
	<b>Title: Certificate of Insurance Procedures and Responsibilities</b>		
	<b>Subject Matter: Supplier Certificates of Insurance</b>		
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<b>Corporate Procedure</b>	<b>Reviewed: 9/27/19</b>	<b>Effective: 10/1/2019</b>	<b>Supersedes:</b>
<b>Applicability: Supplier Set-Ups and Supplier Reviews</b>			
<b>Owner: Christine Snouffer, Treasury &amp; Risk</b>			<b>Approver:</b>


1. **PURPOSE:** To ensure that Fellowes receives confirmation that a) suppliers carry adequate insurance when entering into contracts with Fellowes; b) suppliers have properly named Fellowes, Inc./Fellowes Brands and its subsidiaries and affiliates as additional insureds in the suppliers' insurance policies as evidenced by the proper endorsements and on the suppliers' certificates as required by contract; c) and all certificates comply with the requirements set forth in any and all contracts between suppliers and Fellowes.
2. **DEFINITIONS:** A certificate of insurance (COI) is a document issued by an insurance broker that verifies issuance of an insurance policy to an insured party (supplier) and details coverage terms, such as limits of coverage, policy numbers, insurer names, policy expiration dates and endorsements. Certificates must be compliant with the language specified by Fellowes in Fellowes' Global Terms and Conditions or in other specific supplier contracts. By naming Fellowes, Inc. (or equivalent, such as Fellowes Brands) as an additional insured, some coverage offered under the supplier's insurance policy may extend to Fellowes.
3. **SCOPE:** U.S., Canada and Australia.
4. **PROCEDURE:**

Individuals responsible for ensuring that certificates of insurance are compliant and are maintained in Contract Assistant in a timely manner include the Certificate of Insurance Administrator, Treasury Manager, Treasury Analyst (or equivalent) and all individuals in the company who are responsible for setting up and maintaining both inventory and non-inventory suppliers (Departmental Contacts) in Oracle per the company's supplier set-up procedures. The Accounts Payable Department is responsible for de-activating a supplier upon notification that a given supplier's certificate of insurance is no longer compliant or has expired and for ensuring that a given supplier has a compliant certificate of insurance in Contract Assistant when such supplier is being presented for re-activation.


1. New Certificates of Insurance –
  - a. Either the Treasury Manager or the Treasury Analyst (or equivalent) will review and approve certificates of insurance that are being presented as part of the supplier set-up requirements. Furthermore, the Treasury Manager or the Treasury Analyst will ensure compliance with certificate of insurance requirements as stated in various corporate supplier set-up documents. After Treasury has approved a new certificate of insurance, the new certificate will be forwarded via email to both the certificate of insurance administrator and the planner/buyer requesting the set-up. The administrator will enter the new certificate into Contract Assistant.

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- b. The following are key certificate of insurance elements that are entered into Contract Assistant:
      - i. Supplier (Insured) name
      - ii. Active/Inactive
      - iii. Certificate start and expiration dates
      - iv. Alarm/alarm notice date (typically one week prior to the expiration date on the certificate)
      - v. Departmental category. All certificates should have the category “COI - Main”. Certificates then can have a secondary category depending on what department/area they are a part of (i.e., “COI – Facilities”, etc.)
      - vi. Email address for notices (if there is a departmental contact)
  2. Renewed Certificates of Insurance –
    - a. The administrator will receive either soft (via email) or hard copies of renewed certificates of insurance.
    - b. The administrator will locate the expiring certificate in Contract Assistant and will compare the renewed certificate to the expiring certificate to ensure that there is a complete match to the expiring certificate. If the renewed certificate matches the expiring certificate, then the administrator will upload the new certificate into Contract Assistant and update the start and expiration dates in the certificate profile.
    - c. If there is a difference between the key terms (Insured Name, Limit Amount, Additional Insured Status or Description of Operations) of the expiring certificate and those of the renewed certificate, the administrator will email a copy of both certificates to the departmental contact who is responsible for that supplier and will ask the designated departmental contact to request a compliant certificate from the supplier.
    - d. Generally, if a certificate of insurance belongs to a category in Contract Assistant that has a departmental contact, then the departmental contact is responsible for sending the renewal certificate to the administrator. If the certificate does not belong to a category with a departmental contact, then it is the administrator’s responsibility to request a renewal certificate either directly from the supplier or via the Fellowes contact for that particular supplier (this information can be found in the contact information in the supplier profile within Oracle.)
    - e. It is the responsibility of the administrator to monitor all certificates on a weekly basis, to address upcoming expirations and past due certificates and to bring any issues to the attention of the appropriate people.
  3. Past Due Certificates –

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- a. If compliant certificates have not been received within 2 weeks of the administrator having provided notice to the departmental contact, then the administrator will send another request, extending the deadline one more week.
  - b. If the administrator has not received a compliant certificate within 3 weeks of the expiration date, then the administrator will turn the non-compliant issue over to the Supervisor of Accounts Payable, who will make one more attempt to obtain a compliant certificate.
  - c. If no compliant certificate has been received within 4 weeks of first notice, the supplier will be de-activated in Oracle by the Supervisor of Accounts Payable or designee. If a supplier is deactivated, the Supervisor of Accounts Payable will also request that the administrator deactivate the certificate profile within Contract Assistant.
4. Responsibilities of Departmental Contacts –
- a. Submit certificates for new supplier set-ups to the Treasury Manager for approval prior to submitting the supplier set-up packet to Accounts Payable.
  - b. Monitor your department’s suppliers in Contract Assistant and submit renewal certificates to the certificate of insurance administrator prior to the certificate expiration date.
  - c. Set up and track waivers (applies to inventory suppliers only). Click [here](#) to view the standard waiver form. It is the responsibility of the departmental contact to maintain an updated waiver in Contract Assistant until such time a compliant certificate of insurance can be provided to Treasury.
    - i. All waivers must use the standard waiver form.
    - ii. All waivers must be approved by the Chief Operating Officer.
    - iii. All waivers will have an expiration date no greater than one year from the supplier set-up date.
5. Audit –
- a. Periodically, Treasury will audit the overall certificate program and Contract Assistant to ensure compliance with these procedures.
6. Inactive Suppliers in Oracle –
- a. In order to re-activate a supplier with inactive status in Oracle, the planner/buyer must follow supplier re-activation procedures (click [here](#)). If no current certificate exists in Contract Assistant, then Accounts Payable will request a compliant certificate from the buyer and the buyer will submit the new certificate to the Treasury Manager for approval prior to reactivation.
7. Supplier’s Insurance Premium –

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- a. Under no circumstances will Fellowes reimburse a supplier for the supplier's cost of purchasing insurance.

5. **RELATED DOCUMENTS:** Non-Inventory Supplier Set-Up/Change and Inventory Supplier Set-Up/Change ([click here](#)).