prospects of the Claim;
 - C. of any change to their estimate of Your Legal Costs & Expenses;
 - D. of estimated costs potentially recoverable from an opponent at the time of a settlement;
 - E. of estimated costs potentially payable from an opponent at the time of a settlement; and
 - F. at Our request provide Us with a Claim Value Determination at Our cost.

4. Settlement

- a) Where the Legal Costs & Expenses for the Claim are likely to exceed the Claim Value Determination the Insurer can settle Your Claim by paying You the reasonable value of the Claim Value Determination subject to the Limit of Indemnity.
- b) You must **not** negotiate, settle a Claim, or agree to pay Legal Costs & Expenses without Our prior written consent which shall not be unreasonably withheld.
- c) If You refuse to settle the Claim following advice to do so from the Appointed Advisor the Insurer reserves the right to refuse to pay further Legal Costs & Expenses associated with this Claim.

5. Lawyer's opinion

If at any time We determine that Your Claim does not have, or no longer has Reasonable Prospects based on the opinion of the Appointed Advisor You may request Us to obtain, at Your cost, an opinion from a lawyer of at least 10 years relevant experience selected by You from Our legal panel and that lawyer shall be engaged to provide an opinion on the merits of Your Claim. If the lawyer determines the Claim has Reasonable Prospects We will reimburse You the legal costs for that opinion and agree to the appointment of that lawyer as Your new Appointed Advisor to conduct the Claim and incur reasonable Legal Costs & Expenses in the Claim.

6. Other insurance

- a) The Insurer will not pay more than their fair share for any Claim covered by another policy, or any Claim that would have been covered by any other policy if this Policy did not exist.
- b) It is an inherent requirement for any Claim under this Policy that You have not arranged insurance cover for legal liability in respect of the Insured Events. If You have legal liability insurance cover for an Insured Event You are not entitled to make a Claim for Legal Costs & Expenses under this Policy in respect of the event and You will not be entitled to cover for Legal Costs & Expenses incurred in connection with a Claim arising out of the event or loss or damage caused by the event.
- c) You may be entitled to cover for Your claim under an insurance which has been arranged for You by other persons (**Other insurance**). In the event You are insured under such Other insurance Your cover under this Policy shall be excess to that Other insurance over the applicable limit of indemnity of that Other insurance but subject always to the terms and conditions of this Policy.

7. Your obligations to be truthful and honest

You must at all times be entirely truthful and open in any evidence, disclosure or statement You give to the Appointed Advisor and/or Us and shall act with complete honesty and integrity when making and pursuing or defending Your Claim.



8. Cancellation

- a) This Policy may be cancelled by You giving written notice to Us at any time.
- b) This Policy may be cancelled by the Insurer in accordance with the *Insurance Contracts Act 1984* (Cth).
- c) Upon cancellation by You a refund of Premium will be allowed, pro-rata for the unexpired portion of the Period of Insurance and less an administration fee equal to 10% of the total Premium and less any taxes and duties We cannot recover. There will be no pro-rata refund if there has been any notification of a circumstance or Claim.
- d) It is a condition of this contract of insurance that You pay the Premium and the Insurer may take steps to cancel the contract of insurance for non-payment of the Premium.

9. Change in circumstances

You must give written notice as soon as possible to Us of any change in any of the facts or circumstances existing at the commencement of this Policy which materially changes the nature or extent of the risk insured by this Policy.

10. Legislation and choice of law

The construction, interpretation and meaning of the provisions of this Policy shall be determined in accordance with the Law of the Commonwealth of Australia and any disputes relating thereto shall be submitted to the exclusive jurisdiction of the courts of such state or territory in which the policy is issued. If no place of issue is shown in the Policy Schedule it is agreed that the place of issue is Sydney, New South Wales, Australia.

11. Preventing our right of recovery

If You have agreed not to seek compensation from another person who is liable to compensate You for any loss, damage or liability arising from an Insured Event, We will not cover You under this Policy for Legal Costs & Expenses of seeking to recover compensation for that loss or damage.

12. Headings, singular form

The titles of paragraphs, clauses, provisions or endorsements of or to this Policy are intended solely for convenience and reference and are not deemed in any way to limit or expand the provisions to which they relate and are not part of this Policy. Whenever the singular form of a word is used herein, the same shall include the plural when required by context.

13. Entire agreement

By acceptance of this Policy, You agree that this Policy embodies all agreements between You and Us relating to this Policy. Notice to any agent or knowledge possessed by any agent or by any other person shall not affect a waiver or a change in any part of this Policy or stop Us from asserting any right under the terms of this Policy; nor shall the terms of this Policy be waived or changed, except by endorsement issued to form a part of this Policy.

