



## **Hays Consolidated Independent School District**

### Your Group Life and Accidental Death and Dismemberment Plan

Policy No. 940294 011

Underwritten by Unum Life Insurance Company of America

5/30/2024





**Unum Life Insurance  
Company of America**

2211 Congress Street  
Portland, ME 04122  
(877) 225-2712

[services.unum.com](https://services.unum.com)

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**Group Life with Accelerated Death Benefit and Accidental Death and Dismemberment  
Insurance Certificate of Coverage**

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**Policyholder:** Hays Consolidated Independent School District  
**Policy Number:** 940294 011  
**Policy Effective Date:** September 1, 2023  
**Policy Anniversary:** September 1  
**Governing Jurisdiction:** Texas

This Certificate of Coverage (the "certificate") is issued to you under the policy which is a contract between us and the Policyholder. If the provisions of this certificate conflict with the provisions of the policy, the provisions of the policy will govern. The policy is delivered in and is governed by the laws of the governing jurisdiction and to the extent applicable, the Employee Retirement Income Security Act of 1974 (ERISA) and any amendments.

**This certificate includes an Accelerated Death Benefit. The Life Benefit will be reduced if an Accelerated Death Benefit is paid. The Accelerated Death Benefit may or may not qualify for favorable tax treatment under the Internal Revenue Code of 1986. Whether this benefit qualifies depends on factors such as your life expectancy at the time benefits are accelerated or whether you use the benefits to pay for necessary long-term care expenses, such as nursing home care. If the Accelerated Death Benefit qualifies for favorable tax treatment, the benefit will be excludable from your income and not subject to federal taxation. Tax laws relating to the Accelerated Death Benefit are complex. You are advised to consult with a qualified tax advisor about circumstances under which you could receive the Accelerated Death Benefit excludable from income under federal law.**

**Receipt of the Accelerated Death Benefit may affect you, your spouse or your family's eligibility for public assistance programs such as medical assistance (Medicaid), Aid to Families with Dependent Children (AFDC), supplementary social security income (SSI), and drug assistance programs. You are advised to consult with a qualified tax advisor and with social service agencies concerning how receipt of such a payment will affect you, your spouse and your family's eligibility for public assistance.**

**The insurance policy under which this certificate is issued is not a policy of Workers' Compensation Insurance. You should consult your Employer to determine whether your Employer is a subscriber to the Workers' Compensation system.**

**This certificate provides benefits under a non-participating policy. This certificate contains proof of loss requirements, limitations, exclusions, and other provisions that may reduce benefits or prevent an Insured from receiving benefits under this certificate. Please read your certificate carefully and keep it in a safe place.**

All references to defined terms, provision titles, and section headings have been capitalized.

If you have any questions about provisions of this certificate, please contact your Employer, or you may contact us at (877) 225-2712 Monday through Friday 8 a.m. to 8 p.m. Eastern Standard Time.

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Life insurance provides protection against financial loss resulting from death.

This section includes highlights of an Insured's coverage. Please refer to the Life Details for further information on the benefits available.

**Eligible Group(s)**

All Full-Time Employees in Active Employment regularly scheduled to work a minimum of 20 hours per week.

**Paying for Coverage**

*For You*

*If you do not elect Additional Coverage*

Your Employer must make premium contributions for your coverage.

*If you elect Additional Coverage*

You and your Employer must make premium contributions for your coverage.

*For your Spouse*

*Additional Coverage*

You must make premium contributions for your Spouse's coverage.

*For your Children*

*Additional Coverage*

You must make premium contributions for your Children's coverage.

**Coverage Amounts**

The following Coverage Amounts are available to you, your Spouse, and your Children.

*Basic Coverage*

**For you**

\$10,000

*Additional Coverage*

**For you**

A minimum of \$10,000 to a maximum of \$500,000, in \$10,000 increments

**For your Spouse**

A minimum of \$5,000 to a maximum of \$250,000, in \$5,000 increments

**For your Children**

Live birth to 14 days: \$500

14 days to 6 months: \$500

6 months to age 26: \$15,000

Coverage Amounts for your Spouse and Children will not be more than 50% of your Coverage Amount.

Coverage Amounts may be subject to Evidence of Insurability Requirements.

Please refer to the Start of Coverage section of this certificate for any enrollment rules, Evidence of Insurability Requirements, and effective dates of coverage.

**Coverage Reductions Due to an Insured's Age**

*Applies to Basic Coverage Only*

Your life insurance coverage will reduce as follows:

- on the Policy Anniversary following the date you reach age 70, your life insurance coverage will reduce to 50%.

There will be no further age reductions as of the Policy Anniversary following your 70th birthday.

If you are subject to any life insurance coverage reductions due to your age when you apply or become eligible for life insurance coverage, your coverage will immediately

## Life Highlights

reduce on the Coverage Effective Date according to the percentages shown above. Any life insurance coverage with a Coverage Effective Date after coverage reductions begin will be immediately reduced according to the attained ages noted in this provision.

Once your first reduction has occurred, you may not increase your life insurance coverage.

Your life insurance coverage will not reduce below the minimum benefit specified in this certificate.

### Life Benefit Amount

The Life Benefit Amount is the total amount of life insurance coverage for which an Insured is covered under the policy subject to all the provisions of this certificate.

### Certificate Riders

The following riders are attached to this certificate.

Portability of Life and Accidental Death and Dismemberment Insurance  
Value Added Services Rider

The information in this section provides details about the benefits that may be payable, any applicable Exclusions and Limitations, and Other Features included in an Insured's coverage.

Benefits will only be payable for an Insured's death that occurs on or after the Insured's Coverage Effective Date.

**Death Benefit** We will pay an Insured's Life Benefit Amount, in accordance with the provisions of this certificate, if an Insured dies.

**Accelerated Death Benefit** This benefit provides an advance payment of an Insured's Death Benefit if the Insured becomes Terminally Ill or has a Terminal Illness.

For purposes of this benefit, Terminally Ill or Terminal Illness is an illness or physical condition, including a physical injury:

- from which an Insured is not expected to recover; and
- which is expected to result in the Insured's death within 24 months or less.

Benefits received under this Accelerated Death Benefit may be taxable. You should seek assistance from a personal tax advisor prior to requesting an accelerated payment of death benefits.

*Accelerated Death Benefit Limitations*

No Accelerated Death Benefit will be paid:

- if any required premium is due and unpaid;
- if the Insured is not Terminally Ill at the time you apply for the Accelerated Death Benefit for an Insured;
- without the Written consent of the assignee if you have assigned your rights under this certificate;
- without the Written consent of the beneficiary if you have named an irrevocable beneficiary;
- if a government agency requires you to use this benefit to apply for, obtain, or otherwise keep a government benefit or entitlement;
- if you are required by law to use this benefit to meet the claims of creditors, whether in bankruptcy or otherwise.

*Accelerated Death Benefit Amount*

The amount you may receive is up to 75% of the Insured's Life Benefit Amount.

The maximum amount is the lesser of:

- the maximum benefit available under this certificate; or
- \$500,000.

If an Insured's life insurance coverage is scheduled to reduce within 12 months of the date application for this benefit is received by us, the amount of life insurance coverage that can be accelerated will be limited to the amount that would be available after such reduction takes place.

*Payment of an Accelerated Death Benefit*

The Accelerated Death Benefit will be payable one time in a lump sum to you, after we receive proof of an Insured's Terminal Illness and benefit eligibility.

If you have assigned your rights under this certificate to an assignee, or made an irrevocable beneficiary designation before benefits are payable, we must receive Written consent on a form acceptable to us that the assignee or irrevocable beneficiary has agreed to the accelerated benefit payment on your behalf.

If an Insured dies before we issue an Accelerated Death Benefit payment, no Accelerated Death Benefit will be paid. Instead, we will pay the Death Benefit in accordance with the provisions of this certificate.

*Effect of the Accelerated Death Benefit payment on other benefit provisions*

An Insured's Death Benefit will be reduced by any amount paid under the Accelerated Death Benefit provision. Payment of an Accelerated Death Benefit for one Insured will not reduce any other Insured's life insurance coverage and will not reduce accidental death and dismemberment insurance coverage.

Any Life Benefit Amount that would be continued under a disability continuation provision or that may be available under Conversion will be reduced by the amount of the Accelerated Death Benefit paid. The remaining Life Benefit Amount will be paid in accordance with the provisions of this certificate.

Upon request to accelerate an Insured's Death Benefit and upon the payment of the Accelerated Death Benefit, we will provide a statement to the Insured and any assignee of record or irrevocable beneficiary of record demonstrating the effect of the acceleration on the Insured's Death Benefit.

Upon payment of the Accelerated Death Benefit, the certificate will remain in force, unless coverage terminates. Premium payments must continue to be paid on the full amount of an Insured's life insurance coverage in force prior to the payment of the Insured's Accelerated Death Benefit unless the Insured is approved to have life premium waived in accordance with the Waiver of Premium section of this certificate.

*Applying for an Accelerated Death Benefit*

This replaces the Filing a Claim provision in the Claim Provisions section of this certificate.

If there are any questions on how to file a claim, please contact us or your Employer.

*Starting a Claim*

Notice of a claim may be provided in Writing, online at: [services.unum.com](https://services.unum.com), or by contacting us directly at 1-800-635-5597.

Completed claim forms may be submitted online or sent to us by mail, or fax:

Mailing Address:           The Benefits Center  
                                  P.O. Box 100158  
                                  Columbia, South Carolina 29202-3158

Fax:                           (800) 447-2498

*Proof of Loss*

Proof of Loss must be sent to us no later than 90 days after the date the claim is filed for an Accelerated Death Benefit. If it is not reasonably possible to provide Proof of Loss within this time period, it will not affect a Payable Claim.

In no event can Proof of Loss be submitted after the expiration of the time limit for commencing Legal Action as stated in this certificate.

Proof of Loss provided at your or your authorized representative's expense, must include, but not be limited to the following:

- satisfactory Written proof from the Insured's Physician certifying that the Insured is Terminally Ill. If such Written proof is not available or if there is a conflicting opinion between the Insured's Physician and us, a review of records by a medical consultant of our choice will be completed to determine eligibility; and
- the appropriate documentation of your financial records, including but not limited to, Earnings and income tax returns.

If the Proof of Loss is not complete, we will request additional information.

This certificate is subject to all Exclusions in this section, unless stated otherwise in a specific provision.

**Exclusions**

This certificate does not cover any losses where death is caused by, contributed to by, or occurs as a result of suicide occurring within 24 months after:

- an Insured's initial Coverage Effective Date; and
- the date any increases or additional life insurance coverage becomes effective for an Insured.

This exclusion will apply to any life coverage for which you pay all or part of the premium.

This exclusion will also apply to any life coverage that has been approved by us that is subject to the Evidence of Insurability Requirements.

An Insured will be given credit towards the satisfaction of the time period of 24 months for any amount of time satisfied while coverage was effective under your Employer's prior group life insurance policy.

**Conversion**

Conversion rights provide an Insured the option to convert group life insurance coverage to any type of individual level premium whole life plan(s) in use by Unum or another insurance company which has agreed to issue conversion policies according to this conversion right. Please refer to the provisions below for additional details.

*Right to Convert*

All or part of an Insured's life insurance coverage may be converted without submitting Evidence of Insurability when an Insured's life insurance coverage reduces or ends due to a Qualifying Event.

For purposes of this provision, Qualifying Event means:

- you cease to be in an Eligible Group;
- your employment ends;
- your continuation of coverage, if any, ends;
- your portability coverage, if any, ends;
- the group policy ends;
- the policy is changed to end life insurance for the Eligible Group to which you belong;
- or
- your life insurance coverage is reduced:
  - on or after you reach a certain age;
  - because you change from one eligible class to another;
  - due to a change made by the Employer to the policy; or
- your Spouse or Children's life insurance coverage is reduced:
  - on or after your Spouse or Child reaches a certain age;
  - because you change from one eligible class to another;
  - due to a change made by the Employer to the policy.

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

Life insurance coverage for any Insured cannot be converted if coverage was terminated due to non-payment of premium.

*Applying for Conversion*

Coverage to be converted must be applied for within the Conversion Application Period. The first premium payment for converted coverage is due at the time the conversion application is submitted.

For purposes of this provision, Conversion Application Period means the [31] day period after the date of any Qualifying Event.

Applications for conversion, which include cost information, are available from the Employer, from us, or online at [services.unum.com](https://services.unum.com).

*Life Insurance Coverage that can be Converted*

Except as limited under Limits on Right to Convert, the maximum amounts that can be converted may not exceed the Insured's life insurance coverage lost under this certificate less the amount of any life insurance coverage that the Insured is or becomes eligible for under the same or any other group policy during the Conversion Application Period.

A lower amount of life insurance coverage for an Insured may be converted.

Conversion is not available for any amount of life insurance for which an Insured was not eligible for or covered for under this certificate.

Conversion is also not available for coverage which is being continued:

- in accordance with the Waiver of Premium section of this certificate;
- under the Portability Rider; or
- in accordance with the continuation provisions found in the End of Coverage section of this certificate until such coverage ends.

Coverage available for Conversion does not include the following services and benefits included in or with your certificate:

- Accelerated Death Benefits;
- Accidental Death and Dismemberment Benefits;
- Additional Services, including but not limited to, Employee Assistance Programs, Travel Assist, and Life Planning Financial and Legal Resources; or
- Waiver of Premium.

If you convert to an individual life policy because you are no longer eligible for coverage under this certificate, and, again, become covered under this certificate, you are not eligible to convert to an individual life policy again. However, you do not need to surrender your individual life policy.

If an Insured's life insurance coverage is reduced due to the Qualifying Event of you changing from one eligible class to another, and you choose to convert an Insured's coverage that is lost, you can later convert the remaining amount of an Insured's life insurance due to another Qualifying Event. In no event can the total amount of converted coverage exceed the amount of life insurance coverage the Insured had in force just prior to the Qualifying Event of you changing from one eligible class to another.

### *Limits on Right to Convert*

If Insurance ends because of cancellation or changes to the policy, the following will apply:

A limited amount of life insurance coverage may be converted for an Insured, if the Insured has been covered under the Employer's group policy with us for at least five (5) years.

The maximum amount that can be converted is the lesser of:

- \$10,000; or
- the Insured's life insurance coverage under this certificate less any amounts that become available under any other group life policy offered by the Employer within 31 days after the date the policy is cancelled.

### *Death During the Conversion Application Period*

If an Insured dies during the Conversion Application Period, we will pay a benefit equal to the maximum amount the Insured was entitled to convert under the terms of this certificate.

If application and Premium payment has been made for an individual life conversion policy, any Premiums paid for the individual life conversion policy will be refunded. In no event will we be liable to pay a death benefit under both the group policy and the individual life conversion policy.

### *Premiums for Converted Insurance*

Premiums for the converted life insurance coverage will be based on:

- the Insured's then attained age on the effective date of the individual life policy;
- the type and amount of insurance to be converted;
- our customary rates in use at that time; and
- the class of risk to which the Insured belongs.

If premium payment has been made, the individual life policy will be effective at the end of the Conversion Application Period.

## Accidental Death and Dismemberment Highlights

Accidental death and dismemberment (AD&D) insurance provides financial protection by paying a benefit in the event of a Covered Loss.

This section includes highlights of an Insured's coverage. Please refer to the Accidental Death and Dismemberment Details for further information on the benefits available.

### Eligible Group(s)

All Full-Time Employees in Active Employment regularly scheduled to work a minimum of 20 hours per week.

### Paying for Coverage

#### *For you*

#### *Basic Coverage*

Your Employer must make premium contributions for your coverage.

#### *Additional Coverage*

You must make premium contributions for your coverage.

#### *For your Spouse*

#### *Additional Coverage*

You must make premium contributions for your Spouse's coverage.

#### *For your Children*

#### *Additional Coverage*

You must make premium contributions for your Children's coverage.

### Coverage Amounts

The following Coverage Amounts are available to you, your Spouse, and your Children.

#### *Basic Coverage*

#### **For you**

\$10,000

#### *Additional Coverage*

#### **For you**

A minimum of \$10,000 to a maximum of \$500,000, in \$10,000 increments

#### **For your Spouse**

A minimum of \$5,000 to a maximum of \$250,000, in \$5,000 increments

#### **For your Children**

Live birth to 14 days: \$500

14 days to 6 months: \$500

6 months to age 26: \$15,000

Coverage Amounts for your Spouse and Children will not be more than 50% of your Coverage Amount.

Please refer to the Start of Coverage section of this certificate for any enrollment rules, and effective dates of coverage.

### Coverage Reductions Due to an Insured's Age

#### *Applies to Basic Coverage Only*

Your AD&D insurance coverage will reduce as follows:

- on the Policy Anniversary following the date you reach age 70, your AD&D insurance coverage will reduce to 50%.

There will be no further age reductions as of the Policy Anniversary following your 70th birthday.

If you are subject to any AD&D insurance coverage reductions due to your age when you apply or become eligible for AD&D insurance coverage, your coverage will immediately reduce on the Coverage Effective Date according to the percentages shown

## Accidental Death and Dismemberment Highlights

above. Any AD&D insurance coverage with a Coverage Effective Date after coverage reductions begin will be immediately reduced according to the attained ages noted in this provision.

Once your first reduction has occurred, you may not increase your AD&D insurance coverage.

Your AD&D insurance coverage will not reduce below the minimum benefit specified in this certificate.

### Accidental Death and Dismemberment (AD&D) Benefit Amount

The AD&D Benefit Amount is the total amount of accidental death and dismemberment insurance coverage for which an Insured is covered under the policy subject to all the provisions of this certificate.

### Certificate Riders

The following riders are attached to this certificate.

Portability of Life and Accidental Death and Dismemberment Insurance  
Value Added Services Rider

## Accidental Death and Dismemberment Schedule of Benefits

The benefits an Insured may receive for a Payable Claim are listed in the Schedule of Benefits. Please refer to the Accidental Death and Dismemberment Details for additional information.

<u>Covered Loss</u>	<u>Percentage of an Insured's AD&amp;D Benefit Amount</u>
Accidental Death Benefit	100%
<i>Accidental Dismemberment and Loss of Use Benefit</i>	
Both Hands	100%
Both Feet	100%
Sight in Both Eyes	100%
One Hand and One Foot	100%
One Foot and Sight in One Eye	100%
One Hand and Sight in One Eye	100%
Speech and Hearing	100%
One Hand or One Foot	50%
Sight in One Eye	50%
Speech or Hearing	50%
Thumb and Index Finger of the same Hand	25%
All Toes on One Foot	25%
Big Toe on One Foot	10%
Coma Benefit	1%
<i>Paralysis Benefit</i>	
Uniplegia	25%
Hemiplegia	50%
Paraplegia	75%
Triplegia	75%
Quadriplegia	100%

## Additional Benefits under Accidental Death and Dismemberment

Education Benefit
Exposure and Disappearance Benefit

## Accidental Death and Dismemberment Highlights

Repatriation Benefit
Seatbelt(s) and Airbag Benefit
Spouse Education Benefit

## Accidental Death and Dismemberment Details

The information in this section provides details about the benefits that may be payable, and any applicable Exclusions and Limitations included in an Insured's coverage.

