

Policy Wording

Commercial Combined

Please read this document carefully. Should you have any questions, please contact your insurance agent.



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Introduction

Thank you for choosing Arch Insurance to be Your insurance provider. Please read this Policy, the Schedule and any Endorsements in conjunction with the Statement of Fact carefully. Make sure the cover provided meets Your requirements and that the details shown on the Schedule and Statement of Fact are correct. We are keen to work in partnership with You and avoid any misunderstandings.

The documents have been prepared in accordance with Your instructions. Your premium has been based on the information shown in the Schedule and recorded in Your Statement of Fact.

Immediate notice should be given to Us of any changes which may affect the insurance provided by this Policy.

Alterations in the cover required after the issue of the Policy will be confirmed by a separate Endorsement and/or Schedule and/or Statement of Fact which You should file with Your Policy. You should refer to the Schedule and Statement of Fact and Endorsement(s) and the Policy to ascertain precise details of cover currently in force.

If You have any questions about any of Your insurance documents, or You require a hard copy of the Policy documents, please contact Your insurance agent. This insurance is written in English and all communications about it will be in English. Unless We have agreed otherwise with You, this insurance is governed by English law.

Our Promise to You

Our goal is to provide excellent service to all Our customers but we recognise that sometimes things may go wrong. We take complaints seriously and aim to resolve all of Our customers problems promptly.

In the first Period of Insurance, You may cancel the Your Policy within 14 days of receiving Your policy documents if You are dissatisfied for any reason or the Policy does not meet Your requirements. We will return part of the premium proportionate to the unexpired Period of Insurance provided that no claims have been paid or are outstanding.

If You wish to cancel at any other time, please refer to General Conditions – Cancellation.

Making a Claim

To report or make a claim follow the instructions provided in the General Conditions – Claims Procedure

If You need additional assistance, please contact Your insurance agent

TO MAKE A LEGAL EXPENSES CLAIM

This section is provided by DAS Legal Expenses Insurance Company Limited (DAS).

Important information: Please do not ask for help from a lawyer, accountant or anyone else before DAS have agreed that You should do so. If You do, they will not pay the costs involved even if they accept the claim.

Report Your claim: Call DAS on 0370 755 3111, available 24 hours a day, 7 days a week. Have Your DAS policy number TS5/4077177 ready and You'll be asked about Your claim.

DAS will assess the claim to ensure it is covered by Your policy, and, if it is, will send it to a lawyer who specialises in that type of claim. The lawyer will assess Your case and tell You how likely it is that You will win. If You are more likely than not to win, the lawyer will manage the case from start to finish.

Please note this is an overview of the claims process for guidance purposes only. DAS' claims handlers can answer any questions You may have when they receive Your claim.

Alternatively You can visit www.das.co.uk/legal-protection/how-to-claim.

TO MAKE A MANAGEMENT LIABILITY CLAIM

For policyholders who have elected to purchase the Management Liability Section, You should email full details of the claim or circumstance along with Your Arch policy number to

smedo@archinsurance.co.uk

or call

020 7621 4500.

ALL OTHER CLAIMS

To register a claim under any other Section You should email full details of the claim including Your Arch policy number to

commercial.claims@archinsurance.co.uk

or call

0345 258 3880.

Risk Management Tools

As well as insurance, We believe in helping Our customers to manage the risks they face by offering practical solutions. That's why We automatically include either Arch Risk Management or Arch Business Protection benefits with Your Policy. Your Schedule will show which level of risk management assistance applies.

Arch Risk Management (applicable if shown as selected on Your Schedule)

Arch Risk Management is a simple to use, online system to help business professionals in the management and control of Health & Safety, Human Resource, Business Continuity and Driving at Work. This service provides access to a comprehensive library of specimen documents, templates and self-assessments, including an 'ask the expert' helpline service. As a business owner You will be able to:

- Ensure Your business is up to date and compliant with current industry specific legislation to protect You and Your employees when the inspector calls
- Protect Your company and directors from prosecution under 'The Corporate Manslaughter and Homicide Act'
- Keep abreast on legislative changes and matters important to Your business via Our regular news alerts and updates

You have access to a range of online risk management services, designed to assist businesses to effectively manage workplace safety and staff employment.

Features include:

- Business Continuity
- Health & Safety Management
- Human Resources Support
- E-Learning

To activate Your Risk Management Services visit www.archriskmanagement.co.uk and follow the login instructions provided. Alternatively You can email Us with Your policy number riskmanagementservices@archriskmanagement.co.uk or call Us on 01268 795757.

E-learning

This is a web-based, health and safety training system that enables both large and small companies to fulfil their safety training requirements online with greater ease. This diverse system can be accessed securely at any time by Your chosen employees as well as Your administrator who has full control over the running of Your account online.

Course subjects include

Health & Safety Management	Slips, Trips and Falls	Working at Height
Manual Handling	Accident Reporting	Electricity
Risk Assessment	Asbestos Management	Noise
Confined Spaces	Fire Safety	Transport
Chemical Safety (CoSHH)	First Aid	Health & Safety Law

Each training session lasts between 25 – 45 minutes and includes multiple choice self-tests at the end of each training module. The answers to these questions are recorded. The administrator will have full access to the training record of each trainee at their fingertips. The user will get a certificate certifying their competence when they successfully pass the test.

All the courses are fully accredited by leading industry experts like RoSPA, CIPD and NOS (National Occupational Standards) which governs NVQ qualification. Qualifying candidates will be able to claim credits against their NVQ qualifications that they are pursuing.

Arch Business Protection (ABP) (applicable if shown as Selected on Your Schedule)

Arch Business Protection (ABP) is a combination of an online management system, onsite risk consultancy and unlimited remote support by phone, email or webinar.

Our ABP team will help clients understand which parts of the ABP system can meet their needs and how best to implement it. Support includes:

- Setting the tailored online system to reflect the policyholder's business structure.
- Setting up employee training.
- Instruction on starting the risk management process.
- Instruction on using management reporting.
- Creating risk alerts.
- Uploading risk assessments and other controls.
- Webinar tutorials to set the Policyholder up on the system

Arch Business Protections services can be accessed from Our website www.archbusinessprotection.co.uk

Health and Safety Management System

Our ABP Health and Safety Management System is purpose built to support the day-to-day operation of health and safety in Your Business from writing the policy developing and maintaining Your risk assessments and control measures to managing training inspections and safety sampling.

Action planning and self-audit	Accident reporting
Risk assessments	Safe systems of work
Training management	Permits to work
Health and safety policy builder	Management of personal protective equipment
Information library	Health and safety reporting
Checklists	Multi-site functionality
Training management	

All of these services can be accessed via Our dedicated Risk Management website www.archbusinessprotection.co.uk

Business Continuity Management System

For many businesses, having a business continuity plan is a commercial requirement driven by customers and supply chains. In the event of a major loss a business continuity plan can significantly increase the Business's chances of survival, allowing it to retain hard-won customers its brand and reputation.

A Business Continuity Management System helps You develop all the elements of a robust business continuity plan that isn't just about responding when an Incident occurs, but also to minimise the likelihood of it happening in the first place. It also helps You maintain and develop Your Business continuity arrangements to meet the needs of the Business.

For many, the business continuity process can prove challenging, so We provide access via a Help Desk to Business Continuity Consultants who can help simplify the process

- | | |
|--------------------------------------|-----------------------------|
| ▪ Incident Response Planning | ▪ Asset & Resource database |
| ▪ Communication Plans | ▪ Monitoring and Testing |
| ▪ Managing People | ▪ Management Alerts |
| ▪ Continuity & Recovery | ▪ Knowledge Centre |
| ▪ Uploading key Recovery Information | ▪ Multi-plan/users |

E-Learning

E-Learning provides a highly cost-effective means of delivering consistent and interactive training to Your workforce.

- Free access to 14 ROSPA approved health and safety topics including fire safety manual handling slips trips and falls driving display screen equipment
- Each course takes no more than 45 minutes and includes a self-test self-checklist and certificate
- On-hand remote support from the Help Desk team, who will help set up training plans and Employee access.
- E-Learning can be deployed across the Business quickly and efficiently.
- Reporting tools simplify the management of training allowing chase-ups and reminders to be sent directly from the system to Employees and their managers. The self-checklist enables issues that the Employee is experiencing to be identified and actioned.

Onsite consultancy

We develop and deliver tailored solutions using Our management systems and consultancy as either one off projects or as a rolling engagement. We can supplement Your existing risk management regimes or provide You with external expertise.

There will be an additional charge for this service. You can talk through Your requirements call Us on

0800 012 2288 or info@bcarm.co.uk

Legal Helplines and Tools

Under the Legal Expenses section, Your Policy includes access to the following helplines and online tools from DAS Legal Expenses Insurance Company Limited (DAS). The legal advice service is provided by DAS Law Limited and/or a Preferred Law Firm on behalf of DAS.

You can contact DAS' UK-based call centre 24 hours a day, seven days a week during the Period of Insurance. However, they may need to arrange to call You back, depending on the enquiry. To help DAS check and improve their service standards, they may record all calls. When phoning, please quote Your DAS policy number TS5/4077177.

DAS will not accept responsibility if the helpline services are unavailable for reasons they cannot control.

Legal Advice Helpline

0370 755 3111

Advice can be provided on any commercial legal problem affecting Your Business under the laws of the United Kingdom of Great Britain and Northern Ireland, any European Union country, the Isle of Man, the Channel Islands, Switzerland and Norway.

Wherever possible, the Legal Advice helpline aims to provide immediate advice from a qualified legal adviser. However, if this is not possible, they will arrange to call You back at a time to suit You.

Advice on the laws of England and Wales can be provided 24 hours a day, 365 days a year. Beyond this jurisdiction, or for very specialist legal matters, DAS will refer You to one of their specialist advisers.

Specialist advice is provided 9am-5pm, Monday to Friday, excluding public and bank holidays. If calls are received outside of these times, DAS will arrange to call You back.

Tax Advice Helpline

0370 755 3111

Advice can be provided on any tax matters affecting the Business, under UK law.

This service is provided 9am-5pm, Monday to Friday, excluding public and bank holidays. If calls are made outside these times, DAS will arrange to call You back.

Counselling Helpline

0117 934 2121

DAS will provide the Insured Person (and any members of their immediate family who permanently live with them) with a confidential counselling service over the phone if they are aged 18 or over (or aged between 16 and 18 and in full-time employment). This includes, where appropriate, onward referral to relevant voluntary and/or professional services. Any costs arising from the use of these referral services will not be paid by DAS.

The counselling service helpline is open 24 hours a day, seven days a week.

Identity Theft Helpline

0344 848 7071

If Your directors or their spouses/civil partners are resident in the UK or the Channel Islands, DAS will provide them with detailed guidance and advice over the phone about being or becoming a victim of identity theft.

This helpline is open 8am-8pm, seven days a week.

Employment Manual

Visit www.dasinsurance.co.uk/employment-manual

The DAS Employment Manual offers comprehensive, up to date guidance on employment law. To view it, please visit www.dasinsurance.co.uk/employment-manual

If You'd like notifications of when updates are made to the Employment Manual, please email DAS at employmentmanual@das.co.uk quoting Your DAS policy number TS5/4077177.

DASbusinesslaw

Visit www.dasbusinesslaw.co.uk

Visit www.dasbusinesslaw.co.uk to access the free online law guide and download legal documents to help Your Business. Developed by solicitors and tailored by You using DAS' smart document builders, You can create ready-to-sign contracts, agreements and letters in minutes.

Register using the voucher code DASBARC100 to gain access to a range of free documents.

How to Complain

If You have an enquiry about Your Policy, please contact Your insurance agent who arranged the Policy for You.

If You have a complaint arising from Your Policy please contact:

Complaints Manager
Arch Insurance (UK) Limited
5th Floor
Plantation Place South
60 Great Tower Street
London EC3R 5AZ

complaints@archinsurance.co.uk

For complaints relating to the Legal Expenses Section, including complaints relating to the helplines and online tools, please contact

Customer Relations Department
DAS Legal Expenses Insurance Company Limited
DAS House
Quay Side
Temple Back
Bristol
BS1 6NH

customerrelations@das.co.uk

0344 893 9013

Or complete an online complaint form at www.das.co.uk/about-das/complaints

If We have not resolved Your complaint within eight weeks or You are not satisfied with Our response, You may be able to refer it to the Financial Ombudsman Service. You must do this within six months of receiving Our final response letter. Contact details for the Financial Ombudsman Service are:

Financial Ombudsman Service
Exchange Tower
London E14 9SR

www.financial-ombudsman.org.uk

Telephone: 0800 023 4567/ 0300 123 9 123

Fax: 020 7964 1001

Email: complaint.info@financial-ombudsman.org.uk

Following the complaints procedure does not affect Your rights to take legal action.

Financial Services Compensation Scheme

Arch Insurance (UK) Limited and the insurers of this policy are covered by the Financial Services Compensation Scheme (FSCS).

If We are unable to meet Our obligations, You may be entitled to compensation from the scheme, depending on the type of insurance and the circumstances of the claim.

Further information is available from the FSCS at www.fscs.org.uk

Important Information

The Employers Liability (Compulsory Insurance) Regulations 1998 lay down certain obligations for employers and in particular You should be aware of the following.

Display of Certificates

We will provide You with a Certificate of Employers Liability Insurance and this will state clearly the companies covered by it. You must display either an original copy or make available a copy of the Certificate of Employers Liability Insurance in an electronic format at each Business Premises where Your Employees can see it easily.

Retention of Certificates

The Employers' Liability (Compulsory Insurance Amendment) Regulations 2008 remove the requirement for You to retain copies of Certificates of Employers Liability Insurance that have expired for at least 40 years. However it is still good business practice to retain the certificates because certain claims eg disease could be made many years after the disease is caused and if Your insurer can not be identified, You could be liable for any payments.