14. Transferring your rights

You cannot transfer Your rights under this Policy.

15. Waiver

If We waive any right or breach of any term of this Policy, this will not waive any other right or later breach.

16. Other parties and interest

We will not indemnify any person or entity that is not specified in the Policy Schedule.

17. Waiver, Surrender of Rights, Contribution or Indemnity

The Insurer will not compensate You for any loss or damage that is covered by this Policy where;

- a) another person or party would be liable to compensate You, or hold You harmless, for part of or all of that loss or damage; and
- b) You have agreed with that person or party, either before or after the inception of this Policy, that You will not seek recovery from them.

18. Subrogation

If the Insurer makes a payment under this Policy to You or on Your behalf then, subject to the *Insurance Contracts Act 1984* (Cth) as amended from time to time, the Insurer will be subrogated to all of Your rights of recovery against all persons and You must, at the Insurer's request and expense, take all reasonable steps and provide all assistance reasonably necessary to assist the Insurer in the exercise of its rights.

19. Representation

By entering into this contract of insurance You agree to instruct each Appointed Advisor to disclose to Us any information they receive in respect of Your Claim whenever and from wherever source it is obtained and You agree to release that information to Us on the basis that We claim common interest privilege in respect of all documents disclosed.

Claims procedure

Telling Us about Your claim:

1. If You need to make a Claim, You must notify the Claims Administrator during the Period of Insurance as soon as practicable upon becoming aware of any Claim. You are required to immediately notify the Claims Administrator of any potential Claim or circumstances which may give rise to a Claim. If You are in doubt whether a matter constitutes a notifiable Claim or circumstance, You should contact Us as well.
2. Under no circumstances should You instruct Your own lawyer or accountant as We will not pay any costs incurred without Our agreement.
3. You can lodge a Claim or request a Claim form over the phone by calling Us on (02) 8066 0162 between 9am – 5pm on weekdays (except public holidays) in the state of the Claims Administrator.
4. Alternatively, You can download a Claim form at www.arag.com.au/contact-us/ and submit a completed Claim form and supporting documentation to the Claims Administrator by emailing claims@arag.com.au. Further details are set out in the Claim form itself.



What happens next?

1. The Claims Administrator will send You a written acknowledgement following Your Claim notification confirming Your claim number and requesting any further information (if applicable).
2. We will only meet Your Legal Costs & Expenses of the Claim which has been agreed in advance by Us as to both amount and purpose. If You disagree with Our decision, You can refer the matter for review under the Dispute Resolution Process.
3. Upon receiving all the information needed to assess the availability of cover under this Policy, We will undertake this assessment and will write to You either:
 - a) confirming cover under the terms of this Policy and confirming the appointment of a qualified representative, being an Appointed Advisor who will promptly progress the Claim on Your behalf; or
 - b) if the Claim is not covered, explaining why and advise whether We can assist in another way.
4. Once Your Claim has been accepted by Us in accordance with the terms of this Policy, We will choose and specify an Appointed Advisor from one of Our panel of legal advisors or accountants who shall be retained by You to handle Your matter.
5. When an Appointed Advisor is appointed by Us they will try to resolve Your dispute without delay, arranging mediation whenever appropriate.
6. We will check on the progress of Your Claim with the Appointed Advisor from time to time. Sometimes matters cannot be resolved quickly, particularly if the other side is slow to cooperate or a legal timetable is set by the courts.
7. You are responsible for all Legal Costs & Expenses including adverse costs if You withdraw from the legal proceedings without Our written agreement. Any Legal Costs & Expenses already paid under this Policy will need to be reimbursed by You.

Meaning of Words & Terms

Certain words and terms contained in this Policy have been defined as they have the same meaning wherever they appear.