Benefits will only be payable for an Insured's Covered Loss resulting from Injuries sustained in an Accident that occurs on or after the Insured's Coverage Effective Date.

## Accidental Death and Dismemberment Benefits

The most we will pay for any combination of Covered Losses from any one Accident is 100% of an Insured's AD&D Benefit Amount.

### **Accidental Death Benefit** *Benefit Description*

We will pay the corresponding amount shown in the Schedule of Benefits if, due to Injuries sustained in an Accident, an Insured dies.

The Accidental Death must be within 365 days of the Accident.

### *Benefit Duration*

This benefit is payable once per Insured.

### **Accidental Dismemberment and Loss of Use Benefit** *Benefit Description*

### *Benefit Description*

We will pay the corresponding amount shown in the Schedule of Benefits if, due to Injuries sustained in an Accident, an Insured suffers an Accidental Dismemberment and Loss of Use.

The Accidental Dismemberment and Loss of Use must occur within 365 days from the date of the Accident.

For purposes of this benefit, the following meet the Benefit Description of Accidental Dismemberment and Loss of Use:

- for the dismemberment of a foot, all of the foot is cut off at or above the ankle joint;
- for the dismemberment of a hand, all four fingers are cut off at or above the knuckles joining each to the hand;
- for the dismemberment of a thumb and index finger, all of the thumb and index finger are cut off at or above the joint closest to the wrist;
- for the dismemberment of all toes on one foot or the big toe on one foot, the toes are cut off at or above the point at which they are attached to the foot;
- for the loss of hearing, the ability to hear is a total and irrecoverable loss in both ears;
- for the loss of sight in one eye, the eye must be totally blind, and no sight can be restored in that eye;
- for the loss of sight in both eyes:
  - the sight in the better eye is reduced to a best corrected visual acuity of 20/200 or less (Snellen or E-Chart Acuity); or
  - the sight in the better eye has a visual field that is less than 20°; and
  - the Insured was not previously legally blind;
- for the loss of speech, the ability to speak is a total and irrecoverable loss.

If an Insured sustains multiple Accidental Dismemberments and Losses of Use in a single Accident, we will pay for each Accidental Dismemberment and Loss of Use but will pay no more than 100% of the Insured's AD&D Benefit Amount.

### *Benefit Duration*

This benefit is payable once per Insured per Accident.

### **Coma Benefit** *Benefit Description*

### *Benefit Description*

We will pay the corresponding amount shown in the Schedule of Benefits if, due to Injuries sustained in an Accident, an Insured is in a Coma for a period of 31 or more consecutive days.

A Physician must confirm the Coma began within 365 days of the Accident.

## Accidental Death and Dismemberment Details

The Coma must begin within 31 days of the Accident.

No benefits are payable for the first 31 days that the Insured is in a Coma.

For purposes of this benefit, Coma means a state of deep and total unconsciousness from which the comatose person cannot be aroused. A medically induced Coma does not meet the Benefit Description of a Coma.

### *Benefit Duration*

This benefit is payable for up to 100 months per Accident.

### **Paralysis Benefit**

#### *Benefit Description*

We will pay the corresponding amount shown in the Schedule of Benefits if, due to Injuries sustained in an Accident, an Insured suffers Paralysis of one or more limbs.

A Physician must confirm the Paralysis within 365 days of the Accident.

For the purposes of this benefit, the following types of Paralysis meet the Benefit Description of Paralysis:

- for Uniplegia, the total and irreversible paralysis of any one limb;
- for Hemiplegia, the total and irreversible paralysis of both limbs on same side of the body, for example the right arm and right leg, or the left arm and left leg;
- for Paraplegia, the total and irreversible paralysis of both lower limbs;
- for Triplegia, the total and irreversible paralysis of any three limbs; and
- for Quadriplegia, the total and irreversible paralysis of all four limbs.

If a Paralysis Benefit has been paid and within 365 days of the same Accident the Insured sustains further Paralysis due to the same Accident, we will pay the difference in Paralysis Benefits as shown in the Accidental Death and Dismemberment Schedule of Benefits.

### *Benefit Duration*

This benefit is payable once per Insured per Accident.

## **Additional Benefits under Accidental Death and Dismemberment**

### **Education Benefit**

#### *Benefit Description*

This benefit may be payable on behalf of each Child if, due to Injuries sustained in an Accident, you or your Spouse dies. The following conditions also apply:

Your Child must be:

- enrolled as a full-time student in an accredited post-secondary institution of higher learning beyond the 12th grade level; or
- at the 12th grade level and enrolled as a full-time student in an accredited post-secondary institution of higher learning beyond the 12th grade level within 365 days following the date of your or your Spouse's death.

We must receive proof, at your or your authorized representative's expense, which includes, but is not limited to the following:

- the date of enrollment for your Child in an accredited post-secondary institution of higher learning;
- the name of the institution; and
- the list of courses and the number of credit hours for the current academic year.

Your or your Spouse's death must occur within 365 days from the date of the Accident.

Benefits are payable to your Child or your Child's legal representative.

This benefit provides a lump sum payment of 10% of your or your Spouse's AD&D Benefit Amount, to a maximum of \$10,000 per academic year.

## Accidental Death and Dismemberment Details

The Education Benefit is separate from any Accidental Death and Dismemberment Benefit which may be payable. For the Education Benefit to be paid, your or your Spouse's Accidental Death Benefit must be paid first.

### *Benefit Duration*

The Education Benefit for each Child has:

- a total lifetime maximum of \$40,000;
- a maximum amount of benefit payments of 4 per lifetime; and
- a maximum benefit period of no more than 6 years from the date the first benefit payment has been made.

The Education Benefit will end for each Child on the earliest of the following dates:

- the date your Child fails to furnish proof as required by us;
- the date your Child no longer qualifies as a Child for any reason except your death; or
- the end of the maximum benefit period.

### **Exposure and Disappearance Benefit**

#### *Benefit Description*

##### *Exposure*

If an Insured is unavoidably exposed to the elements as the result of an Accident and suffers a Covered Loss, benefits will be payable in accordance with the Accidental Death and Dismemberment Schedule of Benefits.

The Covered Loss must occur within 365 days from the date of the Accident.

##### *Disappearance*

If an Insured's body cannot be located within 365 days after the Insured's disappearance, due to a forced landing, stranding, or wrecking of any Common Carrier in which the Insured was riding at the time of the Accident, the Insured will be presumed to have died in the Accident. Benefits will be payable for Accidental Death in accordance with the Accidental Death and Dismemberment Schedule of Benefits.

The most we will pay for any combination of Covered Losses from any one Accident is 100% of an Insured's AD&D Benefit Amount.

### *Benefit Duration*

This benefit is payable once per Insured per Accident.

### **Repatriation Benefit**

#### *Benefit Description*

This benefit may be payable for the preparation and transportation of the Insured's body to a chosen mortuary, when an Insured's death occurs more than 100 miles away from the Insured's principle place of residence due to an Injury sustained in an Accident.

Benefits are payable to the beneficiary or whomever paid the actual cost incurred.

From all Unum group life and accidental death and dismemberment insurance policies combined we will pay a lump sum payment up to a maximum of \$10,000 not to exceed the actual expenses incurred for the preparation and transportation of the Insured's body to a mortuary.

The Repatriation Benefit is separate from any Accidental Death and Dismemberment Benefit which may be payable. For the Repatriation Benefit to be paid, the Insured's Accidental Death Benefit must be paid first.

### *Benefit Duration*

This benefit is payable once per Insured.

### **Seatbelt(s) Benefit**

#### *Benefit Description*

This benefit may be payable if, due to Injuries sustained in an Accident, an Insured dies while driving or riding in a Private Passenger Car, provided:

- the Private Passenger Car is equipped with seatbelt(s);

## Accidental Death and Dismemberment Details

- the seatbelt(s) were in actual use and properly fastened at the time of the Accident; and
- the position of the seatbelt(s) are certified in the official report of the Accident, or by the investigating officer. A copy of the police Accident report must be submitted with the claim.

If certification is not available, and it is clear that an Insured was properly wearing seatbelt(s), then we will pay an amount equal to 10% of the Insured's AD&D Benefit Amount to a maximum of \$25,000. However, if such certification is not available, and it is unclear whether an Insured was properly wearing seatbelt(s), then we will pay a fixed benefit of \$1,000.

We will only pay the Seatbelt Benefit for the death of a minor Child if the Child is correctly strapped and fastened in the appropriate seat for the Child's age and weight as defined by state or federal guidelines. The seatbelt device must also be approved by the state or federal government for the Child's age and weight.

An automatic harness seatbelt will not be considered properly fastened unless a lap belt is also used.

No benefit will be paid if the Insured is the driver of the Private Passenger Car and does not hold a current and valid driver's license.

The Seatbelt(s) Benefit is separate from any Accidental Death and Dismemberment Benefit which may be payable. For the Seatbelt(s) Benefit to be paid, the Insured's Accidental Death Benefit must be paid first.

### *Benefit Duration*

This benefit is payable once per Insured.

## **Air Bag Benefit**

### *Benefit Description*

This benefit may be payable in addition to the Seatbelt Benefit if, due to Injuries sustained in an Accident, an Insured dies while driving or riding in a Private Passenger Car, provided:

- the Private Passenger Car is equipped with an airbag for the seat in which the Insured is seated; and
- the seatbelt(s) must be in actual use and properly fastened at the time of the Accident.

This benefit will pay an amount equal to 5% of the Insured's AD&D Benefit Amount to a maximum of \$5,000. However, if we can verify that the airbag(s) had been disengaged prior to the Accident, no benefit will be payable.

The Air Bag Benefit is separate from any Accidental Death and Dismemberment Benefit which may be payable. For the Air Bag Benefit to be paid, the Insured's Seatbelt(s) Benefit and Accidental Death Benefit must be paid first.

### *Benefit Duration*

This benefit is payable once per Insured.

## **Spouse Education Benefit**

### *Benefit Description*

This benefit may be payable on behalf of your Spouse if, due to Injuries sustained in an Accident, you die. The following conditions also apply:

Your Spouse must be enrolled and incur costs for a post-secondary, professional or trade school program within 365 days of your death.

Benefits are payable to your Spouse for actual costs incurred for their enrollment.

From all Unum group life and accidental death and dismemberment insurance policies combined we will pay an amount equal to 10% of your AD&D Benefit Amount to a

## **Accidental Death and Dismemberment Details**

maximum of \$20,000, not to exceed the actual amount paid for actual costs incurred for enrollment.

The Spouse Education Benefit is separate from any Accidental Death and Dismemberment Benefit which may be payable. For the Spouse Education Benefit to be paid, your Accidental Death Benefit must be paid first.

### *Benefit Duration*

This benefit is payable once.

## **Accidental Death and Dismemberment Details | Exclusions and Limitations**

This certificate is subject to all Exclusions in this section, unless stated otherwise in a specific provision.

### **Exclusions**

We will not pay benefits for any Covered Loss that is caused by, contributed to by, or occurs as a result of any of the following:

- committing or attempting to commit a felony;
- being engaged in an illegal occupation;
- being engaged in an illegal activity;
- injuring oneself intentionally or attempting or committing suicide, whether sane or not;
- active participation in a riot, insurrection, or terrorist activity. This does not include Injury as an innocent bystander, or Injury for self-defense;
- being Intoxicated;
- voluntary use of or treatment for voluntary use of any prescription or non-prescription drug, poison, fume, or other chemical or controlled substance unless taken as directed by the manufacturer, or as prescribed or directed by the Insured's Physician;
- service on full-time active duty in the Armed Forces of any country or international authority;
- travel or flight in any aircraft or device for aerial navigation, including boarding or alighting from it, owned, or leased by or on behalf of your Employer;
- travel or flight in any vehicle or device for aerial navigation, including boarding or alighting from it while:
  - it is being used for test or experimental purposes;
  - the Insured is operating, learning to operate, or serving as a member of the crew; or
  - it is being operated by or for or under the direction of any military authority or organization.
- Mental or Nervous Disorders;
- disease or infirmity of mind or body, or medical or surgical treatment for such disease or infirmity;
- experimental medical procedures or investigational medical procedures;
- war or any act of war, whether declared or undeclared.

Continuity of Coverage will protect you, your Spouse, and your Children from having a lapse in group term life and accidental death and dismemberment insurance when your Employer changes insurance carriers to Unum from another insurance company. Continuity of Coverage also applies when your coverage changes from another carrier to Unum because the Employer merged with your prior employer or acquired your prior employer in whole or in part.

As used in this section, the following terms are defined as follows:

- Prior Policy means your Employer's prior group term life and accidental death and dismemberment insurance policy under which you, your Spouse, and your Children were insured on the day before the effective date of the Unum policy; and
- Prior Plan Benefits means the group term life and accidental death and dismemberment benefits that would have been paid to you, your Spouse, or your Children under the Prior Policy had that Prior Policy remained in force and you, your Spouse, and your Children had continued to be insured.

### Coverage Effective Date

#### **You are In Active Employment on the Policy Effective Date or on the Date your Eligible Group is First Covered**

##### *Basic Coverage*

You will be insured under the Unum policy for the amount you had in force with the Prior Policy, provided you:

- were covered under the Prior Policy on the day before the effective date of the Unum policy or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer; and
- on the Unum Policy Effective Date or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer, you are in Active Employment in an Eligible Group and satisfy any other eligibility requirements under the Unum policy.

If you were covered by the Prior Policy, you may increase or decrease coverage for you subject to the Coverage Amounts available during an initial Enrollment Period.

Evidence of Insurability is not required for amounts of life insurance you had in force with the Prior Policy on the termination date of the Prior Policy.

If you were not covered by the Prior Policy, you may apply for any Coverage Amounts available during an initial Enrollment Period.

##### *Additional Coverage*

You, your Spouse, and your Children will be insured under the Unum policy for the amount you, your Spouse, and your Children had in force with the Prior Policy, provided you, your Spouse, and your Children:

- were covered under the Prior Policy on the day before the effective date of the Unum policy or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer; and
- on the Unum Policy Effective Date or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer, you are in Active Employment in an Eligible Group and satisfy any other eligibility requirements under the Unum policy.

If you were covered by the Prior Policy, you may increase or decrease coverage for an Insured subject to the Coverage Amounts available during an initial Enrollment Period.

Evidence of Insurability is not required for amounts of life insurance you, your Spouse, or your Children had in force with the Prior Policy on the termination date of the Prior Policy.

If you were not covered by the Prior Policy, or if you, your Spouse, and your Children were covered by the Prior Policy for amounts less than the amounts shown below, you may apply for any Coverage Amounts available during an initial Enrollment Period.

Evidence of Insurability is required for any life Coverage Amounts greater than:

## Continuity of Coverage

For you	For your Spouse	For your Children
\$200,000	\$50,000	Evidence of Insurability is not required.

**You are Not in Active Employment on the Policy Effective Date or on the Date your Eligible Group is First Covered Due to the Employer Merging with or Acquiring Your Prior Employer**

*Due to Injury or Sickness*

We will provide limited coverage under the Unum policy for you, your Spouse, and your Children provided you, your Spouse and your Children would have been eligible to become insured under the Unum policy on the Policy Effective Date or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer. You, your Spouse, and your Children will be insured under the Unum policy for the lesser of:

- the Prior Plan Benefits; or
- the benefits you, your Spouse and Children would be eligible for under the Unum policy less any benefits paid or payable by the Prior Policy.

Coverage under this provision will continue until the earliest of:

- the date you no longer meet the definition of an Injury or Sickness;
- the date you return to Active Employment; or
- the date you are approved for a disability extension of benefits or accrued liability, including Waiver of Premium, under the Prior Policy;
- in accordance with the End of Coverage provision.

Coverage for you, your Spouse, and your Children is subject to payment of required premium and all other provisions of the Unum policy. Should coverage end under this provision and you, your Spouse, and/or your Children are not eligible to become insured under the Unum policy, you, your Spouse, and/or your Children will be eligible for Conversion.

On the date you return to Active Employment you, your Spouse, and your Children will be insured for coverage under the Unum policy.

*Due to Other Covered Extended Absences*

We will provide limited coverage under the Unum policy for you, your Spouse, and your Children provided you, your Spouse, and your Children would have been eligible to become insured under the Unum policy on the Policy Effective Date or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer. You, your Spouse, and your Children will be insured under the Unum policy for the lesser of:

- the Prior Plan Benefits; or
- the benefits you, your Spouse and your Children would be eligible for under the Unum policy less any benefits paid or payable by the Prior Policy.

If you are not in active employment due to a covered extended absence as outlined in the Continuation of Coverage During Extended Absences provision, we will consider your covered extended absence to have started on the effective date of this policy or on the date your Eligible Group is first covered due to the Employer merging with or acquiring your prior employer. Coverage under this provision will continue until the earliest of:

- the date you return to Active Employment;
- the earlier of:
  - the end of any covered extended absence covered under the Prior Policy; or
  - the end of any covered extended absence under the Continuation of Coverage During Extended Absences provision in the Unum policy; or
- in accordance with the End of Coverage provision.

Coverage for you, your Spouse, and your Children is subject to payment of required premium and all other provisions of the Unum policy. Should coverage end under this provision and you, your Spouse, and/or your Children are not eligible to become insured

## **Continuity of Coverage**

under the Unum policy, you, your Spouse, and/or your Children will be eligible for Conversion.

On the date you return to Active Employment you, your Spouse, and your Children will be insured for coverage under the Unum policy.

Waiver of Premium allows premiums to be waived for an Insured's Life coverage, if you are disabled and meet the requirements outlined in the provisions below.

*Applies to Basic Coverage only*

**Waiver of Premium Description**

Premiums may be waived for coverage if you:  
- are Disabled prior to age 60; and  
- satisfy the Elimination Period while remaining Disabled.

**Paying for Coverage During Your Application for Waiver of Premium**

To be eligible for coverage during your Elimination Period, and to maintain your right to convert your group life insurance coverage, you or your Employer must continue making premium contributions for coverage until you are notified of your approval for Waiver of Premium.

Upon approval of your Waiver of Premium claim and satisfaction of the Elimination Period, premium contributions for your life insurance coverage will not be required while you remain Disabled, subject to all other provisions of this certificate.

Premium contributions must continue for your Spouse and Children's life insurance coverage for their coverage to remain in effect.

In addition, when Waiver of Premium for your life insurance coverage begins, premium contributions for an Insured's AD&D insurance coverage will not be required during the period your life premium is waived.