Fair Processing Notices

Arch Fair Processing Notice

The privacy and security of Your information is important to us. This notice explains who We are, the types of information We hold, how We use it, who We share it with and how long We keep it. It also informs You of certain rights You have regarding Your personal information under current data protection law. The terms used in this Fair Processing Notice relate to the Information Commissioner's Office guidance.

Who are We?

Arch Insurance (UK) Limited which is part of the Arch Insurance group ("Arch"). Arch is the Data Controller of the information You provide us and is registered with the Information Commissioner's Office for the products and services We provide to You.

You can contact us for general data protection queries by email to DPO@archinsurance.co.uk or in writing to Compliance Team, 5th Floor Plantation Place South, 60 Great Tower Street, London EC3R 5AZ. Please advise us of as much detail as possible to comply with Your request.

What information do We collect?

We will collect personal information which may include Your name, telephone number, email address, postal address, occupation, date of birth, additional details of risks related to Your enquiry or product and payment details (including bank account number and sort code) which We need to offer and provide the service or product or deal with a claim.

We may need to request and collect sensitive personal information such as details of convictions or medical history that are necessary for providing You with the product, service or for processing a claim.

We only collect and process sensitive personal data where it is critical for the delivery of a product or service and without which the product or service cannot be provided. We will therefore not seek explicit consent to process this information as the processing is legitimised by its criticality to the service provision. If You object to use of this information then We will be unable to offer You the product or service requested.

How do We use Your personal information?

We will use Your personal information to

- assess and provide the products or services that You have requested
- communicate with You
- develop new products and services
- undertake statistical analysis

We may also take the opportunity to

- contact You about products that are closely related to those You already hold with us
- provide additional assistance or tips about these products or services
- notify You of important functionality changes to Our websites

We make outbound phone calls for a variety of reasons relating to many of Our products or services (for example, to update You on the progress of a claim or to discuss renewal of Your insurance contract). We are fully committed to the regulations set out by Ofcom and follow strict processes to ensure We comply with them.

To ensure confidentiality and security of the information We hold, We may need to request personal information and ask security questions to satisfy ourselves that You are who You say You are.

We may aggregate information and statistics on website usage or for developing new and existing products and services, and We may also provide this information to third parties. These statistics will not include information that can be used to identify any individual.

Securing Your personal information

We follow strict security procedures in the storage and disclosure of Your personal information in line with industry practices, including storage in electronic and paper formats.

We store all the information You provide to us, including information provided via forms You may complete on Our websites, and information which We may collect from Your browsing (such as clicks and page views on Our websites).

Any new information You provide us may be used to update an existing record We hold for You.

When do We share Your information?

To help us prevent financial crime, Your details may be submitted to fraud prevention agencies and other organisations where Your records may be searched, including the Claims and Underwriting Exchange (CUE) and the Motor Insurers Anti-Fraud and Theft Register (MIAFTR).

In addition to companies within the Arch Insurance group, third parties (for example insurers or loss adjusters) deliver some of Our products or provide all or part of the service requested by You. In these instances, while the information You provide will be disclosed to these companies, it will only be used for the provision and administration of the service provided (for example verification of any quote given to You or claims processing, underwriting and pricing purposes or to maintain management information for analysis).

This may also include conducting a search with a credit reference bureau or contacting other firms involved in financial management regarding payment.

The data We collect about You may be transferred to, and stored at, a destination outside of the European Economic Area ("EEA"). It may also be processed by staff operating outside of the EEA who work for us or for one of Our suppliers. Such staff may be engaged in, amongst other things, the provision of information You have requested.

If We provide information to a third party We will require it and any of its agents and/or suppliers to take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this fair processing notice.

We may of course be obliged by law to pass on Your information to the police or other law enforcement body, statutory or regulatory authority including but not limited to the Employer's Liability Tracing Office (ELTO) and the Motor Insurance Bureau (MIB).

We may also share Your information with anyone You have authorised to deal with us on Your behalf.

How long do We keep Your information for?

We will not keep Your personal information longer than is necessary for the purpose for which it was provided unless We are required by law or have other legitimate reasons to keep it for longer (for example if necessary for any legal proceedings).

We will normally keep information for no more than 6 years after termination or cancellation of a product, contract or service We provide. In certain cases, We will keep Your information for longer, particularly where a product includes liability insurances or types of insurance for which a claim could potentially be made by You or a third party at a future date, even after Your contract with us has ended.

Your rights

Under data protection law You have the right to change or withdraw Your consent and to request details of any personal data that We hold about You.

Where We have no legitimate reason to continue to hold Your information, You have the right to be forgotten.

We may use automated decision making in processing Your personal information for some services and products. You can request a manual review of the accuracy of an automated decision that You are unhappy with.

Further details of Your rights can be obtained by visiting Our long form notice at www.archcapgroup.com/Privacy-and-Data-Protection-Policy

DAS' Fair Processing Notice

In addition to any other data processing notice provided in relation to this Policy, data under this Policy will be processed by DAS, who are committed to processing personal information fairly and transparently. This section is designed to provide a brief understanding of how DAS collect and use this information.

DAS may collect personal details, including name, address, date of birth, email address and, on occasion, dependent on the type of cover in place, sensitive information such as medical records. This is for the purpose of managing the products and services in place, and this may include underwriting, claims handling

and providing legal advice. DAS will only obtain personal information either directly from You, the third party dealing with Your claim or from the authorised partner who sold this Policy.

Who DAS are

DAS is part of DAS Legal Expenses Insurance Company Limited which is part of DAS UK Holdings Limited (DAS UK Group). The uses of personal data by DAS and members of the DAS UK Group are covered by their individual company registrations with the Information Commissioner's Office. DAS has a Data Protection Officer who can be contacted at dataprotection@das.co.uk.

How DAS will use Your information

DAS may need to send personal information to other parties, such as lawyers or other experts, the court, insurance intermediaries, insurance companies, appointed service providers, specialist agencies or other members of the DAS UK Group, so they may contact You for Your feedback. If the Policy includes legal advice, DAS may have to send the personal information outside of the European Economic Area (EEA) in order to give legal advice on non-European Union law. Dependent on the type of cover in place, the personal information may also be sent outside the EEA so the service provider can administer the claim.

DAS will take all steps reasonably necessary to ensure the personal data is treated securely and in accordance with this Privacy Notice. Any transfer outside of the EEA will be encrypted using SSL technology.

DAS will not disclose the personal data to any other person or organisation unless they are required to by their legal and regulatory obligations. For example, DAS may use and share the personal data with other organisations and public bodies, including the police and anti-fraud organisations, for the prevention and detection of crime, including fraud and financial sanctions. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by writing to, or telephoning DAS. A copy is also accessible and can be downloaded via DAS' website.

What is DAS' legal basis for processing Your information?

It is necessary for DAS to use the personal information to perform their obligations in accordance with any contract that they may have with the person taking out this Policy. It is also in their legitimate interest to use the personal information for the provision of services in relation to any contract that they may have with the person taking out this Policy.

How long will Your information be held for?

DAS will retain personal data for 7 years. DAS will only retain and use personal data thereafter as necessary to comply with their legal obligations, resolve disputes, and enforce their agreements. If You no longer want DAS to use the personal data, please contact them at dataprotection@das.co.uk.

What are Your rights?

The following rights are available in relation to the handling of personal data:

- the right to access personal data held
- the right to have inaccuracies corrected for personal data held
- the right to have personal data held erased
- the right to object to direct marketing being conducted based upon personal data held
- the right to restrict the processing for personal data held, including automated decision-making
- the right to data portability for personal data held

Any requests, questions or objections should be made in writing to the Data Protection Officer:-

Data Protection Officer
DAS Legal Expenses Insurance Company Limited
DAS House
Quay Side
Temple Back
Bristol
BS1 6NH

Or via email: dataprotection@das.co.uk

How to make a complaint

If there is any dissatisfaction with the way in which personal data has been processed, the Data Protection Officer can be contacted in the first instance using the details above.

If You remain dissatisfied, the Information Commissioner's Office can be approached directly for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

The Contract of Insurance and the Underwriters

This Policy is underwritten by Arch Insurance (UK) Limited and certain other insurers (hereinafter called the 'Underwriters').

In consideration of payment of the premium the liability of an Underwriter under this contract is several and not joint with other insurers party to this contract, to indemnify You within the limits terms conditions and exceptions of this Policy against the events set out in the sections operative and occurring in connection with the Business during the Period of Insurance, and any subsequent period for which You pay and the Underwriter agrees to accept a premium

IMPORTANT

This Policy is a legal contract between You and Us and designed to be as easy to understand as possible. You must make a fair presentation of the risk to Us at inception, renewal and variation of the Policy.

The Policy Wording, Your Schedule and any Endorsements shall be considered one legal document.

It is important that You read all Your documents carefully and let Your insurance agent know immediately if the insurance does not meet Your requirements or if any information is inaccurate or incomplete. If any changes are required this may result in changes to the terms and conditions of the Policy or a refusal to provide cover

Your obligations under the Policy

The Policy imposes certain obligations upon You which if not complied with may invalidate this insurance or a claim.

Some of these obligations are expressed to be Conditions, General Conditions or Conditions Precedent. These are extremely important. If You are in breach of any of these obligations at the time of a loss We will have no obligation to indemnify You in relation to any claim for that loss. However, if a Condition, General Condition or Condition Precedent is intended to reduce the risk of a loss of a particular kind at a particular location or at a particular time, We will not rely on the breach of that Condition, General Condition or Condition Precedent to exclude limit or discharge Our liability if the breach could not have increased the risk of the loss which actually occurred, in the circumstances in which it occurred

Steps to be taken if You cannot comply

If You are unable to comply with any Condition, General Condition or Condition Precedent, You should contact Us as soon as reasonably possible through Your insurance agent. We will decide whether We might be prepared to agree a variation in the Policy.

All Conditions, General Conditions or Conditions Precedent remain effective unless You receive written confirmation of a variation from Us through Your insurance agent.

You should keep a written record (including copies of letters) of any information You give Us or Your insurance agent at inception renewal or making variation to this Policy.

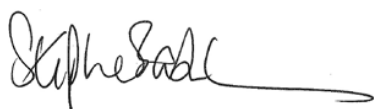
An Underwriter is not jointly liable for any liability of any other Underwriter that may underwrite this contract.

Although reference is made at various points in this clause to "this contract" in the singular, where circumstances so require this should be read as a reference to contracts in the plural.

Each Underwriter is only liable in respect of the cover or engineering inspection service provided under the Section(s) of this Policy shown against them below and not any other section.

Legal Expenses Section	<p>DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol, BS1 6NH. Registered in England and Wales, company number 103274, website www.das.co.uk</p> <p>DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority</p> <p>The legal advice service is provided by DAS Law Limited and/or a preferred law firm on behalf of DAS</p> <p>DAS Law Limited, North Quay, Temple Back, Bristol, BS1 6FL – registered in England and Wales, company number 5417859, website: www.daslaw.co.uk</p> <p>DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113)</p>
Engineering – Machinery Damage and Computer Insurance Sections	<p>HSB Engineering Insurance Limited (FCA Register No 202738) authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered office: New London House, 6 London Street, London, EC3R 7LP. For details on how Your information is used and Your rights in relation to Your information, please see Our Privacy statement at https://www.munichre.com/HSBEIL</p>
Engineering Inspection	<p>HSB Engineering Insurance Services Limited is accredited by UKAS as a type A Inspection Authority in accordance with the recognised international standard ISO/IEC 17020. Registered office: New London House, 6 London Street, London, EC3R 7LP. For details on how Your information is used and Your rights in relation to Your information, please see Our Privacy statement at https://www.munichre.com/HSBEIL</p>
All Other Sections	<p>Arch Insurance (UK) Limited, 5th Floor, Plantation Place South, 60 Great Tower Street, London EC3R 5AZ – (FCA Register No 229887) authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority</p> <p>Arch Insurance Group consist of FCA registered companies, including Thomas Underwriting Agency Limited (FCA number 304302) and Axiom Underwriting Agency Limited (FCA number 441460), registered at the address provided, who may act as intermediaries for certain insurers.</p>

You can check this information on the Financial Conduct Authority register by visiting the FCA's website www.fca.org.uk/register or by contacting the Financial Conduct Authority on **0800 111 6768**. Information relating to the Prudential Regulation Authority can be found at www.bankofengland.co.uk/pru



Steve Bashford
For the Underwriters
Chief Executive of Arch UK Regional Division
A division of Arch Insurance (UK) Limited

General Definitions

Each time We use one of the words or phrases listed below it will have the same meaning wherever it appears in Your Policy unless We state otherwise. A defined word or phrase will start with a capital letter each time it appears in the Policy, except for headings and titles

Each Section of the Policy contains definitions which apply to that particular Section and they must be read in conjunction with the following General Definitions

We/Us/Our

The Underwriters as set out in the section of the Policy headed The Contract of Insurance and the Underwriters

You/Your/Policyholder

The person(s) or company, companies, partnership(s) or unincorporated association(s) specified in the Schedule as the Policyholder

Business

Activities as detailed in the Statement of Fact and/or Schedule

Policy

This Policy is made up of a number of documents. These documents are the

- a) Policy Wording
- b) Proposal (if you made one) and/or Statement of Fact
- c) Schedule
- d) endorsements

Condition Precedent

Any term expressed Condition Precedent is extremely important

If You are in breach of any of these obligations at the time of a loss We will have no obligation to indemnify You in relation to any claim for that loss

However if a Condition Precedent is intended to reduce the risk of a loss of a particular kind at a particular location or at a particular time We will not rely on the breach of that Condition Precedent to exclude limit or discharge Our liability if the breach could not have increased the risk of the loss which actually occurred in the circumstances in which it occurred