Appointed Advisor	The lawyer, accountant, or other advisor appointed as elected and arranged by Us, who shall be retained by You for Your Claim.
ARAG	ARAG Services Australia Pty Ltd (ABN 14 627 823 198).
ATO	The Australian Tax Office or such other government or governmental department or other body who is charged with the administration of any Commonwealth tax Laws.
Authority	A government or government department or other body, a governmental, semi-governmental or judicial person or a person who is charged with the administration of any Law.
Business	The occupation, trade profession or enterprise carried out by the entity shown in the Policy Schedule that attaches to this Policy.
Business Premises	The premises owned or leased by You to conduct the normal operations of the Business.
Claim	A present claim, action, proceeding or demand made against You or being pursued by You, however it arises in respect of an Insured Event.
Claims Administrator	Proclaim Management Solutions Pty Ltd (ABN 74 087 666 484) of Level 9, 271 Collins Street, Melbourne VIC 3000
Claim Value Determination	A determination by the Appointed Advisor of the financial amount You are likely to save or recover in a Claim.
Conflict of Interest	A relationship or circumstance involving the Appointed Advisor; including but not limited to a professional relationship; a personal relationship; or a monetary interest in any party to the dispute except You.
Construction Services	Construction Services means: <ul style="list-style-type: none"> (i) the design, project management, construction or erection of new buildings, spas and swimming pools; (ii) alterations, additions, extensions, refurbishment, repairs, replacement, reinstatement conversion or demolition of pre-existing buildings or structures and services in or connected to those building and structures, where the total cost of works exceeds \$50,000; (iii) certification of any building or construction works; (iv) construction, erection or repair of spas and swimming pools; (v) landscaping or gardening services over the value of \$10,000 per project; or (vi) the use of a product in situations where it does not comply with the requirements of the Building Code of Australia or the National Construction Code published by the Australian Building Codes Board.
Corporations Act	<i>Corporations Act 2001</i> (Cth)
Document Centre	A document centre that provides access to a variety of helpful legal document templates and examples drafted by third party lawyers and not ARAG for use by ARAG's policyholders.

An Event Covered by Another Insurance Policy	An event which causes loss or damage or results in a prosecution and You are entitled to make a claim under an insurance policy for that loss or damage or for loss or damage You cause or for payment of any penalty arising in connection with the event and/or Legal Costs & Expenses of that prosecution.
Excess	The amount You must pay for each claim under the Policy, as We may direct, which amount is not covered by the Policy.
Employee	A worker who has or alleges they have entered into a contract of service with You; and receives an award and/or has an enterprise agreement in place and/or is deemed to be a worker or Employee for the purpose of workers compensation Laws.
First Period of Insurance	The Period of Insurance of Your first Business Legal Expense Insurance Policy with ARAG provided that the insurance was renewed continuously every year up to the date this Policy begins.
Gross Negligence	A conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
GST	The definition given to that term in the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> .
Home Office	Home Office means residential premises used by Your Employee to carry out services for the Business, whilst the Employee is providing those services to or for the Business.
Income Tax Law	The Income Tax Assessment Act 1936; The Income Tax Assessment Act 1997; The Fringe Benefits Tax Assessment Act 1986 and Fringe Benefits Act 1986; Sales Tax Assessment Act 1992; Taxation Administration Act 1953; Superannuation Charge Act 1992; A New Tax System (Goods and Services Tax) Act 1999; or any other legislation replacing the above legislation.
Insolvency Event	In relation to a party (insolvent party) means the happening of any one or more of the following events: <ol style="list-style-type: none"> 1.) the insolvent party ceases or takes steps to cease to conduct its business in the normal manner; 2.) the insolvent party enters into or resolves to enter into any arrangement, composition or compromise with or assignment for the benefit of its creditors or any class of them; 3.) the insolvent party is unable to pay its debts when they are due or is deemed under the Corporations Act to be insolvent; 4.) a liquidator or provisional liquidator is appointed to the insolvent party or jurisdiction a receiver, receiver and manager, official manager, trustee or similar official is appointed over any of the assets or undertakings of the insolvent party; 5.) an application or order is made or a resolution is passed for the winding up of the insolvent party; 6.) a Court declares that the insolvent party; <ol style="list-style-type: none"> a is unable to pay their debts; or b is declared bankrupt; 7.) the insolvent party enters into a debt agreement with its creditors under Part IX of the Bankruptcy Act 1966; or 8.) any act or event analogous or having a substantially similar effect to any of the events specified in paragraphs 1) to 6) inclusive of this definition.
Insured Event	The incident or the first of a series of incidents which may lead to a Claim under this Policy. Only one insured event shall be deemed to have arisen from all causes of action, incidents or events that are related by cause or time.
Insurer	HDI Global Specialty SE- Australia (ABN 58 129 395 544)
Investigation	In respect of Insured Event responding to an official audit, investigation, inquiry or review of returns lodged by the ATO, and in all other cases, an investigation by an Authority under Applicable Laws administered by the Authority.