Premiums waived in accordance with this provision will not be deducted from a Payable Claim.

**Elimination Period**

The Elimination Period is the continuous period of time you must be Disabled. You must satisfy the Elimination Period before you are eligible for premiums for coverage to be waived.

<b>Elimination Period</b>	180 days
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While satisfying the Elimination Period, if you return to work for less than 30 continuous days with your Employer and go back out of work due to the same Injury or Sickness, this will be treated as a continuous disability. Days you worked will count towards satisfying the Elimination Period. If you return to work for more than 30 continuous days with your Employer, this will be treated as a new disability and a new Elimination Period will need to be satisfied.

If you are working for another employer during the Elimination Period this will be considered working during the Elimination Period and you will not be eligible for this Life Waiver of Premium benefit.

**Definition of Disability for Waiver of Premium**

For purposes of Waiver of Premium, Disability or Disabled means:

*During the Elimination Period*

Due to an Injury or Sickness, you are not working in any occupation.

*After the Elimination Period*

Due to the same Injury or Sickness, you are unable to perform the Material and Substantial Duties of any Gainful Occupation.

While you are Disabled you must be under the Regular and Appropriate Care of a Physician. The loss of professional or occupational licenses or certifications, by themselves, will not be considered a Disability.

**Termination of Life Coverage While Satisfying**

If an Insured's life insurance coverage terminates while satisfying the requirements for Waiver of Premium, Conversion may be available. Please refer to the Conversion provision shown in the Life Details Other Features section of the certificate.

**the Disability Requirements**

**Filing a Claim for Waiver of Premium**

This provision should be used in lieu of the Filing a Claim provision in the Claim Provisions section of the certificate when filing a claim for Waiver of Premium.

Provide notice of a claim for Waiver of Premium under this certificate as soon as possible. If there are any questions on how to file a claim, please contact us or your Employer.

You must notify us immediately when you return to work in any capacity, regardless of whether you are working for your Employer.

*Step 1 - Starting a Claim*

Notice of a claim may be provided in Writing, online at: [services.unum.com](https://services.unum.com), or by contacting us directly at 1-800-635-5597. Notice and proof of a claim must be provided within 90 days after the end of the Elimination Period. If it is not reasonably possible to provide notice of claim within this time period, it will not affect your claim if you show that it was not reasonably possible to provide such notice and you provide such notice as soon as it is reasonably possible.

*Step 2 - Claim Forms*

Claim forms may also be available from your Employer or from us online at: [services.unum.com](https://services.unum.com). The form has instructions on how to complete and where to send the claim.

We will send a claim form to you within 15 days from the date we receive your request for a claim form.

If you do not receive a claim form from us within 15 days after we receive your request for a claim form, you should submit a Written statement as to the nature and extent of the disability. This will be considered Proof of Loss.

*Step 3 - Proof of Loss*

Proof of Loss, provided at your expense, must establish the nature and extent of the disability and include, but not be limited to the following:

- the date you were first unable to work due to Injury or Sickness;
- the existence and cause of your Injury or Sickness;
- that your Injury or Sickness causes you to have Restrictions and Limitations limiting you from performing the Material and Substantial Duties of your Gainful Occupation;
- proof that you are under the Regular and Appropriate Care and treatment by a Physician;
- the name and address of any Hospital where treatment was received, including all attending Physicians; and
- documentation of your financial records, upon request and where appropriate, including but not limited to, Earnings and income tax returns.

If the Proof of Loss is not complete, we may require you to submit additional information.

Upon consideration of the required proof, we will notify you in Writing as to whether we will waive the premium for your life insurance coverage. Any such waiver of premium will end in accordance with the End of Waiver of Premium provision.

*Step 4 - Continuing Proof of Loss*

At our request, you must provide continuing Proof of Loss for your continuing disability during the duration of your claim. We will request continuing Proof of Loss as often as it is reasonably necessary to do so, but not more frequently than once every six months. It must be sent to us within 45 days from the date of our request.

After you or your authorized representative have satisfied the requirements of this provision, we will process and evaluate the information to determine if a claim is payable. We will notify you or your authorized representative of a claim decision and issue payment

## Waiver of Premium

for a Payable Claim in accordance with the Payment of Benefits provision in the Claim Provisions section of this certificate.

### Waiver of Premium Additional Details

While premiums are being waived, an Insured's Life and AD&D Benefit Amount will not increase or decrease due to a plan change made by the Employer.

If you become disabled while you are covered in accordance with the Continuation of your Coverage During Extended Absences provision in this certificate, we will use your approved Life and AD&D Benefit Amount in effect just prior to the date the extended absence began to determine the amount for which premiums may be waived.

If the policy is cancelled while your premium is being waived, coverage will continue in accordance with the End of Waiver of Premium provision.

### Death During Waiver of Premium

If an Insured dies while premiums are being waived, Proof of Loss should be submitted to us after the Insured's death. In addition to the Proof of Loss requirements outlined in the certificate for an Insured's death, proof must also include supporting documentation that the Insured's disability continued without interruption from the date the Waiver of Premium started to the date of death.

### End of Waiver of Premium

Waiver of Premium will automatically end on the earliest of:

- the date you recover, and you no longer are Disabled;
- the date you fail to provide us with Proof of Loss as requested;
- the date you refuse to have an examination by a Physician chosen by us;
- the date you die;
- the date premium has been waived for 12 months and you are considered to reside outside the United States. You will be considered to reside outside these countries when you have been outside the United States for a total period of 6 months or more during any 12 consecutive months for which premium has been waived.

The Conversion provision may be available for an Insured when the Waiver of Premium benefit ends. Please refer to the Conversion Privilege shown in the Life Details Other Features section of the certificate.

Also, Waiver of Premium will not continue beyond the Maximum Benefit Period shown below.

#### Age at Disability

Less than Age 62  
Age 62  
Age 63  
Age 64  
Age 65  
Age 66  
Age 67  
Age 68  
Age 69 or older

#### Maximum Period of Payment

To Social Security Normal Retirement Age  
60 months  
48 months  
42 months  
36 months  
30 months  
24 months  
18 months  
12 months

#### Year of Birth

1937 or before  
1938  
1939  
1940  
1941  
1942  
1943-1954  
1955  
1956  
1957

#### Social Security Normal Retirement Age

65 years  
65 years 2 months  
65 years 4 months  
65 years 6 months  
65 years 8 months  
65 years 10 months  
66 years  
66 years 2 months  
66 years 4 months  
66 years 6 months

**Waiver of Premium**

1958  
1959  
1960 and after

66 years 8 months  
66 years 10 months  
67 years

<b>Waiting Period</b>	<p>The Waiting Period is the continuous period of time you must be in an Eligible Group before you are eligible for coverage. Your waiting period is as follows:</p> <p>If you are in an Eligible Group on or before September 1, 2023: None If you enter an Eligible Group after September 1, 2023: None</p>
<b>Coverage Eligibility Date</b>	<p>The date on which you, your Spouse, and your Children become eligible for coverage.</p> <p><i>For you</i> If you are in an Eligible Group, you are eligible for coverage on the later of:</p> <ul style="list-style-type: none"><li>- the Policy Effective Date; or</li><li>- the day after any applicable Waiting Period has been satisfied.</li></ul> <p><i>For your Spouse</i> If you elect coverage for yourself or are insured under this certificate, your Spouse is eligible for coverage on the later of:</p> <ul style="list-style-type: none"><li>- the date you are eligible for coverage; or</li><li>- the date you first acquire a Spouse.</li></ul> <p><i>For your Children</i> If you elect coverage for yourself or are insured under this certificate, your Children are eligible for coverage on the later of:</p> <ul style="list-style-type: none"><li>- the date you are eligible for coverage; or</li><li>- the date you first acquire a Child.</li></ul>
<b>Applying for Coverage</b>	<p><b>Initial Enrollment</b></p> <p><i>Basic Coverage</i> You are not required to apply for Basic Coverage Amounts available for you.</p> <p>Life Coverage Amounts may be subject to Evidence of Insurability Requirements.</p> <p><i>Additional Coverage</i> You may apply for any Additional Coverage Amounts available for an Insured within 31 days of an Insured's Coverage Eligibility Date.</p> <p>Life Coverage Amounts may be subject to Evidence of Insurability Requirements.</p> <p><i>Coverage for your newly acquired Spouse or your newborn Children</i> Your newly acquired Spouse will automatically be enrolled in the lowest Additional Coverage Amount available for 31 days from their Coverage Eligibility Date.</p> <p>If you wish to continue Spouse coverage, you must provide notification to us or your Employer on or before the end of the 31 day period and pay any additional premium. Life Coverage Amounts may be subject to Evidence of Insurability Requirements.</p> <p>Your newborn Child will automatically be enrolled in the lowest Additional Coverage Amount available for 31 days from their Coverage Eligibility Date.</p> <p>If you wish to continue Child coverage, you must provide notification to us or your Employer on or before the end of the 31 day period and pay any additional premium. Evidence of Insurability may be required.</p> <p>If you already have coverage for your Children, your newborn Child will also be covered. You do not need to notify us or your Employer or pay any additional premium for your newborn Child.</p> <p><b>Late Enrollment</b></p> <p><i>Additional Coverage</i> If you do not apply for coverage during an Insured's Initial Enrollment or you voluntarily cancelled coverage for an Insured and are re-applying, you may apply for any Coverage Amounts available during an annual Enrollment Period or within 31 days of a Qualifying</p>

Life Event.

Life Coverage Amounts may be subject to Evidence of Insurability Requirements.

**Applying for Changes in Coverage**

*Additional Coverage*

You may increase coverage for an Insured subject to the Coverage Amounts available during an annual Enrollment Period or within 31 days of a Qualifying Life Event.

Life Coverage Amounts may be subject to Evidence of Insurability Requirements.

Any change in Coverage Amounts applied for as the result of a Qualifying Life Event, must be appropriate and consistent with the Qualifying Life Event.

You may also decrease coverage for an Insured subject to the Additional Coverage Amounts available at any time during the Policy Year.

If you end employment and are rehired within the same Policy Year, you may be insured on your Coverage Eligibility Date for Coverage Amounts that you were previously insured for when you ended employment. You may not change your coverage until the next annual Enrollment Period or within 31 days of a Qualifying Life Event.

**Evidence of Insurability Requirements**

*Applies to Basic Coverage Only*

Evidence of Insurability is not required for any Basic Coverage; however, if you previously declined this coverage, Evidence of Insurability will be required for the full amount.

*Applies to Additional Coverage Only*

Evidence of Insurability is required for any life Coverage Amounts greater than:

<b>Evidence of Insurability Amounts</b>		
<b>For you</b>	<b>For your Spouse</b>	<b>For your Children</b>
\$200,000	\$50,000	Evidence of Insurability is not required.

Evidence of Insurability is also required for life Coverage Amounts if:

*For you:*

- you do not enroll for life insurance coverage during your Initial Enrollment Period;
- you voluntarily cancel or decline all or part of your life insurance coverage and reapply;
- you are currently enrolled and increase your life insurance coverage by more than two levels during an annual Enrollment Period; or
- you are currently enrolled and increase your life insurance coverage by more than two levels due to a Qualifying Life Event.

*For your Spouse:*

- you do not enroll your Spouse for life insurance coverage during your Spouse's Initial Enrollment Period;
- you voluntarily cancel or decline all or part of life insurance coverage for your Spouse and reapply;
- you are currently enrolled and you increase your Spouse's life insurance coverage by more than two levels during an annual Enrollment Period; or
- you are currently enrolled and you increase your Spouse's life insurance coverage by more than two levels due to a Qualifying life Event.

If you or your Spouse is not approved for the increase in your or your Spouse's coverage, you or your Spouse will automatically remain at the same amount of coverage you or your Spouse had prior to applying for the increase. However, if your or your Spouse's current amount of coverage is below the Evidence of Insurability Requirements, your or your Spouse's coverage will be increased to the next level as long as that level does not exceed the Evidence of Insurability Requirements.

If you are replacing similar coverage you had in force through your Employer's group policy with the prior carrier, Evidence of Insurability is not required for any life insurance coverage an Insured had in force with the Employer's prior carrier on the termination date of the prior carrier's policy up to the maximum amount allowed under the Unum Group Life Insurance Policy.

**Coverage Effective Date**

**Initial Enrollment**

*Basic Coverage*

Coverage for you will begin on your Coverage Eligibility Date.

*Additional Coverage*

Coverage for an Insured will begin on the later of:

- an Insured's Coverage Eligibility Date if you apply on or before that date for any Coverage Amounts not subject to Evidence of Insurability Requirements; or
- the date you apply for an Insured's coverage, if coverage is applied for within 31 days of an Insured's Coverage Eligibility Date for any Coverage Amounts not subject to Evidence of Insurability Requirements; and
- the date an Insured's Evidence of Insurability application is approved by us for any Coverage Amounts subject to Evidence of Insurability Requirements, but not earlier than an Insured's Coverage Eligibility Date.

**Late Enrollment**

*Additional Coverage*

Coverage applied for during an annual Enrollment Period will begin on the later of:

- the first day of the next Policy Year; or
- the date an Insured's Evidence of Insurability application is approved by us, but not earlier than the first day of the next Policy Year.

Coverage applied for due to a Qualifying Life Event will begin on the later of:

- the date of the Qualifying Life Event, if you apply for coverage on or before that date for any Coverage Amounts not subject to Evidence of Insurability Requirements; or
- the date you apply for coverage, if you apply within 31 days after the date of the Qualifying Life Event for any Coverage Amounts not subject to Evidence of Insurability Requirements; and
- the date an Insured's Evidence of Insurability application is approved by us for any Coverage Amounts subject to Evidence of Insurability Requirements.

**Coverage Effective Date for Changes in Coverage**

*Additional Coverage*

Increases in coverage for an Insured made during an annual Enrollment Period will begin on:

- the first day of the next Policy Year for any Coverage Amounts not subject to Evidence of Insurability Requirements; and
- the date the Insured's Evidence of Insurability application is approved by us for any Coverage Amounts subject to Evidence of Insurability Requirements, but not earlier than then the first day of the next Policy Year.

Increases in coverage for an Insured made due to a Qualifying Life Event will begin on the later of:

- the date of a Qualifying Life Event, if you apply for the increase in coverage on or before that date for any Coverage Amounts not subject to Evidence of Insurability Requirements; or
- the date you apply for the increase in coverage, if you apply within 31 days of the Qualifying Life Event for any Coverage Amounts not subject to Evidence of Insurability Requirements; and
- the date the Insured's Evidence of Insurability application is approved by us for any Coverage Amounts subject to Evidence of Insurability Requirements.

In addition, decreases in coverage for an Insured made at any time during the Policy Year will begin on the date you apply for the decrease in coverage.

## Start of Coverage

Any increase, or decrease in coverage will not affect a Payable Claim that occurs prior to the increase or decrease.

### Coverage Effective Date for Changes in Earnings

Increases in coverage due to a change in Earnings will begin on:

- the date of the change in Earnings for any Coverage Amounts not subject to Evidence of Insurability Requirements; and
- the date the Insured's Evidence of Insurability application is approved by us, for any Coverage Amounts subject to Evidence of Insurability Requirements.

Decreases in coverage due to a change in Earnings will take effect immediately but will not affect a Payable Claim that occurs prior to the decrease.

### Coverage Effective Date for Plan Changes Requested by the Employer

Increases in coverage due to a plan change requested by your Employer will begin on the later of:

- the date of the plan change; or
- the date the Insured's Evidence of Insurability application is approved by us, for any Coverage Amounts subject to Evidence of Insurability Requirements.

Decreases in coverage due to a plan change requested by your Employer will take effect immediately but will not affect a Payable Claim that occurs prior to the decrease.

### Coverage Effective Date if you are not in Active Employment

You must be in Active Employment in order for coverage to become effective for any Insured in accordance with the Coverage Effective Date and Coverage Effective Date for Changes in Coverage and Coverage Effective Date for Changes in Earnings provisions.

If you are not in Active Employment due to a covered extended absence as outlined under the Continuation of your Coverage During Extended Absences provision on the date coverage would become effective for any Insured, the Insured's Coverage Effective Date will be the date you return to Active Employment.

In addition, your Spouse's and your Children's coverage may be delayed in accordance with the Delay of Coverage Effective Date for your Spouse and Children provision below.

Coverage Effective Date for Initial Enrollment, Late Enrollment, and Changes in Coverage Changes in Earnings, and Plan Changes Requested by your Employer are subject to this provision.

A delay of Coverage Effective Date for an increase in coverage will not affect coverage that is currently in force.

### Delay of Coverage Effective Date for your Spouse and Children

Your Spouse's Coverage Effective Date will be delayed if your Spouse:

- is an inpatient in a Hospital, Hospice, or other health care facility;
- is confined at home under the care of a Physician.

If your Spouse's Coverage Effective Date is delayed due to the conditions above, your Spouse's coverage will begin on:

- the date your Spouse is no longer an inpatient in a Hospital, Hospice, or other healthcare facility; or
- the date your Spouse is no longer confined at home under the care of a Physician.

This provision does not apply to Children.

**Continuation of your Coverage During Extended Absences**

*Leave of Absence, other than a Family and Medical Leave of Absence*

You will be covered in accordance with your Employer's Human Resource plan, provided premium is paid.

*Family and Medical Leave of Absence*

We will continue coverage in accordance with your Employer's Human Resource policy on family and medical leaves of absence if premium payments continue and your Employer approved your leave in Writing. You will be covered up to the end of the latest of:

- the leave period required by the Federal Family and Medical Leave Act of 1993, and any amendments;
- the leave period required by applicable state law; or
- the leave period provided to you for an Injury or Sickness, provided premium is paid and your Employer has approved your leave in Writing.

If your Employer's Human Resource policy doesn't provide for continuation of your coverage during a family and medical Leave of Absence, coverage will be reinstated when you return to Active Employment.

We will not:

- apply a new Waiting Period; or
- require Evidence of Insurability.

*Leave of Absence due to Injury or Sickness*

You will be covered up to your retirement date provided premium is paid.

*Temporary Layoff*

You will be covered in accordance with your Employer's Human Resource plan, provided premium is paid.

*Strike, Lockout, Labor Dispute*

You will be covered up to the earliest of:

- the expiration of 6 months from the date you ceased Active Employment; or
- the date less than 75% of the employees affected by the labor dispute are continuing insurance; or
- the date you accept employment with another Employer.

To keep your insurance in force, you must pay, on time, to your Employer or Union, an amount equal to 120% of the required premium during the continuation. Your Employer or Union will forward your premium to us.

**End of Coverage**

*For you*

Your coverage under this certificate ends on the earliest of:

- the date the policy is cancelled by us or your Employer;
- the date you are no longer in an Eligible Group;
- the date your Eligible Group is no longer covered;
- the date of your death;
- the last day of the period any required premium contributions are made; or
- the last day you are in Active Employment.

