
Producer Code of Conduct

At Clements, we value our reputation, and to ensure the highest quality of service to our customers and partners, we have adopted this Producer Code of Conduct.

1. Clements' producers may not utilize or engage any sub-producer or referral source without prior approval from Clements. All sub-producers or referral sources must be properly licensed and in good standing with the appropriate regulatory authorities.
2. Clements' producers or anyone associated with the producer may not generate any client ID numbers, policy number or other policy documents without express permission on a case-by-case basis from Clements.
3. Payment for any policies produced must be received by Clements within ten (10) days of the submission of the application.
4. All wire transfers must be accompanied contemporaneously by a separate email containing the identifying details of the wire including insured's name, the amount of the wire, and the effective date of the underlying policy.
5. The producer designated and authorized to conduct and handle specified insurance business on behalf of the policyholder must provide a signed Broker of Record form to allow a change of the current broker status.
6. Broker of Record changes should occur only when specifically requested by the customer, and should not be offered as an option without a specific and documented expression of the customer's insistence to affect such a change.
7. Violations of this Code of Conduct have an adverse effect on our business and our customers, and will be grounds for a termination of a producer's relationship with Clements.

202.872.0060 or
800.872.0067
202.466.9064 fax
info@clements.com
1660 L Street, NW
9th Floor
Washington, DC
20036