Damage

Accidental loss destruction or damage

Employee

Any person working under Your control in connection with the Business who is

1. under a contract of service or apprenticeship with You
2. a person under a contract of service or apprenticeship with some other employer and who is hired to or borrowed by You
3. a labour master or person supplied by him
4. a person engaged by a labour only sub-contractor
5. a self-employed person working on a labour only basis under Your control or supervision
6. a driver or operator of hired-in plant
7. a trainee or person undergoing work experience
8. a voluntary helper
9. persons working under the Community Offenders Act 1978 the Community Offenders (Scotland) Act 1978 or similar legislation
10. at Your request outworkers or home workers employed under contracts to execute personally any work in connection with the Business

Excess

The first amount of each and every claim for which you shall be responsible as shown in the Schedule and where applicable as more particularly defined in the relevant sections of this Policy You will repay any such amount paid by Us

Injury

Bodily injury including death illness or disease

Limit of Liability / Limit of Indemnity

The limit specified in the Schedule

Money

Current coin bank and currency notes postal and money orders bankers' drafts cheques and giro cheques crossed warrants bills of exchange and securities for money postage revenue national insurance and holiday with pay stamps national insurance and holiday with pay cards national savings certificates war bonds premium savings bonds and franking machine impressions credit company sales vouchers luncheon vouchers trading stamps and VAT invoices

Period of Insurance

The period specified in the Schedule for which We accept Your premium

Premises

The part of the premises at the address or addresses specified in the Statement of Fact and/or Schedule occupied by You for the purpose of the Business

Property

Material property

Schedule

The schedule for the time being in force showing sections of cover which apply

Statement of Fact

This is a record of the information that You provided to Your insurance agent upon which Your insurance is based

Sum Insured

The sum insured specified in the Schedule

Vacant or Disused

The Premises or any part thereof that have become unoccupied untenanted or which have not been actively used for a period of more than 30 consecutive days

General Conditions

Each Section of the Policy contains conditions and must be read in conjunction with the following General Conditions which apply to all Sections unless otherwise stated

Arbitration

Any dispute arising out of or relating to this insurance including over its construction application or validity will be referred to a single arbitrator in accordance with the Arbitration Act then in force

Average

Where a Sum Insured is subject to average if at the time of the Damage the Sum Insured is less than the actual value of the property You will be considered as Your own insurer for the difference and bear a proportionate share of the loss

Cancellation

1. You may cancel Your Policy
 - a. within 14 days of receiving Your Policy documents for the first Period of Insurance if for any reason You are dissatisfied or the Policy does not meet Your requirements
 - b. if at any time You sell the Business or You cease trading

We will return part of the premium proportionate to the unexpired Period of Insurance provided that no claims have been paid or outstanding during the current Period of Insurance. If you wish to terminate the cover at any other time, please contact your insurance agent; any return premium will be at the discretion of Arch Insurance (UK) Limited.
2. Other than when the General Condition Fraud applies We may cancel Your Policy
 - a. By sending You 30 days written notice to Your last known address, where We have valid reasons for doing so. Valid reasons may include but are not limited to, Your non-co-operation with the terms of the Policy, where We reasonably suspect fraud, where You or someone acting on your behalf uses threatening, abusive or intimidating language or behaviour to Us or to someone whom we appoint to provide a service in connection with the Policy. Termination shall be without prejudice to any rights or claims of the Insurer or You prior to the expiry of such notice.
Subject to application of any minimum premium, We will return part of the premium paid proportionate to the unexpired Period of Insurance provided that
 - i. No claims have been paid or are outstanding or incidents reported that could give rise to a claim during the current Period of Insurance
 - ii. We have not identified a breach of any Policy Condition
 - b. Immediately if the premium has not been paid or there has been a default under an instalment or linked credit agreement

If this Policy or the Employers Liability Section is cancelled any certificates of Employers Liability Insurance are cancelled from the same date any copies should not be displayed at Your Premises.

Choice of Law and Jurisdiction

In the absence of agreement to the contrary this Policy shall be governed by and construed in accordance with the laws of England and Wales Any dispute relating to limits terms conditions and exceptions or validity of this Policy shall be subject to the jurisdiction of the courts of England and Wales

Claims Procedure

If in relation to any claim You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim. You must ensure that

1. You notify Us as soon as is reasonably practicable where you have knowledge of any event occurrence prosecution inquest or inquiry which may result in a claim regardless of Excess
2. You pass to Us as soon as is reasonably practicable every letter claim writ summons and process received in connection with any claim
3. You notify the police as soon as is reasonably practicable of Damage caused by malicious persons or thieves
4. You at Your expense provide Us with a written claim containing as much information as possible of the accident Damage or Injury including the amount of the claim within
 - a. 30 days of Your becoming aware of the event or occurrence

- b. 7 days in the case of Damage caused by riot civil commotion strikers locked out workers persons taking part in labour disturbances or malicious persons or such further time that We may allow
5. You provide Us with all information and help We require in respect of the claim
6. You pass to Us unanswered immediately all communications from third parties in relation to any event which may result in a claim under this Policy
7. You will not admit or repudiate liability nor offer to settle compromise make payment which may result in a claim or pay any claim under this Policy without Our written agreement
8. You carry out or permit to be taken any action which may be reasonably practicable to prevent or minimise loss and/or interruption of the Business and to prevent further accident Damage or Injury
9. We will be entitled at any time and at Our discretion if Damage occurs which may lead to a claim to
 - a. enter or take possession of the Premises
 - b. take possession of or require to be delivered to Us Property Insured which We will deal with in a reasonable manner
 - c. take over and conduct in Your name the defence or settlement of any claim or to prosecute any claim in Your name for Your benefit and have full discretion in the conduct of any proceedings and in the settlement of any claim without incurring liability or reducing Our rights
10. We will not pay for loss destruction or damage or provide cover under the Legal Liabilities Section if You or anyone acting on Your behalf
 - a. do not comply with Our requirements
 - b. hinder or obstruct Us
11. You are not entitled to abandon Property to Us
12. We will not make any payment under this Policy unless You give Us all assistance which We may reasonably require to pursue recovery of amounts We may become liable to pay under this Policy in Your name but at Our expense

Change of Risk

You must notify Us prior to or immediately if during the Period of Insurance there is any change in Your ownership of the Business or if there is any change

1. in or to the Business
2. due to the Business being wound up or carried on by a liquidator or receiver or permanently discontinued
3. due to its disposal or removal
4. in respect of which Your interest ceases except by operation of law
5. in respect of the risk of subsidence ground heave or landslip where any demolition construction ground works or excavation work is being carried out on any site adjoining the Premises
6. to the facts or matters set out in the Schedule or otherwise comprising the risk presentation made by You to Us at inception renewal or change of the Policy which materially increases risk of loss or Damage as Insured by this Policy

Should You be in any doubt as to whether information should be presented to Us You must

1. discuss it with Your agent or
2. disclose it to Us

Upon being notified of any such change We may at Our absolute discretion

1. continue to provide cover under the appropriate Section on the same terms
2. restrict the cover provided by the Section
3. impose additional terms
4. alter the premium
5. cancel the Section and or the Policy

If You fail to notify Us of any such change We may at Our absolute discretion

1. treat the appropriate Section and the Policy as if it had come to an end as at the date of the alteration of the risk returning a proportionate amount of the premium for the unexpired Period of Insurance if We would have cancelled the Section and the Policy had We known of the increase in risk
2. treat the Section and the Policy as if it had contained such terms other than relating to premium or other restrictions from the date of change in risk as We would have applied had We known of the increase in risk

3. reduce proportionately the amount paid or payable on any claim the proportion for which We are liable being calculated by comparing the premium actually charged as a percentage of the premium which We would have charged had We known of the increase in risk

Contribution

Applicable to the Legal Liabilities Section

1. If the insurance provided by these sections is also covered by another policy (or would but for the existence of these sections) We will only indemnify You in respect of any excess beyond the amount which would be payable under such other insurance had these sections not been effected

Applicable to the Legal Expenses Section

2. If any claim covered under this Section is also covered by another policy, or would have been covered if this Section did not exist, DAS will only pay their share of the claim, even if the other insurer refuses the claim.

Applicable to all other Sections insured by this Policy

3. Where any Damage or liability covered by the Policy is also covered by another policy (or would be but for the existence of this Policy) We will only pay a rateable share of the loss
4. If the other insurance is subject to a condition of average and this Policy is not this Policy will be become subject to the same condition of average
5. If the Property covered by the other insurance is subject to a provision excluding proportional payment in whole or part the payment We make will be limited to the proportion of Damage as the Sum Insured bears to the value of the property

Contracts (Rights of Third Parties) Act 1999

A person or company who was not a party to this Policy has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Policy but this does not affect any right or remedy of a third party which exists or is available apart from that Act

Discharge of Liability

We may at any time pay

1. The Limit of Liability or the Limit of Indemnity or
2. The Sum Insured or
3. A smaller amount for which a claim can be settled after deduction of any sum already paid We will not make any further payments except for costs and expenses incurred prior to the payment of the claim

Fraud

If You or anyone acting on Your behalf to obtain a benefit under this Policy

1. makes any false or fraudulent claim
2. makes any exaggerated claim
3. supports a claim by false or fraudulent documents devices or statements whether or not the claim is itself genuine
4. makes a claim for loss or damage which You or anyone acting on Your behalf deliberately caused We will
 - a. refuse to pay the whole of the claim and
 - b. recover from You any sums that We have already paid in respect of the claim

We will also notify You if We will be treating the Policy as having terminated with effect from the date of any acts set out in 1 - 4 above

In that event You will

1. have no cover under the Policy from the date of the termination and
2. not be entitled to any refund of premium

Interest Clause

The interests of third parties in the Property which You are required to include on this Policy under the terms of any mortgage property lease or hiring leasing or hire purchase agreement are automatically noted subject to You advising Us as soon as is reasonably practicable

Fair Presentation of the Risk

We are keen to work in partnership with You and avoid any misunderstandings

1. You must make a fair presentation of the risk to Us at inception renewal and variation of the Policy. This means You must have clearly disclosed all material facts which You, Your senior management and/or persons responsible for arranging the Policy knew or ought to have known. Should You be in any doubt as to whether information should be presented to Us You must
 - a. discuss it with Your insurance agent or
 - b. disclose it to Us
2. We may at Our absolute discretion avoid the Policy and refuse to pay any claims where any failure to make a fair presentation is
 - a. deliberate or reckless or
 - b. of such other nature that if You had made a fair presentation We would not have issued the Policy

We will return the premium paid by You unless the failure to make a fair presentation is deliberate or reckless

3. If We would have issued the Policy on different terms had You made a fair presentation We will not avoid the Policy except where the failure is deliberate or reckless but We may instead at Our absolute discretion
 - a. reduce proportionately the amount paid or payable on any claim the proportion for which We are liable being calculated by comparing the premium actually charged as a percentage of the premium which We would have charged had You made a fair presentation and or
 - b. treat the Policy as if it had included such additional terms other than those requiring payment of the premium as We would have imposed had You made a fair presentation

For the purposes of this condition references to

1. avoiding a Policy means treating the Policy as if it had not existed from the inception date (where the failure to make a fair presentation of the risk occurs before the inception of the Policy) the renewal date (where the failure occurs at renewal of the Policy) or the date of change (where the failure occurs when the Policy is changed)
2. refunds of premium should be treated as refunds of premium back to the inception date renewal date or date of change as the context requires
3. issuing a Policy should be treated as the references to issuing the Policy at inception renewing or change of the Policy as the context requires
4. premium should be treated as the premium payable for the particular contract of insurance which is subject to this condition where there is more than one contract of insurance

Premium Payment

We will not make any payment under this Policy unless You have paid the premium

Reasonable Care

If in relation to any claim You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

You must ensure that You

1. take all reasonable care to prevent or minimise any circumstances or to cease any activity which may cause Damage accident or Injury
2. maintain the business premises machinery equipment and furnishings in a good state of repair
3. exercise care in the selection and supervision of Employees
4. comply with all relevant statutory requirements manufacturers recommendations and other regulations relating to the use inspection and safety of property and the safety of persons
5. make good or remedy any defect or danger which becomes apparent and take such additional precautions as the circumstances may require

Reinstatement

When we decide or are required to reinstate or replace any Property You will at Your expense provide

1. plans
2. documents
3. books
4. information which we require

Sanction Limitation and Exclusion

We shall not be liable to pay any claim or provide any benefit under any insurance cover or extension to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose Us to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

Subrogation

Anyone making a claim under this Policy must at Our request and expense do everything We reasonably require to enforce a right or remedy or obtain relief or indemnity from other parties to which We will become entitled or subrogated because of payment for or making good accident Damage or Injury

We may require You to carry out such actions before or after We make any admission of or payment of a claim

Language

The contractual terms conditions exclusions and other information relating to this Policy will be in the English language

Subjectivity

If this Policy has been issued or renewed subject to the following requirements

1.
 - a. You providing Us with any additional information requested
 - b. You completing any actions agreed between You and Us
 - c. You allowing Us to complete any actions agreed between You and Us by the required date(s)
2. You allowing Us access to the Premises Your contract sites and or the Business to carry out survey(s) within 60 days of the inception or renewal date, unless We agree otherwise in writing
3. You complying with all survey risk improvements to make alterations to the Premises or contract sites by the required date(s)

and You do not complete these requirements by the required date(s) then We may at Our absolute discretion

1. modify the premium
2. issue a mid-term amendment to the Policy or Section terms Conditions and Exceptions
3. exercise our right to cancel the Policy
4. leave the Policy or Section terms Conditions and Exceptions and the premium unaltered