However, as long as premium is paid as required, coverage will continue:

- while benefits are being paid;
- in accordance with the Continuation of your Coverage During Extended Absences provision; or
- if you elect to continue coverage for you, your Spouse, and your Children under Portability of Life and Accidental Death and Dismemberment Insurance.

We will provide coverage for a Payable Claim that occurs while you are covered under this certificate.

*For your Spouse*

Your Spouse's coverage will end on the earliest of:

- the date your coverage under this certificate ends;
- the date your Spouse is no longer eligible for coverage;
- the date your Spouse no longer meets the definition of a Spouse;
- the date of your Spouse's death; or
- the date of divorce or annulment.

If your Spouse's coverage ends as a result of your death, divorce or annulment, your Spouse may elect to continue Spouse and Children coverage, as long as premium is paid as required under Portability of Life and Accidental Death and Dismemberment Insurance.

We will provide coverage for a Payable Claim that occurs while your Spouse is covered under this certificate.

*For your Children*

Your Children's coverage will end on the earliest of:

- the date your coverage under this certificate ends;
- the date your Children are no longer eligible for coverage; or
- the date your Children no longer meet the definition of Children.

We will provide coverage for a Payable Claim that occurs while your Children are covered under this certificate.



## Claim Provisions

providing equivalent information.

If the Proof of Loss is not complete, we may require you to submit additional information.

If a claim is based on Covered Loss:

Proof of Loss must be sent to us no later than 90 days after the date of the Covered Loss. If it is not reasonably possible to provide Proof of Loss within this time period, it will not affect a Payable Claim if it is provided within one year, unless the Insured lacks the legal capacity to do so.

In no event can Proof of Loss be submitted after the expiration of the time limit for commencing Legal Action as stated in this certificate, even if the failure to provide Proof of Loss is due to a lack of legal capacity or if state law provides an exception to the one year time period.

Proof of Loss, provided at your or your authorized representative's expense, must include, but not be limited to the following:

- a certified copy of the death certificate or other lawful evidence providing equivalent information;
- the date of Covered Loss;
- the cause of death or Covered Loss;
- the name and address of any Hospital where treatment was received, including all attending Physicians; and
- documentation of your financial records, upon request and where appropriate, including but not limited to, Earnings and income tax returns.

If the Proof of Loss is not complete, we may require you to submit additional information.

### *Step 4 - Continuing Proof of Loss*

At our request, the Insured must provide continuing Proof of Loss during the duration of a claim. We will request continuing Proof of Loss as often as it is reasonably necessary to do so. It must be sent to us within 45 days from the date of our request.

Failure to provide continuing Proof of Loss within this time period may delay benefit payments until we receive the required proof.

After you or your authorized representative have satisfied the requirements of this provision, we will process and evaluate the information to determine if a claim is payable. We will notify you or your authorized representative of a claim decision and issue payment for a Payable Claim in accordance with the Payment of Benefits provision.

### **Authorization for Release of Information**

We may require Written authorization from an Insured or an authorized representative to allow us to obtain necessary medical and non-medical information needed for Proof of Loss and Continuing Proof of Loss. Failure to provide us with Written authorization may result in the denial of a claim if the Insured or the authorized representative does not send proof to us and we are not able to obtain the proof required to make a claim decision.

### **Right to Exam, Test, or Interview**

We may require the Insured to be examined or tested by one or more Physicians, other medical practitioners, or vocational experts of our choice. We may also require the Insured to be interviewed by an authorized representative of ours.

We have the right to interview the Insured and to have the Insured examined or tested as often as is reasonably necessary. Any examination, test, or interview that we require will be at our expense. If the Insured fails to attend or fully participate, we will not pay benefits or we will stop sending benefits under this certificate.

### **Autopsy**

We will have the right to request an Autopsy where it is allowed by law.

### **Payment of**

Death Benefit claims for which we are liable will be paid within 60 days after we receive

## Claim Provisions

### Benefits

Written Proof of Loss. All benefits will be paid to you, unless otherwise noted or unless we receive Written authorization to pay them elsewhere. This is an assignment of benefits, refer to the Assignment provision in the General Provisions section of this certificate.

In the event of your death, any unpaid benefits will be paid to your beneficiary in accordance with the Beneficiary Designation and Change provision.

In the event of your Spouse's death, should your Spouse have survived you and continued coverage, any unpaid benefits for your Spouse, will be paid to your surviving Spouse's beneficiary in accordance with the Beneficiary Designation and Change provision.

### Payment of Interest

We pay interest on any Insured's Death Benefit. Interest shall begin to accrue from the date we receive proof of death up to the date the claim is paid. The interest rate payable will be calculated at the current rate of interest on proceeds left on deposit with us.

### Beneficiary Designation and Change

When a person becomes insured under this certificate, you are responsible for designating a primary and, if applicable, a contingent beneficiary in Writing for any benefits due in the event of the Insured's death. It is important to list the full name of each beneficiary and that all beneficiary designations are kept current and provided to us or the Employer. A beneficiary designation form may be available from the Employer or from us online at: [services.unum.com](http://services.unum.com).

You are the beneficiary for any Insured under this certificate while you are still living unless there is a valid change in beneficiary designation by an Insured. If you wish to change your beneficiary designation, you may do so by sending us or the Employer a completed, dated, and signed beneficiary designation change form. However, if you designated an irrevocable beneficiary, such beneficiary designation cannot be changed without the consent of the irrevocable beneficiary. Changes in beneficiary designations will take effect on the date notice of the beneficiary designation is signed by you.

Payment of Benefits will be administered based upon the currently available beneficiary designation on file with us or the Employer. If we have taken any action or made any payment before receiving notice of a beneficiary designation, that beneficiary designation will not go into effect for those actions taken or payments made.

If more than one beneficiary is named and the order or share of payments is not designated, the beneficiaries will share equally. The share of a beneficiary who dies before you, the share of a beneficiary who is legally unable to receive benefits, or the share of benefits that are unallocated will pass to any surviving beneficiaries in proportion to their current allocations. The aggregated shares of benefits in excess of 100% will be deducted from surviving beneficiaries in proportion to their current allocations. If you, or a party legally acting on your behalf, has made an administrative error in completing the beneficiary designation form, we may, in our discretion, and when possible to do so, interpret the designation in a reasonable way to enable us to pay the benefits promptly.

If a beneficiary is not named, or if all named beneficiaries do not survive you, or the named beneficiary is legally unable to receive benefits, any benefits due will be paid to the first surviving family member in the order that follows:

- you;
- your Spouse;
- your natural offspring and legally adopted Children in equal shares;
- your mother or father, or if paying both, in equal shares; or
- your sisters and brothers in equal shares.

Instead of making a payment to a surviving family member, we have the right to pay any benefits due to your estate. If there are no surviving family members, or if we are unable to determine the appropriate beneficiary(ies), any benefits due will be paid to your estate. If there is no estate, benefits will be paid as required by law.

Also, at our option, we may pay up to \$250 to the person or persons who, in our opinion,

## Claim Provisions

have incurred expenses for an Insured's last Sickness and death. Any such payment will reduce the Life or AD&D Benefit Amount payable by us.

In the event of your death, should your Spouse survive you and elect to continue coverage under Portability of Life and Accidental Death and Dismemberment Insurance, your surviving Spouse should name a beneficiary according to the requirements specified within this provision.

### Methods of Payment

A Retained Asset Account will be made available to you or your beneficiary if an Insured's Life or Accidental Death or Dismemberment claim is at least \$10,000.

If the Life or Accidental Death or Dismemberment claim is less than \$10,000, we will pay it in one lump sum to you or your beneficiary.

Upon Written request, other payment options may be available to you or your beneficiary.

### Payments to a Minor or Incompetent Insured or Insured's Beneficiary

If an Insured or an Insured's beneficiary is a minor or is incompetent, we can pay up to \$2,000 to the person or institution that appears to have assumed the custody and main support of the Insured, the minor, or the Insured's beneficiary unless or until that Insured, the minor, or the Insured's beneficiary's appointed legal representative makes a formal claim. If we pay benefits to such person or institution, we will not have to pay those benefits again. Any such payment will reduce the Life or AD&D Benefit Amount payable by us.

### Overpayment of Claims

We have the right to recover any overpayments due to:

- fraud;
- misstatement of information; or
- any error we make in processing a claim.

We must be reimbursed in full. If it is not possible to reimburse us in a lump sum payment, we will develop a reasonable method of repayment. This may include reducing or withholding future payments.

### Legal Actions

If you or your authorized representative disagree with our decision, you or your authorized representative can start Legal Action regarding your claim 60 days after Proof of Loss has been given to us and up to three years from the latest of when:

- original Proof of Loss was first required to have been given to us;
- your claim was denied; or
- your benefits were terminated,

unless applicable law requires us to afford a longer period within which to bring Legal Action.

<b>When Days Begin and End</b>	For the purpose of all dates under this certificate, all days begin at 12:01 a.m. and end at 12:00 midnight.
<b>Certificate of Coverage</b>	<p>We will provide the Employer with a certificate for distribution to each insured Employee. The certificate describes:</p> <ul style="list-style-type: none"><li>- the coverage to which an Insured may be entitled;</li><li>- to whom we will make a payment; and</li><li>- the limitations, exclusions, and requirements that apply to an Insured's coverage.</li></ul> <p>If the provisions of this certificate conflict with the provisions of the policy, the provisions of the policy will govern.</p>
<b>Certificate of Coverage Contents</b>	<p>Coverage for an Insured is provided under the provisions of this certificate. The provisions of this certificate are made part of the policy issued to the Policyholder.</p> <p>The policy consists of all provisions of the policy, the provisions of this certificate, the Policyholder's application, and all related schedules, riders, amendments, and endorsements.</p>
<b>Cancellation or Modification to the Policy and this Certificate of Coverage</b>	<p>The policy and this certificate may be cancelled or modified by the Employer at any time without the Insured's consent. Any cancellation or modification to the policy or certificate requested by the Employer will take effect on the date agreed upon by us and the Employer.</p> <p>Any policy and certificate modifications resulting in an increase to an Insured's coverage may be subject to Evidence of Insurability Requirements. Once age reductions begin, an Insured's Life and AD&amp;D Benefit Amount will not increase or decrease due to a plan change made by the Employer. All policy and certificate modifications will take effect according to the provisions in the Start of Coverage section of this certificate.</p>
<b>Policy Change Authority</b>	No other person, including a broker or agent, may change or waive any part of this policy. This Policyholder and Unum may mutually agree to change this policy at any time without the Insured's consent. No change to this policy will be effective unless signed by an officer of our company and endorsed on or attached to this policy.
<b>Representation in Applications</b>	Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application signed by you and a copy of the signed application has been provided to you, your beneficiary, or your authorized representative.
<b>Assignment</b>	<p>An Assignment transfers all or part of your legal title and rights under the policy and this certificate to someone else, known as an "assignee." We will recognize your assignee(s) as owners of the rights you transferred under the policy and this certificate if:</p> <ul style="list-style-type: none"><li>- the Written form has been signed by you and the assignee and the Assignment in its Written form is acceptable to us; and</li><li>- in our discretion, we may reject and have no obligation under an Assignment unless a signed or certified copy of the Written Assignment has been received and recorded by us prior to the loss.</li></ul> <p>An Assignment will take effect on the date you sign the Assignment. However, if we have taken any action or made any payment before we receive a notice of the Assignment, that Assignment will not go into effect for those actions taken or payments made prior to our receipt of the notice of Assignment. Unless stated otherwise in, or allowed by the Assignment, the assignment does not change a beneficiary designation.</p> <p>You are responsible for assuring the validity of any assignment. Please verify with your own legal counsel that your Assignment meets the legal requirements in your state.</p>
<b>Contestability</b>	We will take legal or other action, if appropriate to do so, to cancel, to deny, or limit coverage or benefits based on statements made in signed applications for coverage, including Evidence of Insurability forms, only when a death, disability or Covered Loss

## General Provisions

occurs during the first two years after an Insured's Coverage Effective Date. However, in the event of non-payment of premiums, we can take legal or other action at any time as permitted by applicable law.

To confirm the accuracy of an Insured's signed application, we may require additional information, including but not limited to completion of a medical treatment form and medical records.

### **Misstatement of Age**

If an Insured's age is misstated, we will:

- review the information to decide whether the Insured has coverage and in what amounts; and
- if necessary, make the applicable premium adjustments.

### **Fraud**

We want to make sure you and your Employer do not incur additional insurance costs as a result of the effects of insurance fraud. We promise to focus on all means necessary to support fraud detection, investigation, and prosecution.

It is a crime to defraud or attempt to defraud us into issuing coverage or paying benefits that we would otherwise not have issued or paid. This includes filing a claim or providing information that contains any false, incomplete, or misleading information.

Fraudulent and deceptive actions may result in denial of a claim, and may be subject to prosecution and punishment under state and federal law. We will pursue all appropriate legal remedies in the event of insurance fraud.

### **Agency**

For purposes of the policy, your Employer acts on its own behalf or as your agent. Under no circumstances will your Employer be deemed our agent.

### **Workers' Compensation or State Disability Insurance**

This certificate does not provide coverage under any workers' compensation or state disability insurance law.

### **Communicating with you or your Employer**

We may communicate verbally or in Writing with you or your Employer.

### **Privacy and Data Protection**

We will abide by all applicable privacy and data protection laws and regulations.

<b>Accident(s)</b>	<p>An External and Unexpected force, event or means acted upon the Insured that was the sole, actual, and direct cause of the Insured's bodily Injury or death.</p> <p>Neither the occurrence of that force, event, or means, nor the Insured's bodily Injury or death were contributed by sickness, disease, bodily infirmity or disorder, allergy, abnormal physical condition, or any other event, means or cause whatsoever.</p> <p>For purposes of this definition:</p> <p><b>External</b> means a force, event or means originating from outside the body.</p> <p><b>Unexpected</b> means a reasonable person would believe it highly unlikely that the force, event or means would have occurred and, if had occurred, would have resulted in bodily Injury or death.</p>
<b>Active Employment</b>	<p>You are working for your Employer for earnings that are paid regularly and you are performing the Material and Substantial Duties of your Regular Occupation. You must be regularly scheduled to work at least the minimum number of hours defined by your Employer.</p> <p>Your work site must be:</p> <ul style="list-style-type: none"> <li>- your Employer's usual place of business in the United States;</li> <li>- an alternative work site in the United States at the direction of your Employer; or</li> <li>- a location in the United States to which your job requires you to travel.</li> </ul> <p>Normal vacation, holidays, or temporary business closures are considered Active Employment provided you are in Active Employment on the last scheduled work day preceding such time off.</p> <p>For purposes of this certificate, temporary business closures that meet the Glossary definition of Active Employment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- inclement weather;</li> <li>- power outages; and</li> <li>- public health agency orders.</li> </ul> <p>Temporary and seasonal workers are excluded from coverage.</p>
<b>Children or Child</b>	<p>Any Child from live birth to age 26 who is:</p> <ul style="list-style-type: none"> <li>- your own natural offspring;</li> <li>- your Spouse's Child;</li> <li>- your lawfully adopted Child as of the earliest of the date: <ul style="list-style-type: none"> <li>- the Child is placed in your home or in a medical facility;</li> <li>- a petition is filed for you to adopt the Child; or</li> <li>- an adoption agreement signed by you;</li> </ul> </li> <li>- a foster Child placed with you by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction;</li> <li>- grandchildren living with you in a regular parent-child relationship; or</li> <li>- any other Child residing with you through legal mandate.</li> </ul> <p>Coverage for your Child may also be continued past age 26 if your Child is physically or intellectually incapacitated prior to reaching age 26 and is dependent upon you for support and maintenance.</p> <p>You must submit proof of the Child's incapacity and dependency to us within 31 days of the Child's 26th birthday or we will accept proof within 31 days of the Child's Coverage Eligibility Date that the Child was continuously covered under this or another similar group policy since age 26 Ongoing proof of incapacity and dependency must be provided when requested by us, but not more frequently than once a year.</p> <p>Your Children may not be insured as both a Child and an Employee.</p> <p>Your Children may not be insured by more than one Employee.</p>

<b>Common Carrier</b>	Commercial transportation including airplanes, trains, buses, trolleys, subways, ferries and boats that operate on a regularly scheduled basis between predetermined points or cities.
<b>Confined or Confinement</b>	Assignment to a bed as a resident inpatient in a medical or treatment facility on the advice of a Physician.
<b>Covered Loss</b>	Accidental Deaths, Accidental Dismemberments and Loss of Use, or other Injuries due to Accidents as outlined in the Accidental Death and Dismemberment Schedule of Benefits.
<b>Earnings</b>	<p>The annual income from your Employer in effect just prior to the date of death, Covered Loss, or disability.</p> <p>"Annual Earnings" means your annual salary plus stipends in effect just prior to the date of loss. It is your total income before taxes. It is prior to any deductions made for pre-tax contributions to a qualified deferred compensation plan, Section 125 plan, or flexible spending account.</p> <p>Stipends means paid by your Employer or contracted in writing to be paid by your Employer in the contract year you became Disabled. Stipends paid for the participation as a coach or leader in any school extracurricular activity are also included. Phone stipends are not included.</p> <p>It does not include income received from car, housing or moving allowances, commissions, bonuses, overtime pay, Employer contributions to a qualified deferred compensation plan or any other extra compensation, or income received from sources other than your Employer.</p> <p>If you are not in Active Employment in accordance with the Continuation of your Coverage During Absences provision and become disabled, we will use the annual Earnings in effect with your Employer prior to the date of your covered absence.</p> <p>For purposes of calculating benefits payable to you, Earnings means your actual earnings as defined above, as of the date your Employer most recently reported your earnings to us as of the date last worked.</p>
<b>Employee</b>	A person, also referred to as "you" or "your", who is in Active Employment.
<b>Employer</b>	The Policyholder, including all covered United States divisions, subsidiaries, affiliated companies, and entities of the named Policyholder for whom premium is being paid.
<b>Enrollment Period</b>	A period of time determined by your Employer and us during which you are eligible to enroll for or change your coverage. This period of time may be limited.
<b>Evidence of Insurability</b>	A process used by us to determine an Insured's qualification for the coverage requested. It may include a statement of the Insured's medical history, medical provider records, as well as physical examinations and information from consumer reporting agencies. Evidence of Insurability will be at our expense.
<b>Gainful Occupation</b>	<p>A Gainful Occupation is an occupation that:</p> <ul style="list-style-type: none"> <li>- you are reasonably fitted by education, training, or experience; and</li> <li>- is expected to provide an income within 12 months of your return to work equal to or greater than 60% of your annual Earnings.</li> </ul>
<b>Hospital</b>	An accredited facility licensed to provide medical care and treatment.
<b>Hospice</b>	A program designed to provide palliative care and emotional support to the terminally ill in a home or homelike setting, or a facility so that quality of life is maintained.