Laws	Any applicable statute, regulation, by-law, ordinance, policy or subordinate legislation in force from time to time in Australia, whether made by a State, Territory, the Commonwealth or local government, and includes the common law and equity as applicable from time to time, and any mandatory standards or industry codes of conduct.
Legal Costs & Expenses	<p>1) Reasonable and necessary legal costs, charges, court fees, expert reports and witness fees and expenses reasonably and proportionately incurred by the Appointed Advisor agreed in advance by Us.</p> <p>2) In civil claims, the other side's legal costs, fees and expenses where You have been ordered by the court to pay them or where You pay them with Our agreement.</p> <p>3) Reasonable accountancy fees reasonably incurred under Insured Event 9 Tax disputes by the Appointed Advisor and agreed by Us in advance.</p> <p>In addition in respect of Legal Costs & Expenses for Event 4 (b) the Authority's legal costs, fees and expenses where You have been ordered by the court to pay them or where You pay them with Our agreement.</p> <p>But excludes any such costs, charges, fees and expenses recovered by You or any costs to prove a Claim under the Policy.</p>
Limit of Indemnity	The limit of indemnity shown on Your Policy Schedule which represents the maximum sum the Insurer will pay in connection with any Claim under this Policy.
Material Times	The period where the Insurer agrees to pay Your Legal Costs & Expenses.
Period of Insurance	The period of insurance specified in the Policy Schedule. (The Period of Insurance shall otherwise expire on earlier cancellation of this Policy.)
Policy	This legal expense insurance policy wording, Your application for this Policy, the Policy Schedule and any endorsements.
Policy Schedule	The Policy Schedule or renewal schedule attached to this Policy.
Premium	What You pay Us to insure You, being the cost of Your Policy.
Privacy Act	<i>Privacy Act 1988 (Cth)</i>
Reasonable Prospects	<p>In relation to civil Claims means:</p> <p>(i) where You are pursuing a Claim it is more likely than not that:</p> <p>A. You will obtain a judgment for more than the Legal Costs & Expenses You are likely to incur to pursue the Claim; and</p> <p>B. You will be able to receive the judgment monies from the person You are pursuing.</p> <p>(ii) where You are defending a Claim:</p> <p>A. in respect of Insured Event 9 contract disputes, it must be more likely than not the Claim will be defeated in its entirety; and</p> <p>B. in all other Claims it is more likely than not that You will reduce the amount claimed by more than the Legal Costs & Expenses You are likely to incur defending the Claim.</p> <p>In relation a prosecution means:</p> <p>(i) where You are pleading not guilty, it is more likely than not that You will not be convicted;</p> <p>(ii) where You are pleading guilty it is more likely than not that:</p> <p>A. the penalty imposed will be less than the penalty that would be imposed if You pleaded not guilty and were convicted; and</p> <p>B. the Legal Costs & Expenses which will be incurred by You will not be more than the likely discount on penalty for the an early plea of guilty.</p> <p>In respect of Event 4(b) means:</p> <p>(i) the Legal Costs & Expenses which will be incurred by You will not be more than the likely penalty that would be imposed on You following a successful prosecution for a breach of Work Health and Safety Laws identified in the Investigation.</p> <p>In respect of Event 4(d) means:</p> <p>(i) it is more likely than not that the Authority will accept an enforceable undertaking as an alternative to prosecution for an alleged offence.</p>

Related Bodies Corporate	The definition given to that term in the Corporations Act.
Related Entity	The definition given to that term in the Corporations Act.
Retroactive Date	The Retroactive Date as set out in the Policy Schedule and is the date from which You have held Business Legal Expense insurance continuously with ARAG or a date in the past from which the Insurer has agreed to cover You.
Show Cause Notice	A notice issued by an Authority to You seeking a response to an alleged breach of Laws.
Statutory Licence	A licence that is issued under statute or statutory instrument or by government or local Authority to You where the licence is necessary for Your normal Business activities and such licence has been declared to Us.
We/Us/Our	ARAG acting on behalf of the Insurer under a binding authority agreement.
Work Health and Safety Laws	The <i>Work Health and Safety Act 2013</i> (Cth), regulations made pursuant to that Act and corresponding State and Territory laws.
Written Contract of Employment	A written agreement between an employer and employee that sets out terms and conditions of employment and includes awards, enterprise agreements and documents between an employer and their employees regarding employment conditions registered with the Fair Work Commission.
You/Your/the Insured	The individual, partnership or corporate body named in the Policy Schedule as the Insured, including any subsidiary and/or associated companies declared to Us.

The insurer of ARAG Legal Expense Insurance products is HDI Global Specialty SE – Australia (ABN 58 129 395 544, AFS Licence number 458776) (Insurer). ARAG Services Australia Pty Ltd (ABN 14 627 823 198, AFS Licence number 513547) (ARAG) has been granted delegated authority by the Insurer to enter into, vary or cancel policies and handle claims for ARAG Legal Expense Insurance products on the Insurer's behalf.

All enquiries should be addressed to ARAG.

Any advice contained in this document is general advice only and has been prepared without considering your individual objectives, financial situation or needs. Before purchasing or renewing a product we recommend that you consider if it is suitable for your circumstance and read the policy terms and conditions.