We will contact You with Our decision and where applicable, specify the date(s) by which any action(s) agreed need to be completed by You and or any decision by Us will take effect If the premium terms or conditions are amended by Us then You will have fourteen (14) days to accept or reject the revised basis of indemnity

If You elect to reject the revised basis of premium terms and conditions then You shall be entitled to a proportionate refund of premium for the unexpired period of cover provided that no claim has been made during the current Period of Insurance

If We exercise Our right to cancel the Policy then You shall be entitled to a proportionate refund of premium for the unexpired period of cover provided that no claim has been made during the current Period of Insurance

To the extent that this Condition conflicts with any other cancellation condition then this Condition shall prevail

Except in so far as they are expressly varied by this Condition all of the terms, conditions exclusions and limits of this Policy and of the Sections of the Policy shall continue to apply until We advise You otherwise

General Exceptions

Each Section of the Policy contains exceptions and must be read in conjunction with the following General Policy Exceptions which apply to all Sections unless otherwise stated

This Policy does not cover

Nuclear Risks

Damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss or any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from

1. ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
2. the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof

Subject to indemnity under the Employers Liability Sub-Section as far as concerns Injury caused to any of Your Employees if such Injury arises out of and in the course of employment or engagement of such person by You this General Exception shall only apply

1. in respect of liability of any Principal
2. liability assumed by You under agreement and which would not have attached in the absence of such agreement

War Government Action and Terrorism

(This Exception does not apply to the Marine Cargo Section)

1. Damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss directly or indirectly caused by or contributed to by or arising from
 - a. War Government Action or Terrorism
 - b. civil commotion in Northern Ireland
2. legal liability of whatsoever nature or any costs or expenses whatsoever directly or indirectly caused by or contributed to by or arising from War Government Action or Terrorism except to the extent stated in the Liability Provisions

For the purpose of this General Exception and its Liability Provisions

War shall mean war invasion acts of foreign enemies hostilities or warlike operations (whether war be declared or not) civil war mutiny civil commotion assuming the proportions of or amounting to popular rising military rising insurrection rebellion revolution or military or usurped power

Government Action shall mean martial law confiscation nationalisation requisition or destruction of property by or under the order of any government or public or local authority or any action taken in controlling preventing suppressing or in any way relating to War

Terrorism shall mean any act(s) of any person(s) or organisation(s) involving

1. the causing occasioning or threatening of harm of whatever nature and by whatever means
2. putting the public or any section of the public in fear

in circumstances in which it is reasonable to conclude that the purpose(s) of the person(s) or organisation(s) are wholly or partly of a political religious ideological or similar nature

In any action suit or other proceedings where We allege that by reason of this Exception as far as it relates to Terrorism any Damage or resulting loss or expense or consequential loss is not covered by this insurance the burden of proving that such Damage loss expense or consequential loss is covered shall be upon You

Liability Provisions

Subject otherwise to the terms definitions exceptions provisions and conditions of this Policy and its Legal Liabilities Section

1. We will indemnify You under the Employers' Liability Sub-Section provided that in respect of any one claim or series of claims arising out of any one original event Our liability in respect of all legal liability costs and expenses directly or indirectly caused by or contributed to by or arising from Terrorism shall not exceed £5,000,000

2. We will indemnify You under the Public Liability Sub-Section and Products Liability Sub-Section against legal liability costs and expenses directly or indirectly caused by or contributed to by or arising from Terrorism provided that Our liability for all damages (including interest thereon) shall not exceed
 - a. in respect of or arising out of any one claim or series of claims arising out of one Event £2,000,000 or the amount of the Public Liability and Products Liability indemnity limit stated in the Schedule whichever is the lower but in respect of Products Supplied this limitation shall apply to all insured events occurring in any one Period of Insurance

Pollution and Contamination

(This Exception does not apply to Marine Cargo Section Legal Liabilities Section or Management Liability Portfolio Section) Damage caused by or arising from pollution or contamination except (unless otherwise excluded) destruction of or damage to the Property insured caused by

1. pollution or contamination which itself results from fire lightning explosion aircraft or other aerial devices or articles dropped therefrom riot civil commotion strikers locked-out workers malicious persons other than thieves earthquake storm flood bursting overflowing discharging or leaking of water tanks apparatus or pipes sprinkler leakage or impact by any road vehicle or animal
2. any of the Contingencies in (1) above which itself results from pollution or contamination

Date Recognition

(This Exception does not apply to Employers Liability Sub-Section)

Damage accident or liability directly or indirectly caused by or consisting of or arising from the failure of any computer data processing equipment or media microchip integrated circuit or similar device or other equipment or system for processing storing or receiving data or any computer software whether Your property or not and whether occurring before during or after the year 2000

1. correctly to recognise any date as its true calendar date
2. to capture save or retain and/or correctly to manipulate interpret or process any data or information or command or instruction as a result of treating any date otherwise than as its true calendar date
3. to capture save retain or correctly to process any data as a result of the operation of any command which has been programmed into any computer software being a command which causes the loss of data or the inability to capture save retain or to correctly process such data on or after any date

In respect of Property Damage Business Interruption Loss of Money Business Machines All Risks (Specified Items) Sections this General Exception shall not exclude subsequent Damage not otherwise excluded which itself results from fire lightning explosion aircraft or other aerial devices or articles dropped therefrom riot civil commotion strikers locked-out workers persons taking part in labour disturbances malicious persons other than thieves earthquake storm flood escape of water from any tank apparatus or pipe theft or impact by any vehicle or animal

Computer Virus and Hacking

(This Exception does not apply to the Engineering Machinery Damage-Section)

1. Damage to any computer or other equipment or component or system or item which processes stores transmits or retrieves data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) and whether Your Property or not where such Damage is caused by Virus or Similar Mechanism or Hacking
2. financial loss directly or indirectly caused by or arising from Virus or Similar Mechanism or Hacking

but this shall not exclude Damage or financial loss which is not otherwise excluded from this Policy and which results from Fire Lightning Explosion Earthquake Aircraft or other aerial devices or articles dropped from them Riot Civil Commotion Strikes Labour Disturbances Malicious Persons (including the acts of thieves but excluding the acts of Malicious Persons which do not involve physical force or violence) Storm Flood Escape of Water or Oil from any tank apparatus or pipe Impact by any vehicle or animal

For the purpose of this Exception

Virus or Similar Mechanism shall mean program code programming instruction or any set of instructions intentionally constructed with the ability to damage interfere with or otherwise adversely affect computer programs data files or operations whether involving self-replication or not The definition of Virus or Similar Mechanism includes but is not limited to trojan horses worms and logic bombs.

Hacking shall mean unauthorised access to any computer or other equipment or component or system or item which processes stores transmits or retrieves data whether Your Property or not

Date Recognition Computer Equipment

The expected cost which would have been incurred in modifying any computer data processing equipment or media microchip integrated circuit or similar device or other equipment or system for processing storing or receiving data or any computer software so as to be able correctly to recognise save retain manipulate interpret or process any date after December 31st 1999 where such computer or other property is unable to do so at the time of any Damage insured by this Policy

Sonic Bangs

Loss destruction or damage or any consequential loss occasioned by pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds

Epidemic/Pandemic Disease

(This Exception does not apply to the Legal Liabilities, Legal Expenses or Terrorism Sections)

Definitions applicable to this exclusion:

Infectious Disease

Any disease which can be transmitted by means of any substance or agent from any organism to another organism (including human beings) where:

1. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
2. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and
3. the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property insured hereunder.

Epidemic

The sudden, unexpected, large-scale manifestation of an initially locally contained, Infectious Disease which spreads with great virulence.

Pandemic

A worldwide Epidemic of an Infectious Disease as declared by the World Health Organisation.

1. Notwithstanding any other provision of this Policy to the contrary, this Policy does not provide indemnity for any loss, damage, claim, cost, expense or other sum, directly or indirectly arising out of, attributable to, or occurring concurrently or in any sequence with an Epidemic or Pandemic Infectious Disease or the fear or threat (whether actual or perceived) of an Epidemic or Pandemic Infectious Disease.
2. For the purposes of this endorsement, loss, damage, claim, cost, expense or other sum, includes, but is not limited to
 - 2.1. any cost to clean-up, detoxify, remove, monitor or test:
 - a. for an Epidemic or Pandemic Infectious Disease, or
 - b. any property insured hereunder that is affected by such an Epidemic or Pandemic Infectious Disease;
 - 2.2. any loss due to interruption to or interference with the Business as defined in the Policy as a result of or in any way connected to the occurrence of an Epidemic or Pandemic Infectious Disease, including but not limited to interruption or inference resulting from any action by, advice of or restriction imposed by any government or any local or public authority.
3. This Exception applies to all coverage extensions, additional coverages, exceptions to any exclusion and other coverage grant(s).

Property Damage Section

Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in this Section they should also be read in conjunction with the General Definitions at the start of the Policy

Excess/Excesses

The amount or amounts shown in Your Policy or the Schedule which We will deduct from each and every claim at each separate location and will be deducted after the application of Average

You will repay any such amount paid by Us

Property Insured

Buildings

1. Structures at the Premises
2. Landlords fixtures and fittings in and on the structures
3. Internal and external fixed glass sanitary ware and signs
4. Central heating systems
5. Concrete paved or asphalt forecourts yards terraces drives and footpaths
6. Walls gates and fences

Electronic Business Machines

1. All computer equipment (including peripheral devices interconnecting wiring fixed disks telecommunications equipment computerised telephone systems electronic access equipment and electronic point of sale systems) used for the storage and communication of electronically processed data including
 - a. portable computer equipment at the Premises
 - b. facsimile or photocopying machines but shall not include within its meaning
 - c. computer equipment controlling manufacturing processes
2. computer equipment manufactured for sale or held as stock for sale unless specified in the Schedule
3. Data carrying materials
4. All current and backup computer software and programs held on hard disks or data carrying materials unless specifically described otherwise in the Schedule
5. Computer lock down plates security enclosures security cables and other similar devices

all belonging to You or held by You in trust for which You are responsible but excluding any property which is more specifically insured

Plant Machinery Trade Fixtures

1. Machinery plant fixtures fittings and other trade equipment
2. Electronic Business Machines for an amount not exceeding £5000 unless specified separately on the schedule
3. Money and stamps including National Insurance Stamps (excluding Damage by theft or any attempt thereat) for an amount not exceeding £2,000
4. Documents manuscripts and business books but only for the value of the materials as stationery together with the cost of clerical labour expended in writing up and not for the value to You of the information contained
5. Computer systems records but only for the cost of the materials and clerical labour and computer time expended in reproducing such records (excluding any expenses in connection with the production of information to be recorded therein) and not for the value to You of the information contained therein up to an amount not exceeding £25,000
6. Patterns models moulds plans and designs for an amount not exceeding the cost of the labour and materials expended in reinstatement
7. Directors partners customers employees and visitors personal effects of every description (other than motor vehicles) for an amount not exceeding £500 any one person in so far as they are not otherwise insured but any cover granted under this Section for Damage by theft shall not apply to personal effects partly or wholly of precious metal jewellery watches furs contact lenses portable

electronic entertainment equipment mobile telephones cameras money and securities of any description

8. Wines spirits cigarettes and tobacco held for entertainment purposes for an amount not exceeding £250 in total in respect of Damage by theft or attempt thereat (if insured)
9. To the extent that they are not otherwise insured motor vehicle chassis and their contents

all belonging to You or held by You in trust for which You are responsible but excluding any property which is more specifically insured

Stock in Trade

Stock and materials in trade work in progress and finished goods owned by You or held by You in trust for which You are responsible

Tenants Improvements

Structural fixtures and fittings and decorations of Yours as occupier of the Premises

Cover

We will indemnify You in respect of Damage to Property Insured occurring during the Period of Insurance at the Premises and caused by each of the following Contingencies as they appear in the Schedule subject to the Excess

The Sum Insured under each item other than for items solely applying to fees removal of debris rent private dwelling houses churches or buildings in course of erection is separately subject to Average

Limit of Liability

The maximum We will pay under this Section in any one Period of Insurance will not exceed

1. the Sum Insured on each item or
2. the total Sum Insured or
3. any other maximum amount payable or limit of liability specified in the Schedule

Standard Contingencies

Fire

But we will not indemnify You for Damage

1. caused by explosion resulting from fire
2. caused by earthquake or subterranean fire
3. to that portion of any item caused by its own self ignition leakage of electricity short circuiting or over running
4. caused by
 - a. its own spontaneous fermentation or heating
 - b. its undergoing any heating process or involving the application of heat

Lightning

Explosion

But we will not indemnify You for Damage

1. caused by the bursting of any boiler economiser or other vessel machine or apparatus belonging to You or under Your control in which internal pressure is due to steam only
2. to any vessel machine or apparatus or its contents resulting from the explosion thereof but this shall not exclude Damage caused by explosion of any boiler or gas appliance used for domestic purposes only

Aircraft and /or other aerial devices and/or articles dropped therefrom

Riot Civil Commotion strikers locked-out workers or persons taking part in labour disturbances or malicious persons acting on behalf of or in connection with any political organisation

We will not indemnify You in respect of Damage

1. arising from the cessation of work
2. arising from confiscation or destruction or requisition by order of the Government or any public authority

3. by fire caused by strikers locked-out workers or persons taking part in labour disturbances or malicious persons

Malicious Persons not acting on behalf of or in connection with any political organisation but only where Standard Contingency Riot Civil Commotion is also insured by this Section

But we will not indemnify You in respect of Damage (other than by Fire or Explosion)

1. by theft
2. in respect of any Vacant or Disused Buildings

Earthquake and or Subterranean Fire

Theft or attempted theft involving

1. entry to or exit from the Buildings at the Premises by forcible and violent means excluding any loss from any structure which is incapable of being locked
2. violence or threat of violence to You or any director partner or Employee or their families