<b>Injury or Injuries</b>	Any damage or harm to the body that is the direct result of an Accident and not related to any other cause. Disability must begin while you are covered under the policy.
<b>Insured</b>	Any person who has coverage under the policy.
<b>Intoxicated</b>	The Insured's blood alcohol level equals or exceeds the legal limit for operating a motor vehicle in the state where the Accident occurred.
<b>Layoff</b>	Temporary absence from Active Employment for a period of time that has been initiated in advance by your Employer.  Normal vacation time, holidays, or temporary business closures or any period of disability is not considered a Layoff.
<b>Leave of Absence</b>	Temporary absence from Active Employment for a period of time under a leave granted in Writing by your Employer that is in accordance with your Employer's formal leave policies.  Normal vacation time, holidays, or temporary business closures or any period of disability is not considered a Leave of Absence.
<b>Material and Substantial Duties</b>	Duties that: <ul style="list-style-type: none"> <li>- are routinely required for the performance of your Regular Occupation or any Gainful Occupation; and</li> <li>- cannot be reasonably omitted or modified.</li> </ul>
<b>Mental or Nervous Disorders</b>	A psychiatric or psychological condition classified in the most recent <i>Diagnostic and Statistical Manual of Mental Health Disorders (DSM)</i> published by the American Psychiatric Association (APA), as of the date of Covered Loss. If the DSM is discontinued or replaced, these disorders will be those classified in the diagnostic manual then used by the APA as of the date of the Covered Loss. If the APA no longer publishes a diagnostic manual or the APA ceases to exist, we will use a comparable diagnostic manual.
<b>Payable Claim</b>	A claim for which we are liable under the provisions of the policy.
<b>Physician</b>	A person performing tasks that are within the limits of their medical license and is also: <ul style="list-style-type: none"> <li>- a legally qualified medical practitioner according to the laws and regulations of the governing jurisdiction;</li> <li>- licensed to practice medicine, prescribe and administer drugs, or to perform surgery; or</li> <li>- a person with a doctoral degree in Psychology (Ph.D. or Psy.D.) whose primary practice is treating patients.</li> </ul> <p>We will not recognize you, your Spouse, children, parents, siblings, a past or present business or professional partner, or any person who has a financial affiliation or business interest with you, as a Physician for a claim that you send to us.</p>
<b>Plan</b>	Your Employer's Life and Accidental Death and Dismemberment Welfare Benefit Plan which includes this certificate, your Employer's Group Life and Accidental Death and Dismemberment Insurance Policy, and other benefit plan documents consistent with this Plan.
<b>Policy Year</b>	September 1, 2023 to September 1, 2024 and each following September 1 to September 1.
<b>Policyholder</b>	The entity to which the policy is issued.
<b>Private Passenger Car</b>	A validly registered four-wheel automobile that is used only as a private passenger vehicle including Employer-owned automobiles used as private passenger vehicles.
<b>Qualifying Life Event</b>	For coverage eligibility purposes, a Qualifying Life Event may include but is not limited to: <ul style="list-style-type: none"> <li>- birth, adoption, or addition of a Child;</li> </ul>

- a change in legal marital status;
  - a change in employment status; or
  - death of a Spouse or Child,
- as permitted under Internal Revenue Code section 125.

Changes in coverage made as a result of a Qualifying Life Event must be consistent with the Qualifying Life Event.

For further information regarding Qualifying Life Events, please refer to your Employer's Human Resource policy and plan documents.

**Regular and Appropriate Care** Frequent or routinely scheduled care or treatment by a Physician whose specialty or experience is appropriate to effectively treat and manage the Insured's disability. Physical examinations and Telemedicine are acceptable forms of care or treatment if consistent with standard medical practice for the disabling condition.

We will not require the Insured to have frequent or routinely scheduled care or treatment by a Physician for their disability if such Regular and Appropriate Care is not required by standard medical practice.

**Regular Occupation** The occupation you are routinely performing when your Injury or Sickness begins. We will look at your occupation as it is normally performed in the national economy, instead of how the work tasks are performed for a specific employer or at a specific location.

**Restrictions and Limitations** Limitations on your functioning and restrictions in performing the activities of your Regular Occupation or a Gainful Occupation as supported by the medical information provided to us by a Physician.

**Retained Asset Account** An interest-bearing account established through an intermediary bank in the name of you or your beneficiary, as owner.

**Sickness** An illness or disease. Disability must begin while you are covered under the policy.

**Spouse** The sole person who is your partner through lawful marriage, civil union, or your legally separated Spouse.

Your Spouse may not be insured as both a Spouse and an Employee.

**Telemedicine** A medical inquiry with a Physician via the use of telecommunication and information technologies (including, but not limited to, audio or video communications) for the Insured's evaluation, diagnosis, or treatment as would be practiced in person. This does not include requests for prescription refills or medical records.

**Unum Life Insurance Company of America** Referred to as "Unum" and "we," "us," and "our."

**Writing or Written** A record on or transmitted by paper, electronic, or telephonic means consistent with applicable law.

**Portability of Group Life and Accidental Death and Dismemberment Insurance**

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Portability allows Life and Accidental Death and Dismemberment coverage to be continued when Life and Accidental Death and Dismemberment coverage under the Employer's group policy would otherwise end due to a Portability Event. The Certificate of Coverage (the "certificate") in force at the time of an Insured's Portability Event will reflect the terms and conditions of the Life and Accidental Death and Dismemberment coverage that can be continued.

This Portability rider is made a part of the Life and Accidental Death and Dismemberment Insurance Policy and is subject to all of the provisions, limitations and exclusions of the policy and certificate, unless changed or added by this rider.

All references to provisions, sections, and defined terms have been capitalized. Defined terms that have been capitalized within this rider have the same meaning as the defined terms capitalized in the certificate unless changed or added by this rider.

Any future changes made in the Employer's group policy will not apply to coverage an Insured has ported, unless required by law.

If you have any questions about the terms and provisions of this Portability rider, please contact your Employer, or you may contact us.

**Policyholder:** Hays Consolidated Independent School District

**Policy Number:** 940294 011

**Policy Effective Date:** September 1, 2023

**Portability Effective Date:** September 1, 2023

**Portability Provisions**

**Portability Events**

Coverage may be ported if coverage ends under the Employer's policy due to the following:

- your employment with your Employer ends;
- you are no longer in an Eligible Group;
- you retire from your Employer; or
- you continue to work for your Employer but begin working less than the minimum number of hours as described under Eligible Groups in the certificate.

Coverage may not be ported if coverage ends under the Employer's policy due to any of the following:

- the Employer's policy is cancelled by us;
- your Employer terminates business operations;
- your Employer cancels the policy;
- your Employer fails to pay group policy premium;
- the Employer's policy is changed to exclude the group of Employees to which you belong; or
- your coverage is no longer being continued under the Continuation of your Coverage During Absences provision.

**Portability Restrictions**

You are not eligible to port coverage for you, your Spouse, and your Children if at the time of a Portability Event:

- you, your Spouse, or your Children were not insured under your Employer's policy;
- you or your Spouse has reached age 70;
- your Child does not meet the definition of Children; or
- you, your Spouse, or your Children are Confined in a Hospital or confined at home.

If we determine that you, your Spouse, or your Children were not eligible for Portability at the time portable coverage was applied for, the benefit will be adjusted to the amount of whole life coverage the premium would have purchased under the Conversion provision.

## Coverage Available for Portability

Coverage Available for Portability does not include any coverage for which an application to convert has been approved.

For purposes of this section, Benefit Amount means the total Benefit Amount in force for which you, your Spouse, or your Children are insured under the certificate just prior to your, your Spouse's, or your Children's Ported Coverage Effective Date.

### *For You*

The maximum amount of coverage available to port is the lesser of:

- your Benefit Amount;
- 5x your annual Earnings; or
- \$750,000 from all Unum group life and accidental death and dismemberment plans combined.

The minimum amount of coverage available to port is the lesser of:

- your Benefit Amount; or
- \$10,000.

If your Benefit Amount was based on your Earnings, the amount of coverage available to port will be in \$1,000 increments and will not be connected to any future changes in Earnings.

### *For your Spouse*

You must port coverage for yourself to port coverage for your Spouse. The maximum amount of coverage available to port for your Spouse is the lesser of:

- your Spouse's Benefit Amount;
- 100% of the amount of your ported coverage; or
- \$750,000 from all Unum group life and accidental death and dismemberment plans combined.

The minimum amount of coverage available to port is the lesser of:

- your Spouse's Benefit Amount; or
- \$5,000.

### *For your Children*

You must port coverage for yourself to port coverage for your Children. The maximum amount of coverage available to port for your Children is the lesser of:

- your Children's Benefit Amount;
- 100% of the amount of your ported coverage; or
- \$20,000.

The minimum amount of coverage available to port is the lesser of:

- your Children's Benefit Amount; or
- \$1,000.

The amount of an Insured's ported life insurance coverage must be equal to or greater than the amount of ported AD&D insurance coverage.

Coverage Available for Portability does not include the following services and benefits included in or with your certificate:

- Accelerated Death Benefits;
- Additional Services, including but not limited to, Employee Assistance Programs,

- Travel Assist, and Life Planning Financial and Legal Resources;
- Air Bag Benefit for AD&D;
- Education Benefit;
- Exposure and Disappearance Benefit;
- Repatriation Benefit;
- Seatbelt(s) Benefit for AD&D;
- Spouse Education Benefit; and
- Waiver of Premium.

**Ported Coverage Reductions Due to an Insured's Age**

Any Insured's ported coverage will reduce at any time it would reduce for your Eligible Group if you had continued in Active Employment with your Employer; however, all coverage reductions will happen on your birthday for all Insureds.

**Applying for Portability**

If you choose to apply for portable coverage for yourself, coverage may also be ported for your Spouse and or Children.

You must apply to port your, your Spouse and/or Children coverage within 31 days from the date of a Portability Event. The first premium payment for ported coverage is due at the time you submit your application.

Applications for Portability are available from your Employer, from us, or online at [services.unum.com](http://services.unum.com).

If your Spouse and Child were insured under the Group plan at the time of your Portability Event, and you chose not to enroll them when they were first eligible for ported coverage, you may not enroll your Spouse or Child at any time in the future.

**Ported Coverage Effective Date**

Once an application for portability has been received and approved, the Ported Coverage Effective Date for an Insured will be the day after coverage would have otherwise ended under the Employer's policy.

**Changes to Ported Coverage**

An Insured's coverage cannot be increased above the amount in force at the time an Insured becomes eligible for port.

You may decrease ported coverage for an Insured at any time. Ported coverage cannot be increased at any time for an Insured.

Decreases in coverage will take effect on the date we process the change.

Any decrease in ported coverage will not affect a Payable Claim that occurs prior to the decrease.

**End of Ported Coverage**

If you choose to cancel ported coverage for you, your Spouse and your Children, coverage for all Insured's will end on the earlier of:

- the first of the month following the date you provide notification to us; or
- the last day of the period any required premium contributions are made.

*For you*

Otherwise, your ported coverage will end on the earliest of:

- the date you fail to pay the required premium within 31 days of a premium due date;
- the date coverage provided under Portability is cancelled by us upon 31 days of Written notice that we are canceling continuation of coverage under similar group policies issued in similar markets;
- the first of the month following the date you reach age 75; or
- the date you die.

*For your Spouse*

Your Spouse's ported coverage will end on the earliest of:

- the date your ported coverage ends;
- the date your Spouse is no longer eligible for coverage;

- the date your Spouse no longer meets the definition of a Spouse;
- the first of the month following the date your Spouse reaches age 75;
- the date of your Spouse's death; or
- the date of divorce or annulment.

If your Spouse's coverage ends as a result of your death, divorce or annulment, your Spouse has the option to port their Spouse coverage in accordance with Portability for your Spouse in the Event of your Death, Divorce or Annulment.

*For your Children*

Your Children's ported coverage will end on the earliest of:

- the date your ported coverage ends;
- the date your Children are no longer eligible for coverage; or
- the date your Children no longer meet the definition of Children.

Once ported coverage ends for you, your Spouse, or your Children, it cannot be reinstated.

In the event your Employer's policy is terminated, Insureds who have continued their coverage under Portability of Life and Accidental Death and Dismemberment Insurance prior to the Employer's policy termination date will not be affected.

**Paying for Ported Coverage**

You must make all premium contributions for ported coverage. We will bill you directly for any premium due.

**Rates for Ported Coverage**

The premium for ported coverage is based on the rates in effect for Portability on the date you apply to port coverage. Rates for ported coverage are determined by us and may be changed at any time.

We will provide Written notice at least 60 days before any change is to take effect.

**Additional Options for Continuing Coverage**

If you are not eligible to port life insurance coverage for you, your Spouse, and your Children or ported life insurance coverage ends, you, your Spouse, and your Children may be eligible for Conversion. Please refer to the Conversion provision in your certificate.

**Death During the Portability Application Period**

If an Insured dies within 31 days from the date of a Portability Event, any life insurance amount that was eligible for conversion will be payable in accordance with the Conversion provision of the certificate. This life insurance coverage is available whether or not ported life insurance coverage was applied for an Insured under this Portability Rider.

Any premiums paid for the Portability coverage shall be refunded.

**Portability for your Spouse and/or Children in the Event of your Death, Divorce or Annulment**

**Portability Events for your Spouse**

Your Spouse may port Spouse and/or Children coverage due to the following:

- your death; or
- divorce or annulment.

**Portability Restrictions for your Spouse and Children**

Your Spouse and/or Children are not eligible to port coverage if at the time of a Portability Event:

- your Spouse and/or your Children were not insured under your Employer's policy;
- your Spouse has reached age 70;
- your Child does not meet the definition of Children; or
- your Spouse or your Children are Confined in a Hospital or confined at home.

If we determine that your Spouse or your Children were not eligible for Portability at the time your Spouse or your Children applied for portable coverage, the benefit will be adjusted to the amount of whole life coverage the premium would have purchased under the Conversion provision.

**Coverage Available for Portability**

Coverage Available for Portability does not include any coverage for which an application to convert has been approved.

For purposes of this section, Benefit Amount means the total Benefit Amount in force for which your Spouse or your Children are insured under the certificate just prior to your Spouse's or your Children's Ported Coverage Effective Date.

*For your Spouse*

The maximum amount of coverage available to port for your Spouse is the lesser of:

- your Spouse's Benefit Amount;
- 100% of your Benefit Amount; or
- \$750,000 from all Unum group life and accidental death and dismemberment plans combined.

The minimum amount of coverage available to port is the lesser of:

- your Spouse's Benefit Amount; or
- \$5,000.

*For your Children*

Your Spouse must port Spouse coverage to port coverage for your Children. The maximum amount of coverage available to port for your Children is the lesser of:

- your Children's Benefit Amount;
- 100% of your Benefit Amount; or
- \$20,000.

The minimum amount of coverage available to port is the lesser of:

- your Children's Benefit Amount; or
- \$1,000.

The amount of your Spouse's and your Children's ported life insurance coverage must be equal to or greater than the amount of ported AD&D insurance coverage.

Coverage Available for Portability does not include the following services and benefits included in or with your certificate:

- Accelerated Death Benefits;
- Additional Services, including but not limited to, Employee Assistance Programs, Travel Assist, and Life Planning Financial and Legal Resources;
- Air Bag Benefit for AD&D;
- Education Benefit;
- Exposure and Disappearance Benefit;
- Repatriation Benefit;
- Seatbelt(s) Benefit for AD&D;
- Spouse Education Benefit; and
- Waiver of Premium.

**Ported Coverage Reductions Due to your Spouse's Age**

Your Spouse's ported coverage will reduce at any time it would reduce for your Eligible Group if you had continued in Active Employment with your Employer; however, all coverage reductions will happen on your birthday.

**Applying for Portability**

If your Spouse chooses to apply for portable Spouse coverage, coverage may also be ported for your Children.

Your Spouse must apply to port coverage within 31 days from the date of a Portability Event. The first premium payment for your Spouse's ported coverage is due at the time your Spouse submits their application.

Applications for Portability are available from your Employer, from us, or online at [services.unum.com](http://services.unum.com).

If your Child was insured under the Group plan at the time of your Spouse's Portability

Event, and your Spouse chose not to enroll them when they were first eligible for ported coverage, your Spouse may not enroll your Child at any time in the future.

**Ported Coverage Effective Date**

Once your Spouse's application for portability has been received and approved, your Spouse's and Children's Ported Coverage Effective Date will be the day after coverage would have otherwise ended under the Employer's policy.

**Changes to Ported Coverage**

Your Spouse's and Children's coverage cannot be increased above the amount in force at the time your Spouse become eligible for port.

Your Spouse may decrease ported coverage for an Insured at any time. Ported coverage cannot be increased at any time for an Insured.

Decreases in coverage will take effect on the date we process the change.

Any decrease in ported coverage will not affect a Payable Claim that occurs prior to the decrease.

**End of Ported Coverage**

If your Spouse chooses to cancel ported coverage, your Spouse and Children's coverage will end on the earlier of:

- the first of the month following the date your Spouse provides notification to us; or
- the last day of the period any required premium contributions are made.

*For your Spouse*

Otherwise, your Spouse's ported coverage will end on the earliest of:

- the date your Spouse fails to pay the required premium within 31 days of a premium due date;
- the date your Spouse is no longer eligible for coverage;
- the date coverage provided under Portability is cancelled by us upon 31 days of Written notice that we are canceling continuation of coverage under similar group policies issued in similar market;
- the first of the month following the date your Spouse reaches age 75; or
- the date of your Spouse's death.

*For your Children*

Your Children's ported coverage will end on the earliest of:

- the date your Spouse's ported coverage ends;
- the date your Children are no longer eligible for coverage; or
- the date your Children no longer meet the definition of Children.

Once ported coverage ends for your Spouse or Children, it cannot be reinstated.

In the event your Employer's policy is terminated, Insureds who have continued their coverage under Portability of Life and Accidental Death and Dismemberment Insurance prior to the Employer's policy termination date will not be affected.

**Paying for Ported Coverage**

Your Spouse must make all premium contributions for ported coverage. We will bill your Spouse directly for any premium due.

**Rates for Ported Coverage**

The premium for ported coverage is based on the rates in effect for Portability on the date your Spouse applies to port Spouse and Children coverage. Rates for ported coverage are determined by us and may be changed at any time.

We will provide Written notice at least 60 days before any change is to take effect.

**Additional Options for Continuing Coverage**

If your Spouse is not eligible to port life insurance coverage for themselves and your Children or ported life insurance coverage ends, your Spouse, and Children may be eligible for Conversion. Please refer to the Conversion provision in your certificate.

