

MEMORANDUM ON INSURANCE FOR OVO VOLUNTEERS

You have concluded a volunteer agreement with Entrepreneurs for Entrepreneurs (OVO), which is a not for profit organization.

Just like any other business or association, a not for profit organization and its staff (employees and volunteers) run certain risks. Examples include the professional and corporate liability of the organization and potential physical harm to its staff as a result of accidents.

To provide its volunteers with as much cover as possible in the event of damage (both damage caused and damage suffered) in connection with their voluntary work, OVO has taken out the insurance policies set out below.

All volunteers who have concluded a volunteer agreement with OVO are entered in OVO's volunteer register and can claim on these insurance policies if their private insurer would not provide cover.

The policies are available for inspection via OVO's administration office.

1 Professional liability insurance (policy with AIG Europe SA)

This covers OVO and its staff members (such as you) for professional errors. By this we mean: ***real or alleged negligence, oversight, error, omission, misrepresentation and in general any other incorrect action or omission, committed in the course of the professional services you perform*** (for OVO).

These are errors that are made in connection with an agreement (liability arising from contractual breach of contract), as a result of which the other contracting party suffers damage.

Specifically this relates to a contract between OVO and, for example, an investor or a company in the South. To clarify: a volunteer who invests in a project is not covered by this; a service must be involved which the volunteer carries out for OVO.

The cover is up to €250,000 per year. The excess of €1,250 will be paid by OVO.

See page 7/35 of the general conditions for exact description of insured covers.

2 Corporate liability insurance (in insurance jargon: Business Civil Liability insurance (policy with AIG Europe SA))

Under this policy, OVO and you are covered for errors of a non-contractual nature. This is what is known as extra-contractual liability arising from a wrongful act (error - art. 1382 et seq. Civil Code) in the performance of the work for OVO and as a result of which third parties suffer damage.

Examples of what is covered: damage to third parties caused by an error by a volunteer during the voluntary work or on the way to/from the activities (in Belgium and also in Africa), including during a business visit, for example.

The cover is up to €1,250,000 per instance of damage. The excess of €250 will be paid by OVO.

Damage caused by motor vehicles that fall under the mandatory civil liability motor vehicle insurance is excluded. For example: you cause an accident with your car on the way to a business visit. The damage suffered by the other party will be reimbursed by this mandatory civil liability car insurance. Damage to your own car for journeys on behalf of OVO is not covered. You can of course always take out a comprehensive insurance policy yourself.

3 Legal assistance (policy with AIG Europe SA)

This is covered under the business civil liability cover.

The cover is up to €12,500 per instance of damage, with no excess.

Examples of what is covered: costs of studies, expertise and civil proceedings, as well as the costs and fees of attorneys and experts for legal action taken within Europe.

See page 30/35 of the general conditions for exact description of insured cover. Only criminal defence for offences under the jurisdiction of a police court is excluded.

4 Physical Accident Insurance (policy with AXA Belgium NV)

What is covered: physical damage to you that arises further to an accident during the voluntary work or on the way to/from the activities.

An accident is a sudden event that results in a physical injury and the cause or one of the causes of which is external to the body of the victim.

Amounts covered:

- In the case of **death**: €12,500
- In the case of a **permanent incapacity***: €25,000
- The **reimbursement** of the costs for **medical care** and of the **related costs** (after the contribution from your health insurance fund): €1,240

***Temporary** incapacity is **not** covered.

5 Procedure to be followed in the event of an accident/claim

Because an insurance claim cannot be made if a claim is submitted late or incorrectly, it is important that all claims are sent immediately to the OVO administration office (i.e. as quickly as possible, preferably within 24 hours) and with full documentary evidence.

6 Insurers

Insurance broker: vanbreda Risk & Benefits NV, Plantin en Moretuslei 297, B-2140 Borgerhout.

Insurer for Professional and Corporate Liability and Legal Assistance
AIG EUROPE SA, in Belgium, Pleinlaan 11, B-1050 Brussels
Policy no.: BF 33003454

Insurer for Physical Damage
AXA Belgium NV, Vorstlaan 25, B-1170 Brussels
Policy no.: 010.720.196.417

7 Insurance contact details

Please never contact insurers directly, but always via the insurance team at Vanbreda Risk & Benefits.

Your insurance team Vanbreda Risk & Benefits NV :

Claims & liability insurance file manager :

- Anke Van Den Branden / Tel: 03 217 56 35 / E-mail: Anke.VanDenBranden@vanbreda.be

Claims administrator:

- Patsy Torfs / Tel: 03 217 62 24 / E-mail: patsy.torfs@vanbreda.be

Life Insurance file manager:

- Vicky Knors / Tel: 03 217 61 28 / E-mail: vicky.knors@vanbreda.be

Senior Accountmanager :

- Kurt Schryvers / Tel: 03 217 63 62 / E-mail: kurt.schryvers@vanbreda.be

OVO contact details

Administration office: Tel.: 0485 35 63 60

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