

Effective January 1, 2016

In addition to Cluett's workers' compensation insurer's underwriting guidelines and policies (which are specifically incorporated herein), Cluett adopts these Underwriting Guidelines for this program effective for all client submissions with coverage begin date of January 1, 2016 or later.

These guidelines are intended to be an evolving set of rules capable of reacting to loss experiences, underwriting results, industry trends and market opportunities. Exceptions to the following guidelines may be made only with 100% approval from Cluett Underwriting. **Cluett Underwriting may also decline any risk at their discretion regardless of status on these guidelines.**

Underwriting Data Requirements

The following completed items must be submitted for review.

1. Completed Guaranteed Price Quote form including applicant signature.
2. Industry specific supplemental applications. (Trucking, Contractor, Staffing, etc.).
3. Currently valued carrier provided loss runs for past three years (valued within 60 days of coverage effective date).
4. Statutory addresses are required for each state that work is performed in.
5. Client list in S.M.A.R.T. Format with detailed description of operations - Staffing Clients Only.
6. All applicable rating bureau experience modification worksheets or a Letter of Authorization to process.
7. For clients with less than three years continuous loss history a professional biography/resume is required.
8. Large loss detail for all claims in excess of \$25,000.

Underwriting Criteria

1. Experience modifiers of 1.50 or lower. (Higher mods could be considered with underwriting approval.)
2. All Client Owners and Officers payroll must be included in the work comp wage basis (outside Arizona).
3. Completed submission as outlined in Underwriting Procedure.
4. Minimum average annual payroll of \$14,000 per worksite employee. (Limited exceptions may apply)
5. Subcontracting may not exceed 50%. (Limited exceptions for general contracting may apply)
6. Risks with employees over age 60 performing any physical labor must adopt an annual physical fitness and strength testing program.
7. Cluett Underwriting must approve any work performed outside class codes on 'Schedule A' of the CSA. New class codes may be added with appropriate submission and acceptance by Cluett underwriting prior to beginning work.
8. No risks from Specific Exclusions and Prohibited Classes will be accepted.
9. No risks from hazard groups 9-10 without special exception from Cluett underwriting and insurance carrier prior approval. (These risks are non-preferred but limited exception can be made with underwriting approval)
10. A hazard assessment and safety action plan is required prior to binding coverage on all risks that meet one or more of the following criteria:
 - Annual manual premium in excess of \$250,000.
 - Any loss in past three policy years in excess of \$50,000.
 - Any risk with an experience modifier of 1.25 or greater.
 - Any risk with 100 or more employees.
 - Any risk with OSHA citations, violations or fines in the past 3 years.
 - Any risk with a NCCI Hazard Index of 9-10.
 - Any risk may be subject to a hazard assessment at the discretion of the Underwriting Department.

11. Small Client minimum pricing requirements apply to clients with 5 or less employees in the governing class code.
- Admin fee of no less than 5%.
 - Setup fee of \$250.00 plus Policy Issuance and State Assessments.
 - Minimum deductible amount of \$500.00 per claim.
 - Online payroll submission only.
 - Payment method - ACH 2 days before payroll.
 - All employees must be paid by either Pay Card or direct deposit.
 - All reports will be delivered electronically or accessed online.
 - Minimum workers' compensation premium of 2X NCCI or applicable bureau minimums.

Construction/Contractor Requirements

All construction/contractor clients are subject to additional underwriting criteria. This additional criterion includes, but is not limited to the following:

- No height exposure in excess of 25 feet.
- For accounts that include 5606 class code, the amount of payroll in this class must not exceed 25% of client's total payroll. 5606 Request Form is required for approval of code use.
- Minimum premium of \$50,000 for all construction risks:
 - Masonry
 - Commercial Concrete Construction (including flat and vertical work
 - Concrete Work (private residence)
 - Concrete or Cement Work (floors, driveways, yards
 - Carpentry NOC
 - Carpentry Installation of Cabinet Work
 - Wallboard Installation
 - Painting or Paperhanging
 - Carpentry Detached One and Two Family
 - Carpentry Dwellings – Three Stories or Less
 - Electrical Work
 - Insulation Work
 - Plumbing Work
 - Sheet metal/HVAC Work
 - Plastering Work
 - Tile, Brick & Block work
 - Glass Work/Glazing
 - Excavation/grading work (not to exceed 4ft. in depth)

