

# Minimize the Chance of Employment Issues!

## Toll-Free Helpline Available for Employment Practices Questions

We KNOW  
for Insurance Agents

E&O

To assist insurance agents and brokers who are insured by the member companies of the Utica National Insurance Group, Utica National has partnered with Jackson Lewis P.C., a law firm specializing in employment law, to offer a risk management program that may help you prevent employment issues, out-of-pocket expenses and damage to your reputation.

Together, Utica National and Jackson Lewis offer access to a dedicated telephone helpline for employment issues at no additional cost to our Agents' E&O policyholders.

Guidance regarding the following issues is available:

- What you should generally do when faced with a sexual harassment, discrimination or retaliation issue
- Points to consider when adding a section to the employee handbook about references
- What employment training you are required by law to offer and which topics will best help you prevent adverse employment situations.

### THE HELPLINE

- Agency administrators and human resource staff can call **1-844-635-8696** and seek the employment practices advice they need. You will be asked for your E&O policy number.
- Service is always confidential.
- Available from 9:00 a.m. to 5:00 p.m. If there is an unusually high volume of inquiries, calls are returned the same day or within 24 hours.

**For more information on the hotline, contact Jackson Lewis P.C. at 1-844-635-8696 or your agent.  
If you have a claim to report, email us at [claimsnewreport@uticanational.com](mailto:claimsnewreport@uticanational.com) or call us at 1-800-598-8422.**

*In responding to helpline calls, Jackson Lewis P.C. cannot provide legal advice on specific employment matters, such as the firing or other treatment of specific employees, or on complex matters such as employee benefits, executive compensation, non-competition or other employment agreements, reductions-in-force, or transactional matters. In situations where Jackson Lewis P.C. is asked to give advice on complex matters or the legal risks of, or strategies for, a particular course of action, you will be advised to retain an attorney to conduct a proper review of surrounding facts and applicable laws.*

*This helpline is offered as an insurance risk management tool. The member insurance companies of the Utica National Insurance Group (Utica National) are not providing legal advice, or any other professional services or advice. Utica National shall have no liability to any person or entity with respect to any loss or damages alleged to have been caused, directly or indirectly, by the use of any advice provided by Jackson Lewis.*

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Insurance that starts with you.®

Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413  
[www.uticanational.com](http://www.uticanational.com) • 1.800.598.8422