**Death During the**

If your Spouse dies within 31 days from the date of your Spouse's Portability Event, any

**Portability  
Application  
Period**

life insurance amount that was eligible for conversion will be payable in accordance with the Conversion provision in this certificate. This life insurance coverage is available whether or not your Spouse has applied for ported life insurance coverage under this Portability Rider.

Any premiums paid for the Portability coverage shall be refunded.

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## Value Added Services Rider

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This rider is made a part of the Life and Accidental Death and Dismemberment Insurance Policy and is subject to all of the provisions, limitations and exclusions of the policy and certificate, unless changed or added by this rider.

All references to provisions, sections, and defined terms have been capitalized. Defined terms that have been capitalized within this rider have the same meaning as the defined terms capitalized in the certificate unless changed or added by this rider.

**Policyholder:** Hays Consolidated Independent School District

**Policy Number:** 940294 011

**Policy Effective Date:** September 1, 2023

**Rider Effective Date:** September 1, 2023

**Description of Services**

We have arranged to make available certain services to Employees who become insured with us, or their employers or membership organizations. These services may include but not be limited to:

- a life planning program, which provides financial and legal support and grief counseling at the time of death or terminal illness diagnosis;
- a work life assistance program designed to provide confidential, experienced assistance in dealing with day-to-day life issues or crisis support. This program is available 24 hours a day, 7 days a week, 365 days a year to Unum customers; or
- a travel assistance program, which provides help in the event of a medical emergency while travelling.

The services are in addition to the insurance coverage provided under the policy. Participation is voluntary.

These services may be offered by us directly or through third-party providers. Where the third-party providers offer these services, they - not us - are responsible and liable for the provision of them.

The Policyholder and covered Employees will be provided with complete details about available services and a telephone number to call with questions about the service.

**Termination**

We reserve the right to terminate, modify, or replace any service at any time with 45 days advance notice to the Policyholder.

A service will end if your Employer modifies coverage under the policy to remove the service, as allowed under the Cancellation or Modification to the Policy and this Certificate of Coverage provision in the General Provisions section of the certificate.

When the policy terminates, this rider will terminate and all access to services will end.



Secretary

## Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company or HMO. If you don't, you may lose your right of appeal.

### Unum

To file a complaint through your insurance company or HMO:

**Call: Customer Relations**  
**Toll-Free: 800-321-3889; Option 2**  
Email: [custrel@unum.com](mailto:custrel@unum.com)  
Mail: 2211 Congress Street  
Portland, Maine 04122

### The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439  
File a complaint: [www.tdi.texas.gov](http://www.tdi.texas.gov)  
Email: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)  
Mail: MC 111-1A  
P.O. Box 149091  
Austin, TX 78714-9091

## ¿Tiene una queja o necesita ayuda?

Si tiene un problema con una reclamación o con su prima de seguro, llame primero a su compañía de seguros o HMO. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en inglés) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, también debe presentar un queja a través del proceso de quejas o de apelaciones de su compañía de seguros o HMO. Si no lo hace, podría perder su derecho para apelar.

### Unum

Para presentar una queja a través de su compañía de seguros o HMO:

**Llamada: Relaciones con el cliente**  
**Teléfono gratuita: 800-321-3889; Opción 2**  
Correo electrónico: [custrel@unum.com](mailto:custrel@unum.com)  
Dirección postal: 2211 Congress Street  
Portland, Maine 04122

### El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: 1-800-252-3439  
Presente una queja en: [www.tdi.texas.gov](http://www.tdi.texas.gov)  
Correo electrónico: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)  
Dirección postal: MC 111-1A  
P.O. Box 149091  
Austin, TX 78714-9091

Unum Life Insurance Company of America  
2211 Congress Street, Portland, ME 04122  
(877) 225-2712

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## **Life Planning Program Notice**

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This notice provides you with information regarding the Life Planning program, a non-insurance benefit that is included with your Group Term Life Insurance policy.

### **Noninsurance Benefit Description**

The Life Planning program is a program that provides financial and legal support and grief counseling at the time of death or terminal illness diagnosis. It is available to an Insured 24 hours a day, 7 days a week, 365 days a year.

The Policyholder has chosen to make this program available without any action required on the part of an Insured to either accept or decline the program.

There is a charge for the Life Planning program and it is included in the rates for the Group Term Life Insurance plan.

### **Accessing the Life Planning program**

This program can be accessed online or via a toll-free number dedicated to Unum customers. Please see your plan administrator for complete details about this program.

### **Termination of the Noninsurance Benefit**

We reserve the right to terminate, modify, or replace this program at any time with 45 days advance notice to the Policyholder.

This program will end if the Policyholder modifies coverage under the policy to remove the program, as allowed under the Cancellation or Modification to the Policy and this Certificate of Coverage provision in the General Provisions section of the certificate.

When the policy terminates, this program will terminate and all access to services provided under this program will end.

Unum Life Insurance Company of America  
2211 Congress Street, Portland, ME 04122  
(877) 225-2712

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## **Travel Assistance Program Notice**

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This notice provides you with information regarding the Travel Assistance program, a noninsurance benefit that is included with your Group Term Life Insurance policy.

### **Noninsurance Benefit Description**

The Travel Assistance program is a program that provides telephonic access to emergency assistance services while traveling more than one hundred (100) miles from your home. It is available to an Insured 24 hours a day, 7 days a week, 365 days a year.

The Policyholder has chosen to make this program available without any action required on the part of an Insured to either accept or decline the program.

There is a charge for the Travel Assistance program and it is included in the rates for the Group Term Life Insurance policy.

### **Accessing the Travel Assistance program**

This program can be accessed via e-mail or via a toll-free number dedicated to Unum customers. Please see your plan administrator for complete details about this program.

### **Termination of the Noninsurance Benefit**

We reserve the right to terminate, modify, or replace this program at any time with 45 days advance notice to the Policyholder.

This program will end if the Policyholder modifies coverage under the policy to remove the program, as allowed under the Cancellation or Modification to the Policy and this Certificate of Coverage provision in the General Provisions section of the certificate.

When the policy terminates, this program will terminate and all access to services provided under this program will end.

Unum Life Insurance Company of America  
2211 Congress Street, Portland, ME 04122  
(877) 225-2712

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## **Work Life Assistance Program Notice**

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This notice provides you with information regarding the Work Life Assistance program, a noninsurance benefit that is included with your Group Term Life Insurance policy.

### **Noninsurance Benefit Description**

The Work Life Assistance program is a program designed to provide confidential, experienced assistance in dealing with day-to-day life issues or crisis support. It is available to the Policyholder and an Insured 24 hours a day, 7 days a week, 365 days a year.

The Policyholder has chosen to make this program available without any action required on the part of an Insured to either accept or decline the program.

There is a charge for the Work Life Assistance program and it is included in the rates for the Group Term Life Insurance policy.

### **Accessing the Work Life Assistance program**

This program can be accessed online or via a toll-free number dedicated to Unum customers. Please see your plan administrator for complete details about this program.

### **Termination of the Work Life Assistance Program**

We reserve the right to terminate, modify, or replace this program at any time with 45 days advance notice to the Policyholder.

This program will end if the Policyholder modifies coverage under the policy to remove the program, as allowed under the Cancellation or Modification to the Policy and this Certificate of Coverage provision in the General Provisions section of the certificate.

When the policy terminates, this program will terminate and all access to services provided under this program will end.

## GROUP LIFE

### THE FOLLOWING NOTICES AND CHANGES TO YOUR COVERAGE ARE REQUIRED BY CERTAIN STATES. PLEASE READ CAREFULLY.

State variations apply and are subject to change. Consult your Employer or plan administrator for the most current state provisions that may apply to you.

**Full effect will be given to your state's civil union, domestic partner, and same sex marriage laws to the extent they apply to you under a group insurance policy issued in another state.**

If you have a complaint about your insurance, you may contact us at 1-800-321-3889, or the department of insurance in your state of residence. Links to the websites of each state department of insurance can be found at [www.naic.org](http://www.naic.org).

Si usted tiene alguna queja acerca de su seguro puede comunicarse con nosotros a través del número 1-800-321-3889, o al departamento de seguros de su estado de residencia. Puede encontrar enlaces a los sitios web de los departamentos de seguros de cada estado en [www.naic.org](http://www.naic.org).

If you had group life coverage in place with your employer through another carrier when your employer changed carriers to Unum, your prior coverage may be continued under the Unum plan to the extent the laws of your resident state require such right to continue.

The state of **Montana** requires us to notify you that the provisions in the Policy, including those in the Certificate of Coverage, conform to the minimum requirements of Montana law and control over any conflicting statutes of any state in which the Insured resides on or after the Policy Effective Date.

The state of **Vermont** requires us to notify you that if there is a conflict between the laws of the state where the policy is issued and the laws of Vermont, the laws of Vermont will control.

**If you are a resident of one of the states noted below, and the provisions referenced below appear in your Certificate in a form less favorable to you as an Insured, they are amended as follows:**

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#### For residents of Alaska:

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of your life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise your Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Methods of Payment** provision in the **Claim Provisions** section of the certificate is amended as follows:

##### **Methods of Payment**

A retained Asset Account will be made available to you or your beneficiary if an Insured's Life or Accidental Death or Dismemberment claim is at least \$10,000.

If the Life or Accidental Death or Dismemberment claim is less than \$10,000 we will pay it in one lump sum to you or your beneficiary.

You or your beneficiary may request an Insured's Life or Accidental Death or Dismemberment claim be paid in one lump sum regardless of the claim amount.

Upon Written request, other payment options may be available to you or your beneficiary.

The **Representation in Applications** provision in the **General Provisions** section of the certificate is amended as follows:

Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in a Written application signed by you, and a copy of the signed application has been provided to you, your beneficiary, or your authorized representative.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

#### **For residents of Arkansas:**

The **Conversion** provision for Right to Convert in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

#### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

#### **For residents of Florida:**

The **Conversion** provision for *Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

The **Continuation of Your Coverage During Extended Absences** provision for *Leave of Absence due to Injury or Sickness* in the End of Coverage section of the certificate is amended as follows:

Provided premium is paid, you will be covered up to the later of:

- your retirement date; or
- 6 months from the date your absence begins.

The **Overpayment of Claims** provision in the **Claim Provisions** section of the certificate is amended as follows:

We have the right to recover any overpayments due to:

- fraud (including any misrepresentations, omissions, concealment of facts or incorrect statements); or
- any error we make in processing a claim.

We must be reimbursed in full. If it is not possible to reimburse us in a lump sum payment, we will develop a reasonable method of repayment. This may include reducing or withholding future payments.

The **Legal Actions** provision in the **Claim Provisions** section of the certificate is amended as follows:

If you or your authorized representative disagree with our decision, you or your authorized representative can start Legal Action regarding your claim 60 days after Proof of Loss has been given to us and up to five years from the latest of when:

- original Proof of Loss was first required to have been given to us;
- your claim was denied; or
- your benefits were terminated,

unless applicable law requires us to afford a longer period within which to bring Legal Action.

The **Representation in Applications** provision in the **General Provisions** section of the certificate is amended as follows:

Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application signed by you, and a copy of the signed application has been provided to you, your beneficiary, or your authorized representative.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Misstatement of Information** provision in the **General Provisions** section of the certificate is replaced with a **Misstatement of Age** provision and reads as follows:

If an Insured's age is misstated, we will:

- review the information to decide whether the Insured has coverage and in what amounts; and
- if necessary, make the applicable premium adjustments.

#### **For residents of Idaho:**

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

#### **For residents of Louisiana:**

The **Accelerated Benefit** provision for *Proof of Loss* in the **Life Details** section of the certificate is amended to remove the second paragraph which provides that in no event can Proof of Loss be submitted after the expiration of the time limit for commencing Legal Action as stated in the certificate, even if the failure to provide Proof of Loss is due to a lack of legal capacity or if state law provides an exception to the one year time period.

The **Exclusions** provision in the **Life Details | Exclusions** section of the certificate is amended as follows:

This certificate does not cover any losses where death is caused by, contributed to by, or occurs as a result of suicide occurring within 24 months after an Insured's initial Coverage Effective Date.

This certificate also does not cover any losses where death is caused by, contributed to by, or occurs as a result of suicide occurring within 24 months after the date any increases or additional life insurance coverage becomes effective for an Insured. This exclusion will not apply to any amount of life insurance coverage in force for 24 months prior to any increases or additional life coverage.

These exclusions will apply to any life coverage for which you pay all or part of the premium.

These exclusions will also apply to any life coverage that has been approved by us that is subject to the Evidence of Insurability Requirements.

An Insured will be given credit towards the satisfaction of the time period of 24 months for any amount of time satisfied while coverage was effective under your Employer's prior group life insurance policy.

The **Filing a Claim** provision for *Step 3 - Proof of Loss* in the **Claim Provisions** section of the certificate is amended to remove the second paragraph which provides that in no event can Proof of Loss be submitted after the expiration of the time limit for commencing Legal Action as stated in the certificate, even if the failure to provide Proof of Loss is due to a lack of legal capacity or if state law provides an exception to the one year time period.

The **Representation in Applications** provision in the **General Provisions** section of the certificate is amended as follows:

In the absence of fraud, any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application signed by you, and a copy of the signed application has been provided to you or your beneficiary.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Misstatement of Information** provision in the **General Provisions** section of the certificate is replaced with a **Misstatement of Age** provision and reads as follows:

If an Insured's age is misstated, we will:

- review the information to decide whether the Insured has coverage and in what amounts; and
- if necessary, make the applicable premium adjustments.

If the certificate includes a definition of **Children or Child** that encompasses continuing coverage for a Child if they are full-time students at an accredited post-secondary institution of higher learning for full-time student beyond the 12th grade level, the maximum age for eligibility for a Child who is not a full-time student is age 21.

#### **For residents of Maine:**

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

A **Continuation of Coverage for Total Disability** provision is added to the **End of Coverage** section of the certificate as follows:

Provided premium is paid, coverage may be continued for up to six months from the date your Total Disability began, but not later than the earlier of:

- the date you are approved for continuation under any disability provision included in the policy; or
- the cancellation of your Employer's group policy.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

A **Total Disability** definition is added to the **Glossary** section of the certificate as follows:

For purposes of the Continuation of Coverage for Total Disability provision, Total Disability means that due to an Injury or Sickness you are not working in any occupation.

While you are Disabled you must be under the Regular and Appropriate Care of a Physician. The loss of professional or occupational licenses or certifications, by themselves, will not be considered a Disability.

#### **For residents of Minnesota:**

The **Conversion** provision for *Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

The **Conversion** provision for *Life Insurance Coverage that can be Converted* in the **Life Details - Other Features** section of the certificate is amended to remove reference to the Limits on Right to Convert.

The **Conversion** provision for *Limits on Right to Convert* in the **Life Details - Other Features** section of the certificate is removed.

A **Life Insurance Continuation Rights** provision is added to the **End of Coverage** section of the certificate for you, and if applicable your Spouse and Children who have life insurance coverage under the policy, as follows:

If you are an employee who is a resident of the state of Minnesota, you have the right to continue life insurance coverage for yourself, your Spouse, and your Children if life insurance coverage ends because you have:

- voluntarily or involuntarily terminated employment; or
- been Laid Off.

For purposes of this provision, Laid Off means you are working less than the minimum number of hours defined by your Eligible Group in this certificate.

Life insurance coverage cannot be continued if:

- you end employment because of gross misconduct; or
- the Employer's group policy is cancelled.

#### **Notification of Continuation of Life Insurance Coverage**

The Employer must inform you in Writing, within 14 days from the date of your termination of employment or within 14 days from the date you were Laid Off of:

- your right to continue life insurance coverage;
- the monthly premium amount, which cannot exceed 102% of the cost under the Employer's group life insurance policy, that you must send to the Employer;
- the manner in which and the office of the Employer to which payment is to be made or sent; and
- the time the payments are due to the Employer.

The Employer must send you notice by first class mail to your last known address which you have provided to the Employer. If the Employer fails to notify you and your insurance stops, the Employer will be liable to pay the life insurance benefit Unum would have paid had your, your Spouse, or your Children's life insurance coverage remained in force.

#### *Death During the 60 Day Election Period*

If you, your Spouse, or your Children die during the 60 day election period and before you elect to keep life insurance coverage in force under this provision, you will have been considered to have elected to continue life insurance coverage under this provision. A death benefit will be payable for you or your covered Spouse, or your covered Children, to you or your beneficiary equal to the amount of life insurance coverage that could have been continued less any unpaid premium owed as of the date of death.

#### *End of Continuation of Life Insurance Coverage*

Life insurance coverage will end on the earliest of:

- 18 months from:
  - the date of your terminated employment; or
  - the date you were Laid off;
- the date you obtain life insurance under another group policy; or
- the date the Employer's group policy is cancelled.

When life insurance coverage ends on one of the dates above, you, your Spouse, and your Children may convert your life insurance coverage in accordance with the Conversion provision of this certificate.

References to the **Portability Events** provision in the **Portability** rider is amended to include:

- your coverage is no longer being continued under the Life Insurance Continuation Rights provision

#### **For residents of Missouri:**

The **Exclusions** provision in the **Life Details | Exclusions** section of the certificate is amended by providing that any losses where death is caused by, contributed to by, or occurs as a result of suicide occurring within 12 months after:

- an Insured's initial Coverage Effective Date; and
- the date any increases or additional life insurance coverage becomes effective for an Insured;

are not covered.

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

#### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Definition of Disability for Waiver of Premium** provision in the **Waiver of Premium** section of the certificate is amended as follows:

Due to an Injury or Sickness, you are unable to perform the Material and Substantial Duties of any Gainful Occupation.

While you are Disabled you must be under the Regular and Appropriate Care of a Physician. The loss of professional or occupational licenses or certifications, by themselves, will not be considered a Disability.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium". In addition to non-payment of premium, if your coverage includes Accidental Death and/or Waiver of Premium and/or total disability benefit claims, each of those also replaces the reference to "fraud."

#### **For residents of Montana**

The **Conversion** provision for *Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Representation in Applications** provision in the **General Provisions** section of the certificate is amended as follows:

Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application signed by you, and a copy of the signed application has been provided to you, your beneficiary, or your authorized representative.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

#### **For residents of New Hampshire:**

The **Conversion** provision for *Limits on Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following:

Your Employer must notify you in Writing of your right to convert all or part of an Insured's life insurance coverage within 15 days after the group policy is cancelled or the policy is changed to end life insurance for the Eligible Group to which you belong.

If your Employer does not provide Written notice to you within those 15 days, the time allowed for you to exercise an Insured's right to convert will be extended for 15 days from the date you are notified.