Roofing Company Requirements

Guarantee Insurance Only (Roofing not available on AmTrust Program)

All roofing clients are subject to additional underwriting criteria. This additional criterion includes, but is not limited to:

- Minimum premium of \$200,000 for all residential roofing risks, \$100,000 for commercial roofing risks.
- No tear off work. No hot work.
- Must have 3 years of verifiable loss history with no gaps in coverage.
- Must have a Cluett approved Fall Protection Plan inclusive of a certified fall prevention training program.
- Preferred roofing companies will specialize in one type of roofing. Must utilize 100% tie off/guard rail systems.
- Height exposure cannot exceed 2 stories. (Limited exceptions for commercial flat roof with parapet walls)

Trucking Company Requirements

PLEASE NOTE: Long haul trucking not available on AmTrust Program

All trucking clients are subject to additional underwriting criteria. This additional criterion includes, but is not limited to:

- All trucking risks must go through the FMCSA Safer report as part of the continual Loss Control interview process.
- All trucking operations must have a minimum of 10 full-time drivers and at least \$75,000 in estimated annual premium.
- Any trucking firms that utilize lowboys and flatbeds, doubles, triples, dump trucks and automobile hauling will not be considered.*
- Livestock hauling firms will not be considered.
- Tanker operations will be considered on a limited basis.*
- No Canadian or Mexico driving exposures.
- No Over the Road driving.*
- No Towing Operations
- Vehicular schedule required.

*Limited exceptions can be made with Underwriting approval.

Livery Service Requirements

PLEASE NOTE: Livery Services will be considered on the GIC program only. Specific exclusions apply.

All livery clients are subject to additional underwriting criteria. This additional criterion includes, but is not limited to:

- Airport pickups/drop-offs excluded.*
- Emergency Medical Transportation is excluded.

Staffing Client Requirements

PLEASE NOTE: New Staffing accounts are EXCLUDED with very limited exception and will require additional underwriting.

All staffing clients are subject to additional underwriting criteria. This additional criterion includes, but is not limited to:

- Staffing Supplemental Application.
- Three years of verifiable loss history
- Client list – to be regularly maintained and updated in S.M.A.R.T.
- Hazard Assessment
- Commitment to Safety Action Plan.
- Minimum premium of \$75,000 for all light industrial type staffing clients. (Lower premium may be accepted for white collar staffing)
- Any other documentation/information that the UW Department deems necessary in order to complete pricing requirements.

Cluett SPECIFIC Exclusions and Prohibited Classes

Cluett will **NOT** provide workers' compensation coverage through this program for the following types of businesses and/or exposures:

- Acetylene gas manufacturer (workers' compensation class code 4635)
- Agricultural operations using migrant workers
- All work being performed within correctional facilities
- Airline/Airport employees or any pilot/plane exposure and ground crew
- Amusement parks/cruises/carnivals
- Any coverage for financial guarantee
- Armed security guards
- Banks and trust company employees of contracting agencies in bank service: guards, patrols, messengers or armored car crews
- Boat manufacturing
- Businesses w/ excess moral hazards (adult entertainment/bookstores, gambling)
- Caisson or cofferdam work
- Chemical/petrochemical manufacturing of highly toxic materials
- Commercial multi-story construction
- Confined spaces exposures
- Crop dusters
- Demolition work involving explosives or wrecking
- Electrical power line exposures
- Emergency services personnel/ambulances
- Farm Labor Contractors (land cultivation, planting, picking)
- Gas or oil burner installation NOC
- Gasoline Service Station tank installations
- Insolvency funds
- Live animal exposures including animal shelters and veterinary clinics
- Logging operations
- Manufacturing, handling, storage or shipping of explosives/ammunition
- Maritime (USL&H) or federal employment Maritime wrecking and repair, cleaning, or navigation or operation of vessels
- Mold & Asbestos exposures
- No height exposure in excess of two stories (25 feet) (limited exceptions may apply for commercial flat roof work with parapet walls)
- Offshore drilling
- Oil or gas lease operations, well works or drilling operations that fall under the Jones Act and/or Admiralty Act
- Oxygen hydrogen manufacturing
- Pesticide operations-fumigation tenting
- Phosphate work-fertilizer manufacturing
- Police Officers, including Volunteers
- Pools, associations and syndicates
- Private Investigation agencies
- Professional sports teams or racing activities
- Railroad operations
- Refuse operations including waste collection hoppers
- Risks involving a nuclear facility
- Risks involving any work or exposure to asbestos
- Rocket missile testing and launching
- Sewer, water, or gas main construction
- Stone or quarry operations
- Subaqueous or underwater work
- Subway construction, shaft sinking, or tunneling
- Towing operations / wrecking, repossession and roadside
- Twenty-four hour exposures including convenience stores
- Underground mining, quarrying, blasting or excavation exceeding depths of 4ft in depth.
- US Long Shore and Harbor Workers business
- War Zone areas (civil, military)