But we will not indemnify You for

1. theft from any garden yard or open space
2. Property Insured in any portion of the Premises which is Vacant or Disused
3. dishonest or fraudulent action by You Your partners directors or Employees or any person lawfully on the Premises
4. jewellery precious metals stones or articles composed from them money works of art curiosities rare books bullion or furs except where specifically mentioned in the Schedule as being insured

Storm and falling trees

But we will not indemnify You for Damage

1. attributable solely to change in the water table level
2. caused by
 - a. subsidence ground heave or landslip
 - b. inundation from the sea whether resulting from Storm Tempest or otherwise
 - c. frost
 - d. escape of water from the normal confines or any natural or artificial water course lake reservoir canal or dam
 - e. felling lopping pruning of trees
3. to fences gates and moveable Property in the open or in open sided Buildings

Flood

We will not indemnify You in respect of Damage

1. caused by
 - a. storm or tempest
 - b. subsidence ground heave or landslip
 - c. frost
 - d. by escape of water from any tank apparatus or pipe
 - e. felling lopping or pruning of trees
2. attributable solely to change in the water table level
3. to fences gates and moveable Property in the open or in open sided Buildings

Escape of Water from any tank apparatus pipe or escape of fuel from any fixed oil heating installation We will not indemnify You for Damage

1. caused by water discharged or leaking from an automatic sprinkler installation
2. whilst the Premises are Vacant or Disused
3. gradual emission or seepage from any fixed oil heating installation

Impact by any animal or road vehicle or by goods falling therefrom or collapse or breakage of television or radio receiving aerials or satellite dishes

We will not indemnify You

1. in respect of the Excess stated in the Schedule if the vehicle or animal is owned by or under the control of
 - a. You or any member of Your family
 - b. any of Your Employees

2. in respect of Damage to goods being carried

Sprinkler Leakage

Accidental escape of water from any automatic sprinkler installation fitted in the Premises But we will not indemnify You in respect of Damage caused by

1. freezing whilst the Premises insofar as they are in Your ownership or tenancy is Vacant or Disused
2. explosion earthquake subterranean fire or heat caused by fire
3. repairs alterations or extensions to the buildings and/or sprinkler installations

Additional Contingencies

Accidental Damage

But we will not indemnify You for

1. Damage caused by or specifically excluded from any of the Standard Contingencies in this Section
2. Damage caused by or consisting of
 - a. inherent vice latent defect gradual deterioration change in water table level frost wear and tear faulty or defective design or materials
 - b. faulty or defective workmanship operational error or omission by You Your partners directors or Employees or contracted consultants
 but this shall not exclude subsequent Damage which results from a cause not otherwise excluded
3. Damage caused by or consisting of
 - a. corrosion rust wet or dry rot shrinkage evaporation loss of weight dampness dryness marring scratching vermin or insects
 - b. change in temperature colour flavour texture or finish the action of light or atmosphere
 - c. joint leakage failure of welds cracking fracturing collapse or overheating of boilers economisers superheaters pressure vessels or any range of steam and feed piping in connection therewith
 - d. mechanical or electrical breakdown derangement or overloading in respect of the particular machine apparatus or equipment in which such breakdown or derangement originates
 but this shall not exclude
 - e. such Damage not otherwise excluded which itself results from a Standard Contingency or any other
 - f. accidental cause
 - g. any subsequent Damage which itself results from a cause not otherwise excluded
4. Damage caused by or consisting of
 - a. settling shrinkage or expansion of foundations walls floors ceilings or roof settlement or bedding down of new structures or extensions subsidence ground heave or landslip
 - b. unexplained disappearance unexplained shortage inventory shortage misfiling or misplacing of information
 - c. electrical or magnetic disturbance or erasure of electronic recordings
 - d. You voluntarily parting with the title or possession of any Property or rights to Property
 - e. cessation of work
 - f. the solidification of molten material unless such Damage is directly caused by any other Standard Contingency that is insured by this Section
5. Damage to a Building or structure caused by its own collapse or cracking however We will indemnify You in respect of such Damage if it results from a Standard Contingency and is not otherwise excluded
6. Damage to
 - a. moveable property in the open by wind rain hail sleet snow flood or dust
 - b. Property Insured in transit by air or sea or inland waterway or road
7. Damage in respect of
 - a. Buildings or structures in course of construction or erection and materials or supplies in connection with all such construction or erection
 - b. vehicles licensed or intended to be licensed for road use including accessories thereon attached or unattached caravans trailers watercraft or aircraft
 - c. livestock growing crops or trees
 - d. jewellery precious stones or precious metals or articles composed of them bullion furs curiosities rare books or works of art

- e. Money credit cards or securities of any description
 - f. fixed glass and sanitary ware other than as defined in Buildings
- unless specifically stated in the Schedule and the Damage is not otherwise excluded
- 8. Damage to Property resulting from its undergoing
 - a. any process of production
 - b. any process of packaging treatment testing commissioning cleaning servicing repair or any other similar process

However We will indemnify You in respect of such Damage if it is caused by fire or explosion and is not otherwise excluded

Subsidence ground heave or landslip

But we will not indemnify You for Damage

- 1. to forecourts yards terraces drives footpaths walls gates fences security lighting cameras fuel tanks piping ducting cables and wires unless a building insured by this section is damaged by the same cause at the same time
- 2. arising from the settlement or movement of made-up ground or by coastal or river erosion
- 3. occurring as a result of the construction demolition alteration or structural repair of any Buildings/structures at the Premises
- 4. arising from the normal settlement or bedding down of new structures
- 5. that has been provided for or would have been but for the existence of this insurance under any contract or a guarantee or by law
- 6. commencing prior to the issue of cover under this Policy

Section Exceptions

The following exceptions apply to this Section

We will not indemnify You for

- 1. delay loss of market loss of use or consequential loss of any kind unless cover is specified in the Schedule and the Damage is not otherwise excluded
- 2. any Property more specifically insured by or on behalf of You
- 3. Damage to working dynamos motors wires main or electrical apparatus through short circuiting overrunning or excessive pressure

Conditions

The following conditions apply to this Section and should be read in-conjunction with the General Conditions applying to the whole Policy

Automatic Reinstatement

We shall in the event of Damage under this Section automatically reinstate the Sum Insured unless there is written notice by Us to the contrary provided that

- 1. You undertake to pay the appropriate additional premium
- 2. You shall take immediate steps to carry out any alterations to the protections of the Premises which We may require

Basis of Claims Settlement

Unless stated otherwise in the Schedule the basis of settlement under this Section shall be

1. Reinstatement

the amount payable in respect of Buildings Electronic Business Machines Plant Machinery or Tenants Improvements shall be the cost of the reinstatement of the Damage

For this purpose "reinstatement" means

- a. the rebuilding or replacement of Property Insured lost or destroyed which provided Our liability is not increased may be carried out
 - i. in any manner suitable to Your requirements
 - ii. upon another site
- b. the repair or restoration of Property Insured damaged

in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new
Provided that

- a. Our liability for the repair or restoration of Property Insured damaged in part only shall not exceed the amount which would have been payable had such Property been wholly lost or destroyed
- b. If at the time of reinstatement the sum representing 85% of the cost which would have been incurred in reinstating the whole of the Property covered by any item subject to this Basis of Claims Settlement exceeds its Sum Insured at the commencement of any Damage Our liability shall not exceed that proportion of the amount of the Damage which the Sum Insured shall bear to the sum representing the total cost of reinstating the whole of such Property at that time
- c. No payment beyond the amount which would have been payable in the absence of this Basis of Claims Settlement shall be made
 - i. unless reinstatement commences and proceeds without unreasonable delay
 - ii. until the cost of reinstatement shall have been actually incurred
 - iii. if the Property Insured at the time of the Damage shall be insured by any other insurance effected by You or on Your behalf which is not upon the same basis of reinstatement
- d. All the terms and Conditions of this Policy shall apply
 - i. in respect of any claim payable under the provisions of this Basis of Claims Settlement except insofar as they are varied hereby
 - ii. where claims are payable as if this Basis of Claims Settlement had not been incorporated
- e.
 - i. When We decide or are required to reinstate or replace any Property Insured You will at Your own expense provide all such plans documents books and information as may be reasonably required
 - ii. We will not be obliged to reinstate Property Insured exactly but only in a satisfactory manner as circumstances allow

The maximum amount We will pay in respect of any one item is the Sum Insured

2. Indemnity

the amount payable in respect of Stock and or all other Property Insured shall be the value at the time of Damage or at Our option the cost of reinstatement or replacement of such Property Insured or any part of it

Provided that

If at the time of Damage the Sum Insured for the item is less than 85% of the value of the item insured then Our liability shall be limited to that proportion of the Damage which the Sum Insured bears to the value of the Property Insured

Change of Occupancy

You must tell Us immediately if

1. any Building becomes Vacant or Disused
2. any Building stated in the Schedule to be Vacant or Disused or any part of it becomes occupied

Construction Heating and Occupation of the Buildings

Unless otherwise stated in the Schedule the Buildings are occupied by You for the sole purpose of the Business and otherwise only as a private dwelling and are

1. mainly constructed of brick stone or concrete
2. roofed with slates tiles concrete metal or other non combustible materials
3. heated by
 - a. low pressure hot water or steam
 - b. oil fired space heaters fed from a fuel tank in the open
 - c. overhead gas or electrical appliance
 - d. gas or electric fires in offices only

Designation

For the purpose of determining where necessary the item heading under which any property is insured We agree to accept the designation under which such property has been entered in Your books or business records

Fire Alarms and Fire Doors

It is a Condition Precedent to Our liability to make payment for Damage caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons that

You shall

1. carry out the testing and checking requirements in relation to the automatic fire alarm installation(s) referred to on any completion certificate and remedy promptly any defect disclosed and
2. carry out the maintenance procedures in relation to the automatic fire alarm installation(s) specified by the
3. manufacturers of the equipment and
4. notify to Us immediately of any disconnection or failure of the automatic fire alarm installation likely to leave any area unprotected for more than 12 hours or more record details of all events such as alarm faults tests maintenance and disconnections and keep such details available for examination by Us or Our representatives
5. keep all fire break doors and shutters closed except during working hours and in efficient working order

Fire Extinguishment – Automatic Sprinkler Installations

This Condition will only apply if detailed in the Schedule

It is a Condition Precedent to Our liability to make payment for Damage caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons that

When a discount has been allowed in consideration of an automatic sprinkler installation if You have failed to fulfil any of the following conditions the discount may be removed and an additional premium charged to You

You must

1. give Us advance notice in writing if any part of the system is to be altered repaired or rendered inoperative
2. tell Us immediately by telephone or email in the event of any emergency and take precautions as advised by Us
3. allow Us to have access to the Premises at all times to inspect or witness the testing of the system

You must carry out the following tests checks or inspections at weekly intervals and promptly rectify any defects faults or shortcomings revealed by such tests checks and inspections and ensure that any such automatic sprinkler installation(s) are in full and proper operation at all times

1. a test of each installation alarm gong recording the time taken for the alarm to sound
2. an inspection to ensure that all of the following are fully opened and secured by means of a suitable strap and padlock
 - a. installation main stop valves
 - b. incoming water supply stop valves
 - c. subsidiary stop valves
3. a test to establish the condition of
 - a. the circuit between the alarm switch and the control unit
 - b. the connection with the public fire station or alarm receiving centre or public fire brigade control

Where the circuit is not continuously monitored these tests must be carried out each working day

- c. the batteries

A maintenance contract and a half yearly inspection of this signalling system must be kept in force with approved engineers

4. a check of any alternate or dry installation valves for correct air pressure and settings including accelerator exhausters air compressors ancillary valves
5. a test of the automatic and where provision has been made the manual starting of the sprinkler water supply pump(s) ensuring that any diesel driven pump(s) is allowed to run for a period of not less than 30 minutes
6. a check of the electrically driven pump(s) to ensure that all
 - a. isolators are correctly set
 - b. circuit breakers are correctly set
 - c. electrical supply phase indicators are illuminated

7. a check of all the diesel driven pump(s) engine oil level fuel tank content internal coolant circuits battery electrolyte level battery charger oil hoses water hoses oil coolers exhaust systems turbochargers drive belt tensions and where replenishment or rectification is required this shall be carried out immediately on conclusion of the tests
8.
 - a. a check of the
 - i. air pressure tank water level
 - ii. air pressure
 - b. a test of the air and water charging equipment
9. a check of the water storage tank(s) water level the automatic refilling mechanism that incoming supply valves are correctly set that incoming supply valves are functional and that any frost precautions are in operation

You must display prominently at each storage area covered by an automatic sprinkler installation a notice of the terms agreed with Us which specifies

1. the description of goods which may be stored
2. the type of storage
3. the maximum height of storage
4. the minimum permitted clearance between goods stored and the sprinkler deflectors

You must also comply with the terms of the notice and ensure compliance by Your partners directors or Employees

Fire Extinguishing Appliances

It is a Condition Precedent to Our liability to make payment for Damage caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons that You must maintain all fire extinguishing appliances on the Premises in proper working order and under a contract of maintenance during the Period of Insurance Subject to the observance of this Condition this Section shall not be invalidated by any defect in any of the said appliances due to any circumstances unknown to You or beyond Your control

Intruder Alarm System

This Condition will only apply if it is specified in the Schedule

For the purpose of this Condition only the following definitions apply

Damage

loss or destruction of or damage to the Property caused by fire explosion riot civil commotion strikers locked out workers

or persons taking part in labour disturbances malicious persons and theft

Intruder Alarm System

an electrical installation to detect and indicate the presence of entry or attempted entry or exit of an intruder into Protected Premises