The **Continuation of Your Coverage During Extended Absences** provision in the **End of Coverage** section of the certificate has been amended to include the following for *Strike, Lockout, Labor Dispute*:

*Strike, Lockout, Labor Dispute*

You will be covered up to the earliest of:

- the expiration of 6 months from the date you ceased Active Employment; or
- the date you accept employment with another Employer.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

If your certificate includes coverage for your Child to be continued past the age limit for Child coverage that would otherwise apply, the language specific to this coverage in the **Children or Child** definition in the **Glossary** section of the certificate is replaced as follows:

Coverage for your Child may be continued past the age limit for Child coverage that would otherwise apply if your Child is incapable of self-sustaining employment due to intellectual or physical incapacity prior to reaching the age limit for Child coverage that would otherwise apply and is dependent upon you for support and maintenance.

You must submit proof of the Child's incapacity and dependency to us within 31 days of the Child's birthday when the Child reaches the age limit for Child coverage that would otherwise apply or we will accept proof within 31 days of the Child's Coverage Eligibility Date that the Child was continuously covered under this or another similar group policy since the age limit for Child coverage that would otherwise apply. Ongoing proof of incapacity and dependency must be provided when requested by us, but not more frequently than once a year.

**For residents of North Carolina:**

The **Accelerated Benefit** provision for *Proof of Loss* in the **Life Details** section of the certificate is amended to read that Proof of Loss must be sent to us no later than 180 days after the date the claim is filed for an Accelerated Death Benefit.

The **Exclusions** provision in the **Accidental Death and Dismemberment Details | Exclusions** section for the "war or any act of war, whether declared or undeclared." exclusion is amended to include the statement: This exclusion will not apply if the Insured is a known service member at the time of enrollment.

The **Filing a Claim** provision for Step 3 - Proof of Loss in the **Claim Provisions** section of the certificate is amended to read that Proof of Loss must be sent to us no later than 180 days after the date of death or Covered Loss.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Regular and Appropriate Care** definition in the **Glossary** section of the certificate has been amended as follows:

Frequent or routinely scheduled care or treatment by a Physician whose specialty or experience is appropriate to effectively treat and manage the Insured's disability. Physical examinations and Telemedicine are acceptable forms of care or treatment if consistent with standard medical practice for the disabling condition.

We will not require the Insured to have frequent or routinely scheduled care or treatment by a Physician for their disability if such Regular and Appropriate Care is not required by standard medical practice or the Insured has reached their maximum recovery.

The **Portability Restrictions** provision under the **Portability Provisions** section is amended as follows:

You are not eligible to port coverage for you, your Spouse, and your Children if at the time of a Portability Event:

- you, your Spouse, or your Children were not insured under your Employer's policy;
- you or your Spouse has reached age 70; or

- your Child does not meet the definition of Children.

If we determine that you, your Spouse, or your Children were not eligible for Portability at the time portable coverage was applied for, the benefit will be adjusted to the amount of whole life coverage the premium would have purchased under the Conversion provision.

The **Portability Restrictions for your Spouse and Children** provision under the **Portability for your Spouse and/or Children in the Event of your Death, Divorce, or Annulment** section is amended as follows:

Your Spouse and/or Children are not eligible to port coverage if at the time of a Portability Event:

- your Spouse and/or your Children were not insured under your Employer's policy; or
- your Spouse has reached age 70; or
- your Child does not meet the definition of Children.

If we determine that your Spouse or your Children were not eligible for Portability at the time your Spouse or your Children applied for portable coverage, the benefit will be adjusted to the amount of whole life coverage the premium would have purchased under the Conversion provision.

#### **For residents of Ohio:**

The **Accelerated Death Benefit** provision for *Starting a Claim* under *Applying for an Accelerated Death Benefit* in the **Life Details** section of the certificate is amended to include the following:

After receiving notice of a claim, we will send a claim form to you or your authorized representative within 15 days from the date we receive the notice of a claim.

If you or your authorized representative do not receive a claim form from us within 15 days after we receive notice of a claim, a Written statement from you or your authorized representative providing the proof required under Proof of Loss will be deemed Proof of Loss.

The **Accelerated Death Benefit** provision for *Proof of Loss* in the **Life Details** section of the certificate is amended as follows:

Proof of Loss must be sent to us as soon as reasonably possible.

Proof of loss provided at your or your authorized representative's expense, must include, but not be limited to the following:

- satisfactory Written proof from the Insured's Physician certifying that the Insured is Terminally Ill; and
- the appropriate documentation of your Earnings.

If the Proof of Loss is not complete, we will request additional information.

The **Conversion** provision for *Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* has been added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

#### *Notice of Right to Convert*

Your Employer must provide notification of the Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not provide notification within those 15 days, the time allowed to exercise an Insured's Right to Convert will be extended for 15 days from the date notification is given.

In no event will the time allowed to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Conversion** provision for *Life Insurance Coverage that can be Converted* in the **Life Details - Other Features** section of the certificate is amended to make Conversion available for coverage which is being continued under another provision or rider.

A provision for **Continuation of Coverage for Total Disability** has been added to the **End of Coverage** section in the certificate as follows:

Provided premium is paid, coverage may be continued for up to six months from the date your Total Disability began, but not later than the earlier of:

- the date you are approved for continuation under any disability provision included in the policy; or
- the cancellation of your Employer's group policy.

The **Filing a Claim** provision for *Step 3 - Proof of Loss* in the **Claim Provisions** section of the certificate is amended as follows:

Proof of Loss should be sent to us within 90 days after the date of death or Covered Loss or as soon as reasonably possible.

Proof of Loss, provided at your expense, must establish the nature and extent of the disability, and include, but not be limited to the following:

- a certified copy of the death certificate or other lawful evidence providing equivalent information;
- the date of Covered Loss;
- the cause of death or Covered Loss;
- the name and address of any Hospital where treatment was received, including all attending Physicians; and
- appropriate documentation of your Earnings.

If the Proof of Loss is not complete, we may require you to submit additional information.

The **Payment of Benefits** provision in the **Claim Provisions** section of the certificate is amended to include the following statement:

Benefits for which we are liable will be paid immediately, or within two months after we receive Written Proof of Loss.

The **Representation in Applications** provision in the **General Provisions** section of the certificate is amended as follows:

Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application signed by you, and a copy of the signed application has been provided to you or your beneficiary.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

A **Complaint Process** provision has been added in the **General Provisions** section of the certificate as follows:

If we receive notice of a complaint by telephone call, we will respond with a return telephone call within 24 hours and send written correspondence to the complainant within 10 business days from receipt of the phone call. Upon written receipt of a complaint, we will respond in writing to the complainant within 10 business days from receipt of the complaint.

Unum Life Insurance Company of America  
Attn: Customer Relations  
2211 Congress Street  
Portland, ME 04122

800-321-3889 #2  
e-mail: [custrel@unum.com](mailto:custrel@unum.com)

In our written response, we address all issues stated in the complaint and include any necessary attachments such as a copy of the policy, a copy of the claim file, copies of all correspondence and any other pertinent documentation.

You also have the right to file a complaint with the Ohio Department of Insurance, Consumer Services Division, 50 West Town Street, Third Floor-Suite 300, Columbus, Ohio 43215, (614) 644-2673, toll free in Ohio 1-800-686-1526. Complaints may also be filed via the internet at <http://insurance.ohio.gov>.

The **Children or Child** definition in the **Glossary** section of the certificate always includes coverage for adopted Children.

A **Total Disability** definition is added to the **Glossary** section of the certificate as follows:

For purposes of the Continuation of Coverage for Total Disability provision, Total Disability means that due to an Injury or Sickness you are not working in any occupation.

While you are Disabled you must be under the Regular and Appropriate Care of a Physician. The loss of professional or occupational licenses or certifications, by themselves, will not be considered a Disability.

The following notice appears in the **State Requirements** section of the certificate as follows:

Holders of Certificates issued, delivered, or used in Ohio are entitled to all the protections afforded them under Ohio law, including without limitation, Title XXXIX of the Ohio Revised Code.

If you are an Ohio resident insured under a group policy issued to an employer outside of Ohio, the following provision on the face page of your certificate is removed: "If the provisions of this certificate conflict with the provisions of the policy, the provisions of the policy will govern."

References to the **End of Ported Coverage** provision in the **Portability** rider is amended to end ported coverage on the date the Employer's group policy is cancelled. In addition, this provision is amended to remove the last paragraph which provides that in the event the Employer's policy is terminated, insureds who have continued their coverage prior to the Employer's policy termination date will not be affected.

#### **For residents of Oregon:**

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

#### **For residents of South Carolina:**

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Continuation of Your Coverage During Extended Absences** provision for *Leave of Absence due to Injury or Sickness* in the End of Coverage section of the certificate is amended as follows:

Provided premium is paid, you will be covered up to the later of:

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- your retirement date; or
- 6 months from the date your absence begins.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

**For residents of Utah:**

*Proof of Loss* in the **Accelerated Death Benefit** provision in the **Life Details** section of the certificate has been amended to read:

Proof of Loss must be sent to us no later than 90 days after the date the claim is filed for an Accelerated Death Benefit. If it is not reasonably possible to provide Proof of Loss within this time period, it will not affect a Payable Claim if it is provided as soon as reasonably possible.

Proof of loss provided at your or your authorized representative's expense, must include, but not be limited to the following:

- satisfactory Written proof from the Insured's Physician certifying that the Insured is Terminally Ill; and
- the appropriate documentation of your financial records, including but not limited to, Earnings and income tax returns.

If the Proof of Loss is not complete, we will request additional information.

The **Exclusions** provision in the **Life Details | Exclusions and Limitations** section of the certificate is amended to include the following:

If suicide results within 24 months of the effective date of coverage any premium paid by the Insured will be returned to the beneficiary and any premium paid by the Employer will be returned to the Employer.

The **Conversion** provision *Right to Convert* in the **Life Details - Other Features** section of the certificate has been amended to read as follows for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

The **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section for the "committing or attempting to commit a felony" exclusion is changed to read as follows:

- voluntary commission of or attempting to commit a felony;

The **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section for the "being engaged in an illegal occupation" exclusion is changed to read as follows:

- voluntarily engaged in an illegal occupation;

The **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section for the "being engaged in an illegal activity" exclusion is changed to read as follows:

- voluntarily engaged in an illegal activity;

The **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section for the "being intoxicated" exclusion is changed to read as follows:

- being intoxicated at the time of the Accident while operating a vehicle or other device involved in the Accident in violation of a law. For purposes of this exclusion, "intoxicated" means the Insured's blood alcohol level met or exceeded the level that creates a legal presumption of intoxication under the laws of the jurisdiction in which the Accident occurred;

A provision for **Continuation of Coverage for Total Disability** has been added to the **End of Coverage** section of the certificate as follows:

Provided premium is paid, coverage may be continued for up to six months from the date your Total Disability began, but not later than the earlier of:

- the date you are approved for continuation under any disability provision included in the policy; or
- the cancellation of your Employer's group policy.

**Step 3 - Proof of Loss** in the **Filing a Claim** provision in the **Claim Provisions** section of the certificate has been amended to read as follows:

Proof of Loss must be sent to us no later than 90 days after the date of death or Covered Loss. If it is not reasonably possible to provide Proof of Loss within this time period, it will not affect a Payable Claim if it is provided as soon as reasonably possible.

Proof of Loss, provided at your or your authorized representative's expense, must include, but not be limited to the following:

- a certified copy of the death certificate or other lawful evidence providing equivalent information;
- the date of Covered Loss;
- the cause of death or Covered Loss;
- the name and address of any Hospital where treatment was received, including all attending Physicians; and
- documentation of your financial records, upon request and where appropriate, including but not limited to, Earnings and income tax returns.

If the Proof of Loss is not complete, we may require you to submit additional information.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Children** or **Child** definition in the **Glossary** section of the certificate is changed as follows:

Child coverage starts from the moment of birth and ends on the last day of the month in which they are no longer a Child.

Coverage for an adopted child starts from the moment of birth if placement for adoption occurs within 30 days of the Child's birth; or the date of placement if placement for adoption occurs 30 days or more after the Child's birth.

Coverage is provided for any other Child for whom you are required to provide coverage for by court or administrative order.

Coverage for a Child may continue past the last day of the month in which they are no longer a Child if that Child is incapable of self-sustaining employment due to a medically determinable physical or mental impairment. Proof of the Child's medically determinable physical or mental impairment and dependency must be provided within the time limit described in the Child definition of the certificate

The **Intoxicated** definition in the **Glossary** section of the certificate is removed in its entirety.

A definition for **Total Disability** has been added to the **Glossary** section of the certificate as follows:

For purposes of the Continuation of Coverage for Total Disability provision, Total Disability means that due to an Injury or Sickness you are not working in any occupation.

While you are Disabled you must be under the Regular and Appropriate Care of a Physician. The loss of professional or occupational licenses or certifications, by themselves, will not be considered a Disability.

**For residents of Vermont:**

The **Conversion** provision for *Right to Convert* in the **Life Details - Other Features** section of the certificate is amended to include the following additional Qualifying Events for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* has been added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

*Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Coma Benefit** provision in the **Accidental Death and Dismemberment Details** section of the certificate is amended to reflect that the Coma must begin within 365 from the date of the Accident.

In addition, the definition of Coma has been amended as follows:

For purposes of this benefit, Coma means a medical coma as certified by a licensed neurologist. A medically induced Coma does not meet the Benefit Description of a Coma.

The **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section is amended as follows:

- the "whether sane or not" reference in the suicide exclusion has been removed;
- the "being Intoxicated" exclusion has been removed in its entirety; and
- the "Mental or Nervous Disorders" exclusion has been removed in its entirety.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Fraud** provision in the **General Provisions** section of the certificate is amended to read as follows:

We want to make sure you and your Employer do not incur additional insurance costs as a result of the effects of insurance fraud. We promise to focus on all means necessary to support fraud detection, investigation, and prosecution.

A person who, with intent to defraud or knowing that they are facilitating a fraud against an insurer, submits an application, or files a claim containing a false or deceptive statement, may be proven guilty of fraud or may be found guilty of fraud.

We will pursue all appropriate legal remedies in the event of insurance fraud.

The **Accident** definition in the **Glossary** section of the certificate has been amended as follows:

An unintended or unforeseen bodily Injury sustained by an Insured, wholly independent of disease, bodily infirmity, illness, infection, or any other abnormal physical condition which occurs while coverage is in force under the policy.

The **Children or Child** definition in the **Glossary** section of the certificate always includes coverage for a Child who is incapable of self-sustaining employment due to permanent intellectual or physical incapacity.

The **Mental or Nervous Disorders** definition in the **Glossary** section of the certificate is removed in its entirety.

#### **For residents of Washington:**

If the provisions of the certificate conflict with the provisions of the policy, the provisions of the certificate will govern.

The definition of **Terminally Ill or Terminal Illness** in the **Accelerated Death Benefit** provision in the **Life Details** section of the certificate, is amended as follows:

For purposes of this benefit, Terminally Ill or Terminal Illness is a medical condition:

- from which an Insured is not expected to recover; and
- which is expected to result in the Insured's death within 24 months

The **Exclusions** provision in the **Life Details | Exclusions and Limitation** section of the certificate is removed in its entirety.

The *Right to Convert* in the **Conversion** provision in the **Life Details - Other Features** section of the certificate has been amended as follows for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* has been added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

#### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The "being Intoxicated" exclusion in the **Exclusions** provision of the **Accidental Death and Dismemberment Details | Exclusions** section has been removed in its entirety.

The **Continuation of Your Coverage During Extended Absences** provision in the **End of Coverage** section of the certificate has been amended to include the following:

#### *Strike, Lockout, Labor Dispute*

You will be covered up to the earliest of:

- the expiration of 6 months from the date you ceased Active Employment; or
- the date you accept employment with another Employer.

The last paragraph of the **Beneficiary Designation and Change** provision in the **Claim Provisions** section of the certificate has been amended as follows:

Also, at our option, we may pay the person or persons who, in our opinion, have incurred expenses for an Insured's last Sickness and death, an amount up to the lesser of:

- 10% of the Death Benefit for Life;
- 10% of the Accidental Death Benefit for AD&D; or
- \$1,000.

The provision **Representation in Applications** in the **General Provisions** section of the certificate has been amended as follows:

Any statements made by you will be considered a representation and not a warranty. Such statements will not be used to avoid insurance, reduce benefits, or deny a claim unless they are included in an application in Writing from you and a copy of the signed application has been provided to you, your beneficiary, or your authorized representative.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

The **Intoxicated** definition in the **Glossary** section of the certificate is removed in its entirety.

The **Description of Services** provision is amended as follows:

We have arranged to make available certain services to Employees who become insured with us, or their employers or membership organizations. These services may include:

- will preparation services;
- financial planning and estate planning services;
- probate and estate settlement services;
- grief counseling; or
- funeral planning and funeral services.

The services are in addition to the insurance coverage provided under the policy. Participation is voluntary.

These services may be offered by us directly or through third-party providers. Where the third-party providers offer these services, they - not us - are responsible and liable for the provision of them.

The Policyholder and covered Employees will be provided with complete details about available services and a telephone number to call with questions about the service.

#### **For residents of West Virginia:**

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Conversion** provision for *Limits on Right to Convert* in the **Life Details - Other Features** section of the certificate is amended as follows:

If your insurance ends because the group policy is cancelled or the policy is changed to end life insurance for the Eligible Group to which you belong, the following will apply:

You may convert a limited amount of life insurance coverage for an Insured, if the Insured has been covered under the Employer's group policy with us for at least three (3) years and the Employer's group policy has been in force for at least five (5) years.

The maximum amount you have the right to convert is the lesser of:

- \$10,000; or
- the Insured's life insurance coverage under this certificate less any amounts that become available under any other group life policy offered by the Employer within 31 days after the date the policy is cancelled.

#### **For residents of Wisconsin:**

The **Legal Actions** provision in the **Claim Provisions** section of the certificate is amended as follows:

If you or your authorized representative disagree with our decision, you or your authorized representative can start Legal Action regarding your claim 60 days after Proof of Loss has been given to us and up to six years from the latest of when:

- original Proof of Loss was first required to have been given to us;
  - your claim was denied; or
  - your benefits were terminated,
- unless applicable law requires us to afford a longer period within which to bring Legal Action.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to include nonpayment of premium in the last sentence of the first paragraph as follows:

However, in the event of fraud or non-payment of premiums, we can take legal or other action at any time as permitted by applicable law.

#### **For residents of Wyoming:**

The **Conversion** provision for Right to Convert in the **Life Details - Other Features** section of the certificate is amended as follows for your Spouse and your Children:

In addition, your Spouse may convert their life insurance coverage if it ends:

- due to your death; or
- because your Spouse no longer meets the definition of a Spouse.

In addition, your Children may convert their life insurance coverage if it ends:

- due to your death; or
- because your Children no longer meet the definition of Children.