Underwriting Guidelines

Companies whose primary class code is rated as 9 – 10 based on NCCI's Hazard Rating Index are prohibited unless the company meets all Cluett's requirements for companies identified as posing high risk. **Specific Exclusions listed in RED.**

Class Code	HZD Group	Description
0008	9	Farm: Vegetable & D
0037	9	Farm: Field Crops & D
0050	10	Farm Machinery Operation & D
0059	10	For Reporting Disease Experience in Connection with Abrasive or Sand Blasting (n/a in NJ, NY, TX)
0065	10	Reporting Disease Experience in Connection with Incident Foundries – steel (not NY, NJ, TX)
0066	10	Reporting Disease Experience in Connection with Incident Foundries – (not NY,NJ,TX)
0067	10	For Reporting Disease Experience in Connection with Incidental Foundries – iron
0083	9	Farm: Cattle Raising NOC & D
0088	10	Aircraft Operation – Members of the Crew
0401	9	Cotton Gin Operation & Local Managers, D
0544	10	Special PA code
0790	10	Trucking – hauling explosives
1016	10	Black Lung Additional Coverage – not incidental to coal mining
1164	9	Mining NOC – Underground & D
1165	9	Mining NOC – Surface & D
1218	9	Phosphate Mining & D
1322	10	Oil or Gas Well – Cleaning Old Well & D
1429	9	Magnesium Metal Mfg. – NOC - & drivers
1430	10	Lead Mfg & D
1438	10	Calcium Carbide Mfg & D
1452	9	Ore Milling & D
1463	9	Asphalt Works & D
1604	9	Quarry – dimension stone – incl. DC&H
1624	9	Quarry NOC & D
1642	9	Lime Mfg
1654	9	Quarry – Cement Rock & D
1655	9	Lime Mfg – Quarry – Surface & D
1741	9	Flint Grinding & D
1747	9	Clay Milling & D
1748	10	Abrasive Wheel Mfg & D
1803	10	Stone Cutting NOC & D
1852	10	Asbestos Goods Mfg
1860	10	Abrasive Paper Preparation

Class Code	HZD Group	Description
1925	10	Die Casting Mfg
2081	9	Butchering
2600	9	Fur Mfg
2702	10	Logging or Lumbering & D
2705	10	Logging or Lumbering – pulpwood only - & drivers
2710	10	Sawmill
2719	10	Logging or Lumbering – mechanized harvesting exclusively - & drivers
2731	10	Planning or Molding Mill
3004	10	Iron or Steel – Mfg – Steel Making – Electric Furnace or Crucible - & D
3017	10	Iron or Steel – Mfg – Rolling Mill doubling
3018	10	Iron or Steel – Mfg – Rolling Mill NOC & D
3027	10	Rolling Mill NOC & D
3081	10	Foundry – Ferrous – NOC
3082	10	Foundry
3085	10	Foundry – Nonferrous
3336	10	Castings Mfg – Metal – Lost Wax Process
3574	10	Explosives or Ammunition Mfg – Cartridge Mfg or Assembly
3620	9	Boiler making
3642	10	Battery Mfg – Dry
3647	10	Battery Mfg – Storage
3719	10	Oil Still Erection or Repair
3724	9	Gas or Oil Burner Installation NOC & D
3726	10	Boiler Installation or Repair
3821	9	Automobile Dismantling & D
3881	9	Car Mfg – Railroad - & D
4206	9	Pulp Mfg – Ground Wood
4207	9	Pulp Mfg – Chemical
4459	9	Pyroxylin Mfg
4536	10	Acid Mfg
4581	10	Phosphate Works & D
4583	10	Fertilizer Mfg & D
4586	10	Ammonium Nitrate Mfg (n/a in NJ)
4665	9	Rendering Works NOC & D
4740	10	Gasoline Recovery & D
4741	10	Asphalt Distilling or Refining & D
4800	10	Class Codes 4800 – 4883 Chemical and Dyestuff Rating Plan