Protected Premises

the Premises or those portions of the Premises protected by the Intruder Alarm System as required by Us

Responsible Person

You or any person authorised by You to be responsible for the security of the Premises

Keyholder

You or any person or key holding company authorised by You who must be available at all times to accept notification of faults or alarm signals relating to the Intruder Alarm System attend and allow access to the Premises

If in relation to any claim for Damage by this condition if You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

1. the Premises are protected by an Intruder Alarm System and means of communication used to transmit signals from such Intruder Alarm System designed installed and maintained as agreed by Us
2. the Protected Premises must not be left without at least one Responsible Person in attendance

- a. unless the Intruder Alarm System is set in its entirety with all means of communication used to transmit signals in full operation
 - b. if the police have withdrawn their response to alarm calls unless We agree otherwise in writing
3. in the event of notification of any activation of the Intruder Alarm System or interruption of any of the means of communication used to transmit signals during any period that the Intruder Alarm System is set a Keyholder shall attend the Premises as soon as reasonably possible in order to confirm the security of the Premises and reset the Intruder Alarm System in its entirety If the Intruder Alarm System cannot be reset in its entirety or all the means of communication used to transmit signals are not in full operation a Keyholder must remain at the Premises unless We agree otherwise in writing
4. You shall advise Us as soon as possible and in any event not later than 10.00am on Our next working day
 - a. that police attendance in response to alarm signals/calls from the Intruder Alarm System may be withdrawn or the level of response reduced or delayed
 - b. of notice from a local authority or Magistrate imposing any requirement for abatement of nuisance
 - c. that the Intruder Alarm System and the means of communication used to transmit signals from such installation cannot be returned to or maintained in full working order and You must comply with any of Our subsequent requirements
5. You shall not conduct or authorise any alteration or substitution of
 - a. any part of the Intruder Alarm System
 - b. the structure of the Premises or changes to the layout of the Premises which would affect the effectiveness of the Intruder Alarm System
 - c. the means of communication used to transmit signals from the Intruder Alarm System
 - d. the procedures agreed with Us for police or any other response to any activation of the Intruder Alarm System
 - e. the maintenance contract without Our written agreement
6. You and each Keyholder must maintain secrecy of codes and security of keys and setting/ unsetting devices for the operation of the Intruder Alarm System All keys and other setting/ unsetting devices for the Intruder Alarm System must be removed from the Premises when they are left unattended
7. The Intruder Alarm System shall be maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or other such company as agreed by Us
8. You will appoint at least two Keyholders and lodge written details (which must be kept up to date) with the alarm company contracted to maintain the Intruder Alarm System and with the police if they so require

Requirements

If You have failed to implement the requirements set out in the Schedule within the timescales specified You will lose Your right to indemnity or payment for that claim

Minimum Standards of Protections - Security Level 1

It is a Condition Precedent to Our liability to indemnify You in relation to any claim caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons and Theft under this Section occurring more than 30 days after the inception of the Policy that the following protections shall be fitted to the under-mentioned doors windows and other openings (where these are under Your control) and put into full and effective operation whenever the Premises are closed for business or left unattended

Unless agreed otherwise by Us in writing within 30 days of inception of this Policy

1. on timber final exit doors or other external timber doors and on internal doors giving access to any part of the Premises not occupied solely by You or to any adjoining premises (excluding sliding doors and fire exit doors)
 - a. if single leaf a mortice deadlock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate
 - b. if double leaf
 - i. on the first closing leaf flush or barrel bolts the latter at least 200mm (8") long or key operated locks or bolts fitted top and bottom in every case

- ii. on the second closing leaf a mortice deadlock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate or a substantial padlocking bar and high quality close shackle padlock with minimum of five levers or high security cylinder mechanism.
 - c. if single or double leaf and also outward opening hinge bolts fitted top and bottom
 - 2. on external aluminium or UPVC doors (excluding sliding and fire exit doors) cylinder operated mortice pivot bolt lock (similar to the Adams Rite MS1950 series locks) including anti-turn cylinder collar, and if double leaf flush bolts on the first closing leaf
 - 3.
 - a. on steel final exit doors and all sliding final exit doors a substantial padlocking bar and high quality close shackle padlock with minimum of five levers or mortice hook bolt lock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate
 - b. on all other steel doors and all other sliding doors (excluding sliding patio doors) substantial padlocking bar a good quality close shackle padlock with minimum of five levers or high security cylinder mechanism fitted externally or substantial padlocking bar and high quality open shackle padlock with minimum of five levers or high security cylinder mechanism fitted internally
 - c. on sliding patio doors
 - i. a manufacturer's patent key-operated locking system which engages boltwork into the doorframe either at the top and bottom of the opening section of each door or into the side frame in at least three points (in the latter case all hook or shoot bolts must be mushroom headed)
- or
- ii. two key-operated patio door locks fitted internally one at the top and one at the bottom of each opening section
- 4. any door officially designated as Fire Exit by the Fire Authority must be secured only by devices agreed by the Fire Officer this may be by means of a suitable lock for use in emergency escape situations and it must not be possible for the lock to be operated by breaking or removing glazing either in the door itself or in a window immediately adjacent to the door and with hinge bolts fitted top and bottom of outwards opening doors
- 5. on opening basement and ground floor windows and fanlights and on other opening windows fanlights and skylights which are accessible from roofs balconies canopies fire escapes or downpipes
 - a. key-operated window locks with the keys removed when in operation
 - b. or solid steel bars not less than 16mm (5/8") diameter and not more than 125mm (5") apart securely fixed to the brickwork or masonry surrounding the window
 - c. or lockable steel expanded metal window gates or weld mesh grilles
 - d. or shutters that are used to cover the whole of the window opening
- 6. where installed

all roller shutters where no other inner door is being protected including such roller shutters that contain wicket doors or equivalent a manufacturer's standard recommended locking device for that type of roller shutter

Security

It is a Condition Precedent to Our liability to indemnify You in relation to any claim caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons and Theft covered by this Section that

- 1. whenever the Premises are closed for business or left unattended all locks bolts and other security devices including any intruder alarm system(s) are put into full and effective operation
- 2. any keys for the Premises and/or intruder alarm system are removed from the Premises whenever the Premises are closed for business or are left unattended for any reason whatsoever
- 3. You maintain the secrecy codes for the operation of the Intruder Alarm System to authorised persons and no details of same are left on the Premises

Stock Declaration

Where 'SDC' appears against the Sum Insured under Stock in Trade in the Schedule the following shall apply the premium for the item(s) is provisional and subject to adjustment as hereinafter provided

1. the separate value of the Property Insured under each such item shall be declared in writing by You to Us either monthly or quarterly as previously agreed and if You fail to give such a declaration then You shall be deemed to have declared the original Sum Insured by the item(s) on the declaration date
2. unless otherwise stated in the Schedule to the contrary the dates on which values are to be calculated shall be
 - a. monthly declarations - the last day of each month or
 - b. quarterly declarations – the last day of every 3 month period commencing from the beginning of the Period of Insurance
 the declared values to reach Us within 30 days of the declaration date
3. if You declare a value greater than the Sum Insured We will take the Sum Insured stated in the Schedule to be the value declared
4. at the end of each Period of Insurance We will calculate the actual premium by applying the rate to the average amount declared
5. if the actual premium is more than the provisional premium paid You will pay the difference
6. if the actual premium is less than the provisional premium paid We will refund the difference but this will not exceed 33 1/3% of the first or annual premium respectively
7. the Sum Insured for each item will not be reduced by the amount of any claim however You must pay the additional premium required to reinstate the Sum Insured
8. every insurance on Stock in Trade must be similar in wording with this insurance

Section Extensions

All the following extensions shall apply subject to all other terms conditions limits exceptions of this Policy

Annexes

The Property Insured of

1. annexes conveniences and external hoists gangways and staircases
2. extensions communicating with any of the buildings within described
3. sub-stations

are insured under the respective items applying to the Property Insured to which such Property is attached or belongs

Architects Surveyors Legal and Other Professional Fees

The Sum Insured under each item of Building and Machinery in the Schedule includes an amount in respect of architects' surveyors' legal and other professional fees necessarily incurred in the reinstatement of the Property Insured consequent upon Damage thereto but not for preparing any claim it being understood that the amount payable for such fees shall not exceed those authorised under the scale of charges of the respective professional bodies at the time of such Damage and that the liability for such Damage and fees shall not exceed in the aggregate the Sum Insured by each such item

Capital Additions

We will indemnify You in respect of Damage to

1. alterations additions and or improvements to the buildings and /or machinery but no appreciation in value thereof
2. newly acquired and/or newly occupied premises provided they are not otherwise insured anywhere in Great Britain Northern Ireland the Isle of Man or the Channel Islands

Provided that

1. at any one Premises this extension shall not exceed 10 per cent of the Sum Insured under the relevant item or £250,000 in the aggregate whichever is the less
2. You shall advise Us
 - a. every six months in respect of any such alterations additions and improvements
 - b. as soon as practicable of any newly acquired and or newly occupied premises

You will pay the appropriate additional premium required from inception of such additional cover and amounts declared shall be added by endorsement to the Sum Insured by the relative item whereupon these provisions shall be fully reinstated

Contract Sale Price

In the event that a contract for the sale of goods (not yet delivered) is cancelled following Damage to goods by reason of conditions attaching to the contract then We will pay the contract price for the goods which have suffered Damage

Any calculation for the purpose of Average will be on the basis of the contract price for all goods sold but not delivered whether suffering Damage of not

Day One Basis

Applicable only to those items showing a Declared Value (DV) as stated in the Schedule

1. You having stated in writing the Declared Value incorporated in each item to which this Extension applies the premium has been calculated accordingly
For the purposes of this Extension Declared Value shall mean
Your assessment of the cost of reinstatement of Buildings Electronic Business Machines Plant Machinery and Tenants Improvements arrived at in accordance with paragraph (1) of the Basis of Claims Settlement Condition at the level of costs applying at the start of the Period of Insurance (ignoring inflationary factors which may operate subsequently) together with an allowance for
 - a. the additional cost of reinstatement to comply with
 - i. European Union Legislation
 - ii. Act of Parliament
 - iii. Bye-Laws of any public authority
 - b. professional fees
 - c. debris removal costs
2. You must notify Us of the Declared Value at the start of each Period of Insurance
If You fail to notify Us of the Declared Value at the start of any Period of Insurance We will use the last Declared Value notified to Us for the following Period of Insurance
3. Provisions (2) and (4) of the Basis of Claims Settlement Condition are restated as follows
4. If at the time of the Damage the Declared Value is less than the cost of reinstatement of the Property Insured arrived at in accordance with paragraph (1) of this Condition at the start of the Period of Insurance Our liability for any Damage will be limited to that proportion which the Declared Value bears to the cost of reinstatement of the Property Insured arrived at in accordance with paragraph (1) of this Condition
5. We will not pay under this Condition
 - a. until You have incurred the cost of replacing or repairing the Property Insured
 - b. if You or someone acting on Your behalf have insured the Property Insured under another policy which does not have the same basis of reinstatement
 - c. if You do not comply with any of the provisions of this Condition

However the Sums Insured will be limited to the percentage of the Declared Values stated in the Schedule

Debris Removal

The Sum Insured for each item of Property Insured under this Section includes costs and expenses necessarily incurred by You with Our consent in

1. removing debris from
2. dismantling and or demolishing
3. shoring up or propping

the portion or portions of the Property Insured by the said items following Damage

in addition the sum insured in respect of Plant Machinery Trade Fixtures includes the costs and expenses necessarily incurred in the re-erection and fixing of said items following Damage

But we will not indemnify You in respect of costs and expenses

1. incurred in removing debris except from the Premises where Damage occurred and the area immediately adjacent thereto
2. arising from pollution or contamination of Property not insured by this Section The maximum We will pay for costs and expenses in respect of Stock in Trade is £10,000

Drain Clearance

The Sum Insured for each item under Buildings and/or Plant Machinery extends to include costs and expenses necessarily incurred by You and for which We agree to for clearing and /or cleaning drains sewers and gutters for which You are responsible and liable following Damage as insured by this Section

European Union and Public Authorities Clause

Following Damage as insured by this Section to each item under Buildings and Plant Machinery We will pay the additional cost of reinstatement as may be incurred solely by reason of the necessity to comply with any

1. European Union legislation or
2. building or other regulations under or framed in pursuance of any Act of Parliament or by-laws of any public authority (both of which are hereinafter referred to as "Regulations" in respect of the destroyed or damaged Property Insured)

This Extension does not apply to

1. the cost incurred in complying with the Regulations
 - a. in respect of Damage occurring prior to the granting of this Section Extension
 - b. in respect of Damage not insured by this Section
 - c. under which notice has been served upon You prior to the happening of the Damage
 - d. for which there is an existing requirement which has to be implemented within a given period
 - e. in respect of undamaged Property Insured or undamaged portions of Property Insured other than foundations (unless specifically excluded) of that portion of the Property Insured destroyed or damaged for any amount in excess of 15% of the total amount for which We would have been liable had the Property Insured at the Premises where Damage occurred had been wholly destroyed
2. the additional cost that would have been required to make good the Property Insured destroyed or damaged to a condition equal to its condition when new had the necessity to comply with the Regulations not arisen
3. the amount of any charge or assessment arising out of capital appreciation which may be payable in respect of the Property Insured or by the owner thereof by reason of compliance with Regulations

