



Title:	New Location Submission	Effective Date:	10/01/2013
Author:	Cathy Oblea	Last Review Date:	03/03/2022
Location:	All Locations	Last Revision Date:	03/03/2022
Functional Area:	Legal		

POLICY

It is the policy of Liberty that all locations and operations are properly insured for general liability and property coverage at all times. In order to be covered, Liberty must inform its insurance carriers of all locations where Liberty provides services. The prompt and accurate submission of information contained on the New Location Form will help ensure that all Liberty locations are properly covered by general liability and property insurance.

PROCEDURE

The Contract Manager is responsible for the completion and submission of the New Location Form prior to the commencement of services at or for a new location. The new location may be the result of a new client contract, a new location to an existing client contract or a new office space. This form can be found under the Legal and Business Insurance section of the Forms folder of the company intranet (currently Employee Self Service but will be replaced by UKG later this year) or the Shared Directory/General Access/Forms/Legal and Business Insurance/New Location Form.

A copy of the form should be submitted to the Legal Department’s Director of Legal Support, Vice President of Human Resources, and the Controller as soon as possible prior to commencement of activity for said new location.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	10/01/2013	Cathy Oblea	Policy Created
#2	03/09/2021	Cathy Oblea	Policy reviewed with the following changes: title change, replaced VPO with Contract Manager, and other changes made throughout
#3	03/03/2022	Cathy Oblea	Reference to UKG as replacement for ESS