Class Code	HZD Group	Description
5037	10	Painting – Metal Bridges & D
5040	10	Iron or Steel – Erection – Bridges
5057	10	Iron or Steel – Erection NOC
5059	10	Iron or Steel – Erection – Frame Structures Not over 2 Stories
5069	10	Iron or Steel – Erection – Construction of Dwellings Not over 2 Stories
5188	9	Automatic sprinkler install & D
5222	10	Concrete Construction Bridges or Culverts
5472	10	Asbestos Contractor – Pipe and Boiler Work Exclusively & D
5473	10	Asbestos Contractor NOC & D
5479	10	Insulation Work NOC & D
5545	10	Roofing NOC
5547	10	Roofing – Built-Up Roofing
5551	10	Roofing – All Kinds & D
5701	10	Wrecking Buildings or Structures – not marine – include. Salespersons or clerical
6003	10	Construction Elevator or Hod Hoist Installation, Repair or Removal & D – Piers or Wharfs
6045	10	Levee Construction – All Operations & D
6204	10	Drilling NOC & D
6206	10	Oil or Gas Well – Acidizing – All Employees & D
6213	10	Oil or Gas Well – Specialty Tool Operation NOC – by Contractor – All Employees & D
6214	10	Oil or Gas Well: Perforating of Casings – All Employees & D
6216	9	Gas Lease Work – NOC – Natural – By Contractors & D
6233	9	Oil or Gas Pipeline Construction & D
6235	10	Drilling Oil Wells & D
6236	10	Oil or Gas Well – Installation of Casing & D
6251	9	Tunneling – Not Pneumatic – All Operations
6252	9	Caisson Work – All Operations
6260	10	Tunneling – Pneumatic – All Operations
6306	9	Sewer Construction – All Operations & D
6319	9	Gas Main Construction & D
6525	9	Cofferdam Work – Not Pneumatic – All Operations to Completion
6801	10	Boat Building – Wood – NOC & D – U.S. Act
6811	10	Boat Building – Wood – NOC – State Act Only
6824	10	Boat Building – or repair & drivers
6827	10	Marine Railway Operation & D – U.S. Act
6834	10	Boat Building or Repair & D
6838	10	Boat Bldg or Repair – fiberglass only

Class Code	HZD Group	Description
6843	10	Shipbuilding – Iron or Steel – NOC & D – U.S. Act
6845	10	Shipbuilding – Naval & D
6854	10	Shipbuilding – Iron or Steel – NOC & D – State Act only
6872	10	Ship Repair or Conversion – All Operations & D – U.S. Act
6874	10	Painting – Ship Hulls – U.S. Act
6882	10	Ship Repair Conversion – All Operations & D – State Act only
6884	10	Painting Ship Hull – State Act Only
7024	10	Vessels – NOC – Program II – State Act
7038	10	Boat Livery – Boats under 15 Tons – Coverage under Admiralty Law: Program I
7039	10	Fishing Vessels NOC – Coverage under Admiralty Law: Program I
7046	10	Vessels: Barges, scows, canal boats or lighters – not self-propelled
7050	10	Boat Livery – Boats under 15 Tons – Coverage under Admiralty Law: Program II - USL&HW Act Benefits
7051	10	Fishing Vessels NOC – Coverage under Admiralty Law: Program II – USL&HW Act Benefits
7089	10	Vessels – Yachts private
7090	10	Boat Livery – Boats under 15 Tons – Coverage under Admiralty Law: Program II - State Act Benefits
7091	10	Fishing Vessels NOC – Coverage under Admiralty Law: Program II – State Act Benefits
7098	10	Vessels – Barges, scows, canal boats or lighters – not self-propelled
7099	10	Vessels – not self-propelled – Program II
7133	10	Railroad Operation – NOC – All Employees & D
7134	10	Railroad Operation : All employees include drivers Program II State Act only
7196	10	Truck men – hauling liquid in tank trucks
7219	10	Trucking – NOC – All Employees & D
7222	10	Trucking – Oil Field Equipment – All Employees & D
7228	10	Trucking – local only
7229	10	Trucking – long distance
7309	10	Stevedoring NOC
7313	10	Coal Dock Operation & Stevedoring
7317	10	Stevedoring – by Hand or Hand Trucks Exclusively
7323	10	Stevedoring – Explosive Materials
7327	10	Stevedoring – Containerized Freight & D
7350	10	Freight Handling – Explosives or Ammunition – under contract – U.S. Act
7360	9	Freight Handling – Explosives or Ammunition – under contract – State Act only
7370	9	Ambulance Service Companies – All Other Employees & D
7394	10	Diving – Marine – Coverage under Admiralty Law: Program I
7395	10	Diving – Marine – Coverage under Admiralty Law: Program II – State Act Bene its