Provided that

1. the work of reinstatement must be commenced and carried out without unreasonable delay and in any case must be completed within 12 months after the Damage or within such further time as We may allow (during the said 12 months) and may be carried out upon another site (if the regulations so necessitate) subject to the Our liability under this Section Extension not being thereby increased
2. if Our liability under any item of this Section apart from this Section Extension shall be reduced by the application of any of the terms conditions and Exceptions of this Section then Our liability under this Section Extension in respect of any such item shall be reduced in like proportion
3. the total amount recoverable under any item of this Section under this Section Extension shall not exceed
 - a. in respect of European Union Legislation
 - i. 15% of the Sum Insured
 - ii. where the Sum Insured by the item applies to Property Insured at more than one Premises 15% of the total amount for which We would have been liable had the Property Insured by the item at the Premises where Damage has occurred been wholly destroyed
 - b. in respect of Regulations the Sum Insured

Fire Brigade Damage

We will indemnify You in respect of costs and expenses necessarily incurred in reinstating or repairing landscaped gardens and grounds following damage caused by fire brigade equipment or personnel in the course of combating fire

The maximum We will pay in respect of any one claim under this Extension is £10,000

Fire Extinguishing Expenses

We will indemnify You in respect of costs and expenses incurred in refilling recharging or replacing any

1. portable fire extinguishing appliances
2. local fire suppression system

3. fixed fire suppression system
4. sprinkler installation
5. sprinkler heads

As a result of Damage as insured by this Section

We will not indemnify You in respect of any costs and expenses recoverable from the maintenance company or fire service

If in relation to any claim for fire extinguishing expenses if You have failed to fulfil the following condition You will lose Your right to indemnity or payment for that claim

You must maintain all such equipment in accordance with the manufacturer's instruction which is acceptable to Us

The maximum We will pay in respect of any one claim under this extension is £10,000

Index Linking

Each item of Property Insured is declared to be subject to Index Linking unless otherwise specified in the Schedule and it is adjusted at monthly intervals as follows

1. in respect of Buildings Landlords Fixtures and Fittings Tenants Improvements and internal decorations in accordance with the percentage change in the General Building Cost Information Service
2. in respect of Stock in Trade Gross Profit Gross Revenue Gross Rentals Outstanding Debit Balances in accordance with the percentage change in the Producer Price Index for Home Sales of Manufactured Products
3. in respect of all other Plant Machinery Trade Fixtures other than Stock in Trade in accordance with the Durable Goods Section of the Retail Prices Index

At each renewal the premium will be adjusted to apply to the Sum Insured which then pertains and We waive all rights to additional premium arising solely out of such index adjustments prior to renewal We reserve the right to use alternative suitable indices to those mentioned at any time without prior notice if either index becomes unavailable

Replacement Locks

We will indemnify You for the cost of replacing locks at the Premises if keys are lost from

1. the Premises
2. Your home
3. the home of any authorised Employee

following Theft or Attempted Theft

or

whilst in Your custody or that of an Employee following Theft or Attempted Theft

If the keys belong to a safe or strongroom they must be

1. removed from the Premises overnight
2. kept in a secure place away from the safe when You or an Employee occupies the Premises

The maximum We will pay in respect of any one claim is £2,500

Loss of Metered Water

We will pay for charges for which You are responsible if water is accidentally discharged from a metered water system providing service to the Premises

The maximum We will pay in respect of any one claim under this Extension is £10,000

Mortgagors Freeholders and Lessors

Mortgagors freeholders and lessors shall not be prejudiced by any increase in the risk of Damage resulting from any act of negligence of any mortgagee leaseholder lessee or occupier of any Buildings insured by this Section provided such increase in risk is without their prior knowledge or authority and We are notified immediately they become aware of such increase in risk

Non-invalidations

The insurance by this Section shall not be invalidated by any act or omission or by any alteration whereby the risk of Damage is increased unknown to or beyond Your control provided that immediately You become aware thereof You shall give notice to Us and pay an additional premium if required

Other Interests

The interest of parties supplying Property to You under a hiring leasing or similar agreement is noted in this insurance the nature and extent of any such interest to be disclosed in the event of Damage

Rent

The insurance on rent applies only if any of the Buildings or any part thereof are unfit for occupation in consequence of Damage thereto but the amount payable shall not exceed such proportion of the Sum Insured on Rent as the period necessary for reinstatement bears to the term of Rent insured

Subrogation Waiver

In the event of a claim arising under this Section We agree to waive any rights remedies or relief to which We might become entitled by subrogation against

1. any Company standing in the relationship of Parent to Subsidiary (Subsidiary to Parent) to You as defined in the Companies Acts or Companies (NI) Order as appropriate current at the time of Damage
2. any Company which is a Subsidiary of a Parent Company of which You are a subsidiary in each case within the meaning of the Companies Acts or Companies (NI) Order as appropriate current at the time of Damage

Theft Damage to Buildings

We will indemnify You for the cost of repairing Damage by theft or any attempted theft to the buildings at the Premises (whether or not the buildings are insured hereunder) if You are responsible for the repairs and the Damage is not otherwise insured

Temporary Boarding Up

Any cover granted under this Section in respect of Damage to fixed glass includes the reasonable costs of any necessary boarding up or temporary glazing pending the replacement of broken glass and of removing and re-fixing window fittings and other obstacles to replacement

The maximum we will pay in respect of any one claim under this Extension is £5,000

Temporary Removal (General)

We will indemnify You in respect of Damage insured by this Section other than to Stock whilst temporarily removed from the Premises for cleaning renovation repair elsewhere and in transit thereto and therefrom in Great Britain Northern Ireland the Isle of Man or the Channel Islands

The maximum We will pay under this Extension is 10% of the Sum Insured for each item after the deduction of the value of any Building and Stock in Trade included within the item insured

But we will not indemnify You in respect of

1. motor vehicles and motor chassis licensed for normal road use when Damage occurs elsewhere than at the Premises
2. Property Insured elsewhere
3. Property Insured removed for more than 90 consecutive days unless We agree a longer period

Temporary Removal – Documents and Computer Systems Records

Where an item under this Section includes deeds and other documents (including stamps thereon) manuscripts plans and writings of every description and books (written and printed) and computer systems records We will indemnify You in respect of Damage insured by this Section to such item while temporarily removed to any premises not in Your occupation and whilst in transit thereto and therefrom all in Great Britain Northern Ireland the Isle of Man or the Channel Islands

The maximum We will pay under this Extension is 10% of the total value of the item

Transfer of Interest

If at the time of Damage You shall have contracted to sell Your interest in any Buildings and the purchase shall not have been but shall be thereafter completed the purchaser on completion of the purchase if and so far as

the Building is not otherwise insured by or on behalf of the purchaser against such Damage shall be entitled to the benefit of this Section so far as it relates to such Damage without prejudice to Our or Your rights and liabilities under this Section up to the date of completion

Trace and Access

We will pay reasonable costs and expenses with Our consent in locating the source of any escape of water from any fixed domestic water services or heating installation or escape of fuel oil including subsequent repair to walls floors or ceilings

But we will not indemnify You

1. for the cost of repairs to any fixed domestic water services or heating installation
2. where Damage results solely from a change in the water table level

Our maximum liability shall under this Extension not exceed £10,000 in the aggregate during any one Period of Insurance

Underground Services

We will pay for Damage for which You are legally liable to underground pipes cables drains and their relevant inspection covers supplying services to and carrying waste from the Premises to the point of junction with public supply lines mains and sewers

The maximum We will pay under this Extension in respect of any claim is £10,000

Workmen

Workmen are allowed in or about any of the Premises for the purposes of carrying out minor alterations repairs decoration and or any maintenance without prejudice to this Policy

Business Interruption Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Damage

loss of or damage to the Property used by You at the Premises for the purpose of the Business

Indemnity Period

the period beginning with the occurrence of the Damage and ending not later than the Maximum Indemnity Period thereafter

during which the results of the Business shall be affected in consequence thereof

Turnover

the money paid or payable to You for goods sold and delivered and for services rendered in the course of the Business at the Premises

Maximum Indemnity Period

the period detailed in the Schedule

Maximum Limit

The Sum Insured as stated in the Schedule for Increased Cost of Working which will apply to each and every Premises as specified in the Schedule and in the aggregate in respect of any one event unless otherwise stated

Gross Profit

the amount by which

1. the sum of the amount of the Turnover and the amounts of the closing stock and work in progress shall exceed
2. the sum of the amount of the opening stock and work in progress and the amount of the Uninsured Working Expenses

The amounts of the opening and closing stocks (including work in progress) shall be arrived at in accordance with Your usual accounting methods due provision being made for depreciation and any discounts allowed

Uninsured Working Expenses

Purchases (less discounts received)

Carriage packing and freight

Discounts allowed

Bad debts

or unless otherwise stated in the Schedule

the words used in this definition will have the meaning usually attached to them in Your books and accounts

Gross Rentals

the money paid or payable to You for tenancies and other charges and for services rendered in the course of the Business at the Premises

Gross Revenue

the money paid or payable to You for services rendered in the course of the Business less the amount of any Uninsured Working Expenses

Estimated Gross Profit

the amount declared by You to Us as representing not less than the Gross Profit which it is anticipated will be earned by the Business during the financial year most nearly concurrent with the Period of Insurance (or a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months)

Estimated Gross Revenue

the amount declared by You to Us as representing not less than the Gross Revenue which it is anticipated will be earned by the Business during the financial year most nearly concurrent with the Period of Insurance (or a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months)

Estimated Gross Rentals

the amount declared by You to Us as representing not less than the Gross Rentals which it is anticipated will be earned by the Business during the financial year most nearly concurrent with the Period of Insurance (or a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months)

Outstanding Debit Balances

The money owed to You by Your customers at the date of the Damage taking into account

1. bad debts
2. debit and credit amounts owed and not passed through the books during the period between the last record and the date of the Damage
3. abnormal trading conditions affecting the Business
4. Your last record of amounts owed by customers

Rate of Gross Profit

the rate of Gross Profit earned on the Turnover during the financial year

immediately before the date of the Damage

Annual Turnover

the Turnover during the twelve months immediately before the date of the Damage

Standard Turnover

the Turnover during the period in the twelve months immediately before the date of the occurrence which corresponds with the Indemnity Period

Annual Gross Revenue

the Gross Revenue during the twelve months immediately before the date of the Damage

Standard Gross Revenue

the Gross Revenue during the period in the twelve months immediately before the date of the Damage which corresponds with the Indemnity Period

Annual Gross Rentals

the Gross Rentals during the twelve months immediately before the date of the Damage

Standard Gross Rentals

the Gross Rentals during that period in the twelve months immediately before the date of the Damage which corresponds with the Indemnity Period

to which such adjustments shall be made as may be necessary to provide for the trend of the Business and for variations in or other circumstances affecting the Business either before or after the Damage or which would have affected the Business had the Damage not occurred so that the figures thus adjusted shall represent as nearly as may be reasonably practicable the results which but for the Damage would have been obtained during the relative period after the Damage

Cover

In respect of each item in the Schedule We will indemnify You in respect of loss resulting from interruption of or interference with the Business carried on by You at the Premises in consequence of Damage occurring during the Period of Insurance caused by the operation of a Contingency covered under the Property Damage Section of the Policy unless otherwise stated in the Schedule

Provided that

1. payment shall have been made or liability admitted for the Damage under an insurance covering Your interest in the property

or

2. payment would have been made or liability admitted for the Damage but for the operation of a provision in such insurance excluding liability for losses below a specified amount

Limit of Liability

Our liability under this Section shall not exceed

1. 133 1/3% of the Estimated Gross Profit or Estimated Gross Revenue or Estimated Gross Rentals shown in the Schedule

and

2. 100% of the total Sum Insured shown in the Schedule for each other item stated in the Schedule

Basis of Settlement

The following terms of settlement apply only if the paragraph title appears in the Schedule as the Specification

Gross Profit/Estimated Gross Profit

The insurance under this item is limited to loss of Gross Profit due to (1) reduction in Turnover and (2) increase in cost of working and the amount payable as indemnity thereunder shall be

1. in respect of reduction in Turnover
the sum produced by applying the Rate of Gross Profit to the amount by which the Turnover during the Indemnity Period shall fall short of the Standard Turnover in consequence of the Damage
2. in respect of increase in cost of working
the additional expenditure (subject to the provisions of the Uninsured Working Expenses) necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the reduction in Turnover which but for that expenditure would have taken place during the Indemnity Period in consequence of the Damage but not exceeding the sum produced by applying the Rate of Gross Profit to the amount of the reduction thereby avoided

less any sum saved during the Indemnity Period in respect of such of the charges and expenses of the Business payable out of Gross Profit as may cease or be reduced in consequence of the Damage

Provided that

if the sum insured by the item on Gross Profit be less than the sum produced by applying the Rate of Gross Profit to the Annual Turnover (or at a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months) the amount payable shall be proportionately reduced

Gross Revenue/Estimated Gross Revenue

The insurance under this item is limited to (1) loss of Gross Revenue and (2) increase in cost of working and the amount payable as indemnity thereunder shall be

1. in respect of loss of Gross Revenue
the amount by which the Gross Revenue during the Indemnity Period shall fall short of the Standard Gross Revenue in consequence of the Damage
- in respect of increase in cost of working
2. the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the reduction in Gross Revenue which but for that expenditure would have taken place during the Indemnity Period in consequence of the Damage but not exceeding the amount of the reduction in Gross Revenue thereby avoided

less any sum saved during the Indemnity Period in respect of such of the charges and expenses of the Business payable out of Gross Revenue as may cease or be reduced in consequence of the Damage

If the sum insured by the item on Gross Revenue be less than the Annual Gross Revenue (or at a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months) the amount payable shall be proportionately reduced

Gross Rentals/Estimated Gross Rentals

The insurance under this item is limited to (1) loss of Gross Rentals and (2) increase in cost of working and the amount payable as indemnity thereunder shall be

