

YOUR OBLIGATIONS

When you become aware of an incident which could result in a claim being made against you for an alleged error, omission or negligent act **OR** you have received verbal or written notice of a claim being made against you, you should provide immediate notice to Verity. The Incident/Claim Reporting Form outlines the information you need to provide for us, as well as the relevant/supporting documentation, to properly and efficiently investigate your matter. Please note that delaying reporting can impact the coverage available under your insurance policy.

If and when coverage has been confirmed, your cooperation is required to defend/negotiate/settle the matter. First, meeting with and providing all information/documentation to the appointed defence counsel to begin assessing a defence will be required. Should the matter proceed to litigation, your attendance will be required at examinations for discovery, settlement conferences, mediations, and any other procedural hearings that defence counsel requires you to participate in. Finally, attendance at trial will be mandatory as outlined by defence counsel.

Once parties have retained counsel, all communications must be directed through counsel. It is imperative that you do not communicate with the claimants/plaintiffs/third parties. Further, while your insurer has the right and duty to defend the Claim, you shall do nothing that would prejudice the insurer's position. More particularly, please refrain from settling or offering to settle the Claim, incurring any expenses or otherwise assuming any obligation or admitting any liability with respect to the Claim without the insurer's written consent. The insurer will not be liable for any settlement, Claim Expenses, assumed obligation or liability to which it has not consented.

Please note that Verity will be involved in the entire process, will guide you throughout, and further explain your obligations as noted above. Just ask. Verity is available to discuss any aspect of your matter.