Class Code	HZD Group	Description
7398	10	Diving – Marine – Coverage under Admiralty Law: Program II – USL&HW Act Benefits
7403	10	Aircraft Ops – commuter flights, except flight crew
7405	10	Air Carrier – Scheduled or Supplemental
7409	10	Aerial Application: Flying Crew
7418	10	Aircraft Patrol, Photography
7420	10	Aircraft or Helicopter Operation – Forest Fire Fighting
7421	10	Aircraft: Transportation of Personnel
7422	10	Aircraft: Flight Testing by Manufacturer
7423	9	Airport or Heliport Operation – All Employees & D
7425	10	Aircraft: Helicopters NOC
7428	10	aircraft ops – nonflight crew
7431	10	Air Carrier – Commuter
7538	10	Electric Power line Construction & D
7539	9	Electric Power Co NOC – All Employees & D
7540	9	Electric Cooperative – REA – All Employees & D
7590	9	Garbage Works
7601	9	Fire Alarm Line Construction & D
7704	10	Firefighters & D
7720	10	Detective or Patrol Agency & D
7721	10	Detective/patrol agencies
7723	10	Detective/patrol agencies
7855	10	Railroad Construction: Laying Tracks or Maintenance by Contractor & D
8106	9	Iron Merchant & D
8204	9	Oil or Gas Well – Supplies or Equipment Dealer – Used - & Local Managers, D
8265	10	Iron Scrap Dealer & D
8288	10	Feedlots – Cattle - & Salespersons, D
8500	10	Metal Scrap Dealer & Delivery
8709	10	Inspectors of Merchandise on Vessels or Docks – U.S. Act only
8719	10	Inspectors of Merchandise on Vessels or Docks – State Act only
8726	10	Steamship Line or agency – Port Employees – Superintendents, Captains, Engineers, etc.
8824	10	Retirement Living Centers – Health Care Employees
8825	10	Retirement Living Centers – Food Service Employees
8826	10	Retirement Living Centers – All Other Employees & Salespersons, D
8827	10	Homemaker Service
8829	10	Nursing Home – All Employees
8833	10	Asylum/Sanitarium

Class Code	HZD Group	Description
8835	10	Baby-Sitting Service
8841	10	Nursing home, professional emps
9019	9	Bridge Operation & D
9040	10	Hospital – All Other Employees
9042	10	municipal hospitals
9043	10	hospitals
9047	10	Nursing home, all other employees
9088	10	Rocket or Missile Testing or Launching & D
9108	10	Aircraft Reporting
9178	9	Athletic Team or Park – Noncontact Sports
9179	9	Athletic Team or Park – Contact Sports
9182	9	Athletic Team or Park – Operation & D
9186	10	Amusement Device Operator – Traveling – All Employees & D
9191	9	Athletic teams (tennis, bowling, golf, swimming, rowing, archery)
9403	10	Ashes Collection & D
9410	10	Municipal, Township, County, or State Employee NOC
9526	10	Scaffolds
9534	9	Bell Installation & D
9984	10	Atomic Energy – Project Work
9985	10	Atomic Energy – Radiation Exposure NOC