A *Notice of Right to Convert* is added to the **Conversion** provision in the **Life Details - Other Features** section of the certificate as follows:

##### *Notice of Right to Convert*

Your Employer must notify you of your Right to Convert all or part of an Insured's life insurance coverage within 15 days from the end of the Conversion Application Period.

If your Employer does not notify you within those 15 days, the time allowed for you to exercise an Insured's Right to Convert will be extended for 15 days from the date you are notified.

In no event will the time allowed for you to exercise an Insured's Right to Convert be extended beyond 60 days from the end of the Conversion Application Period.

The **Conversion** provision for *Limits on Right to Convert* in the **Life Details - Other Features** section of the certificate has been amended to read as follows:

If your insurance ends because the group policy is cancelled or the policy is changed to end life insurance for the Eligible Group to which you belong, the following will apply:

You may convert a limited amount of life insurance coverage for an Insured, if the Insured has been covered under the Employer's group policy with us for at least three (3) years.

The maximum amount you have the right to convert is the lesser of:

- \$10,000; or
- the Insured's life insurance coverage under this certificate less any amounts that become available under any other group life policy offered by the Employer within 31 days after the date the policy is cancelled.

The **Payment of Benefits** provision in the **Claim Provisions** section of the certificate is amended to include the following statement:

Benefits for which we are liable will be paid within 45 days after we receive Proof of Loss and any additional supporting evidence. Any death benefits will include interest from the date of death up to the date of payment.

The **Beneficiary and Designation Change** provision in the **Claim Provisions** section of the certificate is amended as follows for benefits that are payable to your estate:

To the extent permitted by law, the amount payable to your estate will not be subject to any claims of any creditor or creditor's representative.

The **Contestability** provision in the **General Provisions** section of the certificate is amended to replace the reference to "fraud" in the last sentence of the first paragraph with "non-payment of premium".

## **Additional Plan Description Information**

If this policy provides benefits under a Plan which is subject to the Employee Retirement Income Security Act of 1974 (ERISA), the following provisions apply. Whether a Plan is governed by ERISA is determined by a court. Your Employer may have information related to ERISA applicability. If ERISA applies, the following items constitute the Plan: the additional information contained in this document, the policy, including your certificate of coverage, and any additional summary plan description (SPD) information provided by the Plan Administrator. Benefit determinations are controlled exclusively by the policy, your certificate of coverage, and the information in this document.

If there is a conflict between any SPD provided by your employer and the policy, the terms of the policy will control with the exception that the grant of discretionary authority in the SPD will always control with respect to the interpretation and administration of the policy and all benefit determinations made under the policy.

### **Claims Procedures**

#### **If a claim is based on death, a covered loss not based on disability, or for the Education Benefit** **If a claim is based on death, a covered loss, or for the Education Benefit**

In the event that your claim is denied, either in full or in part, Unum will notify you in writing within 90 days after your claim was filed. Under special circumstances, Unum is allowed an additional period of not more than 90 days (180 days in total) within which to notify you of its decision. If such an extension is required, you will receive a written notice from Unum indicating the reason for the delay and the date you may expect a final decision. Unum's notice of denial shall include:

- the specific reason or reasons for denial with reference to those Plan provisions on which the denial is based;
- a description of any additional material or information necessary to complete the claim and why that material or information is necessary; and
- a description of the Plan's procedures and applicable time limits for appealing the determination, including a statement of your right to bring a lawsuit under Section 502(a) of ERISA following an adverse determination from Unum on appeal.

Notice of the determination may be provided in written or electronic form. Electronic notices will be provided in a form that complies with any applicable legal requirements.

#### **If a claim is based on your disability**

Unum will give you notice of the decision no later than 45 days after the claim is filed. This time period may be extended twice by 30 days if Unum both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies you of the circumstances requiring the extension of time and the date by which Unum expects to render a decision. If such an extension is necessary due to your failure to submit the information necessary to decide the claim, the notice of extension will specifically describe the required information, and you will be afforded at least 45 days within which to provide the specified information. If you deliver the requested information within the time specified, any 30-day extension period will begin after you have provided that information. If you fail to deliver the requested information within the time specified, Unum may decide your claim without that information.

If your claim for benefits is wholly or partially denied, the notice of adverse benefit determination under the Plan will:

- state the specific reason(s) for the determination;
- reference specific Plan provision(s) on which the determination is based;
- provide you with an explanation of the basis for disagreeing or not following the views of:
  - 1) health care professionals who have treated you or vocational professionals who have evaluated you;
  - 2) the advice of medical or vocational professionals obtained on behalf of the plan; and
  - 3) any disability determination made by the Social Security Administration regarding you and presented to the plan by you;
- describe additional material or information necessary to complete the claim and why such information is necessary;
- describe Plan procedures and time limits for appealing the determination, and your right to obtain information about those procedures and the right to bring a lawsuit under Section 502(a) of ERISA following an adverse determination from Unum on appeal; and

- disclose any internal rule, guidelines, protocol or similar criteria relied on in making the adverse determination or state that such, etc. do not exist.

Any cancellation or discontinuance of your disability coverage that has a retroactive effect will be treated as an adverse benefit determination, except in the case of failure to timely pay required premiums or contributions toward the cost of coverage.

Notice of the determination may be provided in written or electronic form. Electronic notices will be provided in a form that complies with any applicable legal requirements.

If you live in a county with a significant population of non-English speaking persons the plan will provide, in those non-English languages, a statement of how to access oral and written language services in those languages.

## **Appeal Procedures**

### **If an appeal is based on death, a covered loss, or for the Education Benefit**

#### **If an appeal is based on death, a covered loss not based on disability, or for the Education Benefit**

If you or your authorized representative appeal a denied claim, it must be submitted within 60 days after you receive Unum's notice of denial. You have the right to:

- submit a request for review, in writing, to Unum;
- upon request and free of charge, reasonable access to and copies of, all relevant documents as defined by applicable U.S. Department of Labor regulations; and
- submit written comments, documents, records and other information relating to the claim to Unum.

Unum will make a full and fair review of the claim and all new information submitted whether or not presented or available at the initial determination, and may require additional documents as it deems necessary or desirable in making such a review. A final decision on the review shall be made not later than 60 days following receipt of the written request for review. If special circumstances require an extension of time for processing, you will be notified of the reasons for the extension and the date by which the Plan expects to make a decision. If an extension is required due to your failure to submit the information necessary to decide the claim, the notice of extension will specifically describe the necessary information and the date by which you need to provide it to us. The 60-day extension of the appeal review period will begin after you have provided that information.

The final decision on review shall be furnished in writing and shall include the reasons for the decision with reference, again, to those policy provisions upon which the final decision is based. It will also include a statement describing your access to documents and describing your right to bring a lawsuit under Section 502(a) of ERISA if you disagree with the determination.

Notice of the determination may be provided in written or electronic form. Electronic notices will be provided in a form that complies with any applicable legal requirements.

Unless there are special circumstances, this administrative appeal process must be completed before you begin any legal action regarding your claim.

### **If an appeal is based on your disability**

You have 180 days from the receipt of notice of an adverse benefit determination to file an appeal.

Requests for appeals should be sent to the address specified in the claim denial. A decision on review will be made not later than 45 days following receipt of the written request for review. If Unum determines that special circumstances require an extension of time for a decision on review, the review period may be extended by an additional 45 days (90 days in total). Unum will notify you in writing if an additional 45-day extension is needed.

If an extension is necessary due to your failure to submit the information necessary to decide the appeal, the notice of extension will specifically describe the required information, and you will be afforded at least 45 days to provide the specified information. If you deliver the requested information within the time specified, the 45-day extension of the appeal period will begin after you have provided that information. If you fail to deliver the requested information within the time specified, Unum may decide your appeal without that information.

You will have the opportunity to submit written comments, documents, or other information in support of your appeal. You will have access to all relevant documents as defined by applicable U.S. Department of Labor regulations. The review of the adverse benefit determination will take into account all new information, whether or not presented or available at the initial determination. No deference will be afforded to the initial determination.

The review will be conducted by Unum and will be made by a person different from the person who made the initial determination and such person will not be the original decision maker's subordinate. In the case of a claim denied on the grounds of a medical judgment, Unum will consult with a health professional with appropriate training and experience. The health care professional who is consulted on appeal will not be the individual who was consulted during the initial determination or a subordinate. If the advice of a medical or vocational expert was obtained by the Plan in connection with the denial of your claim, Unum will provide you with the names of each such expert, regardless of whether the advice was relied upon.

Prior to a final decision being made on an appeal, you will have the opportunity to review and respond to any new or additional rationale or evidence considered, relied upon, or generated by the plan in connection with your claim.

A notice that your request on appeal is denied will contain the following information:

- the specific reason(s) for the determination;
- a reference to the specific Plan provision(s) on which the determination is based;
- an explanation of the basis for disagreeing or not following the views of:
  - 1) health care professionals who have treated you or vocational professionals who have evaluated you;
  - 2) the advice of medical or vocational professionals obtained on behalf of the plan; and
  - 3) any disability determination made by the Social Security Administration regarding you and presented to the plan by you.
- a statement disclosing any internal rule, guidelines, protocol or similar criteria relied on in making the adverse determination or a statement that such rules, etc. do not exist;
- a statement describing your right to bring a lawsuit under Section 502(a) of ERISA if you disagree with the decision;
- the statement that you are entitled to receive upon request, and without charge, reasonable access to or copies of all documents, records or other information relevant to the determination;
- the statement that "You or your Plan may have other voluntary alternative dispute resolution options, such as mediation. One way to find out what may be available is to contact your local U.S. Department of Labor Office and your State insurance regulatory agency"; and
- you will be given notice of any applicable contractual limitation period that applies to your right to bring legal proceedings and the calendar date on which that period expires.

Notice of the determination may be provided in written or electronic form. Electronic notices will be provided in a form that complies with any applicable legal requirements.

Unless there are special circumstances, this administrative appeal process must be completed before you begin any legal action regarding your claim.

## **OTHER RIGHTS**

Unum for itself and as claims fiduciary for the Plan, is entitled to legal and equitable relief to enforce its right to recover any benefit overpayments caused by your receipt of disability earnings or deductible sources of income from a third party. This right of recovery is enforceable even if the amount you receive from the third party is less than the actual loss suffered by you but will not exceed the benefits paid you under the policy. Unum and the Plan have an equitable lien over such sources of income until any benefit overpayments have been recovered in full.

## **DISCRETIONARY ACTS**

The Plan grants to itself the discretionary authority to make all benefit determinations under the Plan.

The Plan, acting through the Plan Administrator, delegates to Unum Insurance Company ("Unum") and its parents and affiliates the discretionary authority to make all benefit determinations pursuant to Plan documents, which include insurance policies and other documents evidencing funding for benefits provided under the Plan. Unum may act directly or through its parents, employees and agents, or further delegate its authority through contracts, letters or other documentation or procedures to other affiliates or entities. Benefit determinations include determining eligibility for benefits and the amount of any benefits, resolving

factual disputes, and interpreting and applying Plan terms and conditions. Exercising discretionary authority requires that a benefit determination must be made on a principled and reasoned basis, consistent with a reasonable interpretation of the terms of the Plan or insurance policy, and supported by the facts and circumstances of each claim.

Once you are deemed to have exhausted your appeal rights under the Plan, you have the right to seek court review under Section 502(a) of ERISA of any benefit determinations with which you disagree. The court will determine the standard of review it will apply in evaluating those decisions.

# Privacy Notice

This Privacy Notice applies to Unum Group's United States insurance operations and is being provided on behalf of its affiliates listed below ("Unum" "we"), as required by the Gramm-Leach Bliley Act and state insurance laws. This Notice describes how we collect, share, and protect nonpublic personal information (NPI).

## COLLECTING INFORMATION

We collect NPI about our customers to provide them with insurance products and services, perform underwriting, provide stop loss coverage, and administer claims. The types of NPI we collect for these purposes may include telephone number, address, Social Security number, date of birth, occupation, income, and medical history, including treatment. We may receive NPI from your applications and forms, medical providers, other insurers, employers, insurance support organizations and service providers.

## SHARING INFORMATION

We share the types of NPI described above primarily with people who perform insurance, business and professional services for us, such as helping us perform underwriting, provide stop loss coverage, pay claims, detect fraud, and to provide reinsurance or auditing. We may share NPI with medical providers for insurance and treatment purposes and with insurance support organizations. The organizations may retain the NPI and disclose it to others for whom it performs services. In certain cases, we may share NPI with group policyholders for reporting and auditing purposes, with parties for a proposed or final sale of insurance business or for study purposes. We may also share NPI when otherwise required or permitted by law, such as sharing with governmental or other legal authorities. When legally necessary, we ask your permission before sharing NPI about you. Our practices apply to our former, current and future customers.

We do not share your health NPI to market any product or service. We also do not share any NPI to market non-financial products and services.

The law allows us to share NPI as described above (except health information) with affiliates to market financial products and services. The law does not allow you to restrict these disclosures. We may also share with companies that help us market our insurance products and services, such as vendors that provide mailing services to us. We may share with other financial institutions to jointly market financial products and services. When required by law, we ask your permission before we share NPI for marketing purposes.

When other companies help us conduct business, we expect them to follow applicable privacy laws. We do not authorize them to use or share NPI except when necessary to conduct the work they are performing for us or to meet regulatory or other governmental requirements.

Unum companies, including insurers and insurance service providers, may share NPI about you with each other. The NPI might not be directly related to our transaction or experience with you. It may include financial or other personal information such as employment history. Consistent with the Fair Credit Reporting Act, we ask your permission before sharing NPI that is not directly related to our transaction or experience with you.

## SAFEGUARDING INFORMATION

We have physical, electronic and procedural safeguards that protect the confidentiality and security of NPI. We give access only to employees who need to know the NPI to provide insurance products or services to you.

## ACCESS TO INFORMATION

You may request access to certain NPI we collect to provide you with insurance products and services. You must make your request in writing, providing your full name, address, telephone number and policy number, to the address below. We will reply within 30 business days of receipt. If you request, we will send copies of the NPI to you or make available to you at our office. If the NPI includes health information, we may provide the health information to you through a health care provider you designate. We will also send you information related to disclosures. We may charge a reasonable fee to cover our copying costs.

This section applies to NPI we collect to provide you with coverage. It does not apply to NPI we collect in anticipation of a claim or civil or criminal proceeding.

## CORRECTION OF INFORMATION

If you believe the NPI we have about you is incorrect, please write to us and include your full name, address, telephone number and policy number if we have issued a policy, and the reason you believe the NPI is inaccurate. We will reply within 30 business days of receipt. If we agree with you, we will correct the NPI and

notify you and insurance support organizations that may have received NPI from us in the preceding 7 years. We will also, if you ask, notify any person who may have received the incorrect NPI from us in the past 2 years.

If we disagree with you, we will tell you we are not going to make the correction and the reason(s) for our refusal. We will also tell you that you may submit a statement to us. Your statement should include the NPI you believe is correct and the reason(s) why you disagree with our decision not to correct the NPI in our files. We will file your statement with the disputed NPI to be accessible. We will include your statement any time the disputed NPI is reviewed or disclosed. We will also give the statement to insurance support organizations that gave us NPI and to any person designated by you, if we disclosed the disputed NPI to that person in the past two years.

### **COVERAGE DECISIONS**

If we decide not to issue coverage to you, we will provide you with the specific reason(s) for our decision. We will also tell you how to access and correct certain NPI. You may submit a written request for the reason(s) for our decision within 90 business days of our decision. We will reply within 21 business days of receipt with the specific reasons, if not initially furnished, and specific items of information that supported our decision.

### **CONTACTING US**

For additional information about Unum's commitment to privacy and to view a copy of our HIPAA Privacy Notice, please visit: [unum.com/privacy](http://unum.com/privacy) or [coloniallife.com](http://coloniallife.com). You may also write to: Privacy Officer, Unum, 2211 Congress Street, B267, Portland, Maine 04122 or at [Privacy@unum.com](mailto:Privacy@unum.com).

We reserve the right to modify this notice. We will provide you with a new notice if we make material changes to our privacy practices.

Unum is providing this notice to you on behalf of the following insuring companies: Unum Life Insurance Company of America, Unum Insurance Company, First Unum Life Insurance Company, Provident Life and Accident Insurance Company, Provident Life and Casualty Insurance Company, Colonial Life & Accident Insurance Company, The Paul Revere Life Insurance Company and Starmount Life Insurance Company.

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[unum.com](http://unum.com)

MK-1883 (06-2020)

## How you're protected if your life or health insurance company fails

The Texas Life and Health Insurance Guaranty Association protects you by paying your covered claims if your life or health insurance company is insolvent (can't pay its debts)

**This notice summarizes your protections.**

The Association will pay your claims, with some exceptions required by law, if your company is licensed in Texas and a court has declared it insolvent. You must live in Texas when your company fails. If you don't live in Texas, you may still have some protections.

**For each insolvent company, the Association will pay a person's claims only up to these dollar limits set by law:**

- **Accident, accident and health, or health insurance (including HMOs):**
  - Up to \$500,000 for health benefit plans, with some exceptions.
  - Up to \$300,000 for disability income benefits.
  - Up to \$300,000 for long-term care insurance benefits.
  - Up to \$200,000 for all other types of health insurance.
- **Life insurance:**
  - Up to \$100,000 in net cash surrender or withdrawal value.
  - Up to \$300,000 in death benefits.
- **Individual annuities:** Up to \$250,000 in the present value of benefits, including cash surrender and net cash withdrawal values.
- **Other policy types:** Limits for group policies, retirement plans and structured settlement annuities are in Chapter 463 of the Texas Insurance Code.
- **Individual aggregate limit:** Up to \$300,000 per person, regardless of the number of policies or contracts. A limit of \$500,000 may apply for people with health benefit plans.
- **Parts of some policies might not be protected:** For example, there is no protection for parts of a policy or contract that the insurance company doesn't guarantee, such as some additions to the value of variable life or annuity policies.

To learn more about the Association and your protections, contact:

**Texas Life and Health Insurance Guaranty Association**  
515 Congress Avenue, Suite 1875  
Austin, TX 78701  
1-800-982-6362 or [www.txlifega.org](http://www.txlifega.org)

For questions about insurance, contact:

**Texas Department of Insurance**  
P.O. Box 149104  
Austin, TX 78714-9104  
1-800-252-3439 or [www.tdi.texas.gov](http://www.tdi.texas.gov)

**Note:** You're receiving this notice because Texas law requires your insurance company to send you a summary of your protections under the Texas Life and Health Insurance Guaranty Association Act (Insurance Code, Chapter 463). These protections apply to insolvencies that occur on or after September 1, 2019. **There may be other exceptions that aren't included in this notice.** When choosing an insurance company, you should not rely on the Association's coverage. Texas law prohibits companies and agents from using the Association as an inducement to buy insurance or HMO coverage.

Chapter 463 controls if there are differences between the law and this summary.