1. in respect of the loss of Gross Rentals

- the amount by which the Gross Rentals during the Indemnity Period shall fall short of the Standard Gross Rentals in consequence of the Damage
2. in respect of increase of cost of working
the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the loss of Gross Rentals which but for the expenditure would have taken place during the Indemnity Period in consequence of the Damage but not exceeding the amount of the reduction in Gross Rentals thereby avoided

less any sum saved during the Indemnity Period in respect of such of the expenses and charges payable out of Gross Rentals as may cease or be reduced in consequence of the Damage

If the sum insured by the item on Gross Rentals be less than the Annual Gross Rentals (or at a proportionately increased multiple thereof where the Maximum Indemnity Period exceeds twelve months) the amount payable shall be proportionately reduced

Book Debts

If Your account books or other Business books or records whilst on Your Premises or temporarily removed to any premises in Great Britain Northern Ireland the Isle of Man or the Channel Islands or in transit between them sustain Damage as defined which results in Your inability to trace or establish the Outstanding Debit Balances We will pay You

1. the difference between the Outstanding Debit Balances and the total of the amounts received or traced in respect thereof
2. the additional expenditure incurred with Our consent in tracing and establishing customers' debit balances after the Damage
3. auditors' or accountants' charges reasonably incurred for producing and certifying details of a claim under this specification

provided that if the Sum Insured stated in the Schedule is less than the Outstanding Debit Balances the amount payable shall be proportionately reduced

We will not indemnify You as a result of

1. erasure or distortion of information on computer systems or other records
2. deliberate falsification of business records
3. mislaying or misfiling of tapes and records
4. the deliberate act of the public supply undertaking in restricting or withholding electricity supply
5. wear and tear and gradual deterioration vermin rust damp or mildew
6. dishonest or fraudulent acts by any of Your employees

Special Condition

You will record the total amount of Outstanding Debit Balances at least once every seven days and keep a copy

1. in a locked fire-resistant safe or cabinet at the Premises or
2. away from the Premises

The total amount payable in respect of any one claim shall not exceed the Sum Insured stated in the Schedule at the time of the Damage

Increased Cost of Working

We will pay Your additional expenditure which has been reasonably and necessarily incurred as a result of Damage to continue the Business during the Indemnity Period

The maximum amount We will pay will not exceed 50% of the Maximum Limit during the first three months of the Indemnity Period and then pro rata for the balance unless specified otherwise in the Schedule

Additional Increased Cost of Working

We will pay in respect of additional cost of working the additional expenditure incurred due to the Damage to maintain the Business during the Indemnity Period which exceeds the amount recoverable in respect of increase in the cost of working insured by the Specification of this Section

The maximum We will pay is the Sum Insured stated in the Schedule

Conditions

The following conditions apply to this Section and should be read in-conjunction with the General Conditions applying to the whole Policy

Accumulated Stocks

The following condition is only applicable to items on a Gross Profit/Estimated Gross Profit Basis of Settlement

In adjusting any loss account shall be taken and an equitable allowance made if any reduction in Turnover (where applicable) due to the Damage is postponed by reason of the Turnover being temporarily maintained from accumulated stocks of raw materials, work in progress or finished goods, at the Premises or elsewhere.

Alternative Trading

If during the Indemnity Period goods shall be sold accommodation provided or services shall be rendered elsewhere than at the Premises for the benefit of the Business either by You or by others on Your behalf the money paid or payable in respect of such sales accommodation or services shall be brought into account in arriving at the Turnover Gross Revenue Gross Profit or Gross Rentals during the Indemnity Period

Automatic Reinstatement

The Sums Insured stated in the Schedule will not be reduced by the amount of any claim unless We or You give written notice to the contrary

However You must pay the additional premium required to reinstate the Sum Insured

Current Cost Accounting

For the purpose of these Section Definitions any adjustment implemented in current cost accounting shall be disregarded

Premium Adjustment

The following provisions apply separately to each item on Estimated Gross Profit or Estimated Gross Revenue

1. Where the premium paid is not on a provisional basis it may be adjusted at the end of the Period of Insurance We will allow a pro rata return of premium not exceeding 25% of the premium paid if the premium calculated at the appropriate rate on the actual Gross Profit or actual Gross Revenue earned during the financial year most nearly concurrent with the Period of Insurance as reported by Your auditors is less than the premium paid
If any Damage shall have occurred giving rise to a claim for loss of Gross Profit or Gross Revenue the above mentioned declaration shall be increased by Us for the purpose of premium adjustment by the amount by which the Gross Profit or Gross Revenue was reduced during the financial year solely in consequence of the Damage
2. Where a provisional premium is paid at the commencement of each Period of Insurance You shall declare to Us within six months of the expiry of each period the actual Gross Profit or actual Gross Revenue earned during the financial year most nearly concurrent with the Period of Insurance as reported by Your auditors
The premium will be calculated at the appropriate rate on the declaration and the premium paid will be adjusted as stated below provided that
if any Damage shall have occurred giving rise to a claim for loss of Gross Profit or Gross Revenue the above mentioned declaration shall be increased by Us for the purpose of premium adjustment by the amount by which the Gross Profit or Gross Revenue was reduced during the financial year solely in consequence of the Damage
 - a. in respect of Limit of Liability (1) in this Section if the premium calculated is
 - i. less than the premium paid We will repay the difference to You
 - ii. greater than the premium paid You shall pay the difference
 - b. in respect of Limit of Liability (2) in this Section if the premium calculated is
 - i. less than the premium paid We will repay the difference to You but not exceeding the difference between the premium paid and the premium payable on 50% of the Sum Insured
 - ii. greater than the premium paid You shall pay the difference not exceeding the difference between the premium paid and the premium payable on the full Sum Insured

In the event that no declaration is received within six months of the expiry of the Period of Insurance the Sum Insured will be deemed to be the declaration and the additional premium due will become payable

Excess

We will deduct the amount of the excess stated in the Schedule in respect of each and every claim as calculated after the application of all other terms of this Section

Departmental Clause

If you conduct the Business in departments and independent trading results are obtainable the Basis of Settlement of the

Gross Profit Gross Revenue or Gross Rentals will apply separately to each department affected by the Damage

If the insurance is not on a declaration linked basis if the Sum Insured by such item is less than the total of all the sums produced by applying the Rate of Gross Profit Gross Revenue or Gross Rentals for each department of the Business (affected by the Damage or not) to its relative Annual Turnover (proportionately increased where the Maximum Indemnity Period exceeds 12 months) You will be Your own insurer for the difference and bear a rateable share of the loss

New Business

For the purposes of any claims arising from Damage occurring before the completion of the first years trading of the Business such loss will be ascertained by applying the Gross Profit or Gross Revenue or Gross Rentals earned during the period between the commencement of the Business and the date of the Damage to the amount by which the Gross Profit or Gross Revenue or Gross Rentals during the period of interruption or interference will have fallen short of the proportional equivalent for that period of the Gross Profit or Gross Revenue or Gross Rentals realised during the period between the commencement of the Business and the date of such Damage

Payments on Accounts

Claims payments on account may be made to You during the Indemnity Period if required

Professional Accountants

We will pay Your auditors and professional accountants reasonable charges for

1. producing information We require for investigating any claim and
2. confirming the information is in accordance with Your business books

The maximum We will pay for any claim including auditors and professional accountants charges is the Sum Insured

Subrogation Waiver Clause

In the event of a claim arising under this Section We agree to waive any rights remedies or relief to which We may be entitled by subrogation against

1. any company whose relationship to You is either a parent to subsidiary or subsidiary to parent
2. any company which is a subsidiary of a parent company of which You are Yourself a subsidiary

as defined in or within the meaning of the relevant Companies Act or Companies (NI) Order current at the time of the Damage

Value Added Tax

To the extent that You are accountable to HM Customs and Excise for Value Added Tax all terms in this Section shall be exclusive of such tax

Extensions

The following extensions shall apply subject to all other terms conditions limits exceptions of this Policy where specified in the Schedule

We will indemnify You in respect of interruption of or interference with the Business in consequence of Damage during the Period of Insurance caused by the operation of a Contingency covered under the Property Damage Section of the Policy unless otherwise stated in the Schedule to

1. the under noted premises or situations

or

2. to the under noted property

Our liability under each extension for any one occurrence will not exceed

1. the amount

or

2. the percentage of the Sum Insured (or 133 1/3% of the Estimated Amount)

stated in the Schedule as the Limit

Specified Suppliers

to property at the premises of Your suppliers as named in the Schedule

Unspecified Suppliers

to property at the premises of any of Your suppliers within Great Britain Northern Ireland the Channel Islands or the Isle of Man but excluding the premises of any supply undertaking from which You obtain gas water electricity or telecommunications services

Supplier of Suppliers

to property at the premises of Your supplier suppliers within Great Britain Northern Ireland the Channel Islands or the Isle of Man but excluding the premises of any supply undertaking from which You obtain gas water electricity or telecommunications services

Specified Customers

to property at the premises of Your customers as stated in the Schedule

Unspecified Customers

to property at the premises of any of Your customers with Great Britain Northern Ireland the Channel Islands or the Isle of Man

Public Utilities – Electricity

to property at the premises of any generating station or sub-station of Your electricity supplier in Great Britain Northern Ireland

the Channel Islands or the Isle of Man

Public Utilities - Gas

to property at the premises of Your gas supplier and any natural gas producer directly linked to Your gas supplier in Great

Britain Northern Ireland the Channel Islands or the Isle of Man

Public Utilities - Water

to property at the premises of any water works or pumping station of Your water supplier in Great Britain Northern Ireland the

Channel Islands or the Isle of Man

Public Utilities - Telecommunications

to property at any land based premises of Your Telecommunications supplier in Great Britain Northern Ireland the Channel

Islands or the Isle of Man

Prevention of Access

to property in the vicinity of the Premises which hinders or prevents access to the Premises

Property Stored

to Your property whilst stored in any premises within Great Britain Northern Ireland the Channel Islands or the Isle of Man

We will not indemnify You in respect of property stored in any premises You partially or fully occupy

Patterns

to Your patterns models jigs moulds ties tools templates drawings and designs including those for which You are responsible while at any premises in Great Britain Northern Ireland the Channel Islands or the Isle of Man of any machine makers engineers founders or other metal workers

We will not indemnify You in respect of Damage at any premises You partially or fully occupy

Transit

To Your property while in transit by road rail or inland waterway all in Great Britain Northern Ireland the Channel Islands or the

Isle of Man

Motor Vehicles

to motor vehicles belonging to You anywhere in within Great Britain Northern Ireland the Channel Islands or the Isle of Man but

not in any premises that You occupy

Contract Sites

to any situation within Great Britain Northern Ireland the Channel Islands or the Isle of Man where You are carrying out

a contract

Exhibition Sites

to any situation within Great Britain Northern Ireland the Channel Islands or the Isle of Man where You are exhibiting goods

Additional Contingencies

The following Additional Contingencies only apply to this Section if they are stated in the Schedule

Action by the Police Authority

We will indemnify You in respect of loss resulting from interruption or interference with the Business as a result of prevention of access to the Premises by the Police Authority due to a danger or disturbance in the vicinity of the Premises

However We will not indemnify You for any interruption or interference lasting less than 12 hours

The maximum We will pay under this Additional Contingency is £50,000 or 10% of the Sum Insured shown under the Specification in the Schedule whichever is the lower in respect of the total of all losses occurring during the Period of Insurance unless otherwise stated in the Schedule

The provisions of any Automatic Reinstatement Condition do not apply in respect of this Additional Contingency

Full Failure of Utilities – Electricity

We will indemnify You in respect of loss resulting from interruption or interference with the Business as a result of accidental failure of Your supply of electricity at the terminal ends of Your suppliers feed to the Premises

We will not indemnify You in respect of accidental failure

1. caused by the deliberate act of any supply authority
2. caused by the exercise of any supply authority's power to withdraw or restrict supply or services
3. caused by industrial action
4. other than in Great Britain Northern Ireland the Channel Islands or the Isle of Man
5. lasting less than 4 consecutive hours

The maximum We will pay for any one claim will not exceed the limit stated in the Schedule

Full Failure of Utilities – Water

We will indemnify You in respect of loss resulting from interruption or interference with the Business as a result of accidental failure of Your supply of water at the terminal ends of Your suppliers feed to the Premises

We will not indemnify You in respect of accidental failure

1. caused by the deliberate act of any supply authority
2. caused by the exercise of any supply authority's power to withdraw or restrict supply or services
3. caused by industrial action
4. caused by drought or other weather conditions unless equipment has been damaged
5. other than in Great Britain Northern Ireland the Channel Islands or the Isle of Man
6. lasting less than 4 consecutive hours

The maximum We will pay for any one claim will not exceed the limit stated in the Schedule

Full Failure of Utilities - Gas

We will indemnify You in respect of loss resulting from interruption or interference with the Business as a result of accidental failure of Your supply of gas at the terminal ends of Your suppliers feed to the Premises

We will not indemnify You in respect of accidental failure

1. caused by the deliberate act of any supply authority
2. caused by the exercise of any supply authority's power to withdraw or restrict supply or services
3. caused by industrial action
4. other than in Great Britain Northern Ireland the Channel Islands or the Isle of Man
5. lasting less than 4 consecutive hours

The maximum We will pay for any one claim will not exceed the limit stated in the Schedule

Telecommunications

We will indemnify You in respect of loss resulting from interruption or interference with the Business as a result of accidental failure of the telecommunications services at the incoming line terminals or receivers at the Premises

We will not indemnify You in respect of accidental failure

1. caused by the deliberate act of any supply authority
2. caused by the exercise of any supply authority's power to withdraw or restrict supply or services
3. caused by industrial action
4. caused by atmospheric or weather conditions but this will not exclude accidental failure due to Damage caused by such conditions
5. caused by failure of any satellite
6. other than in Great Britain Northern Ireland the Channel Islands or the Isle of Man
7. lasting less than 24 consecutive hours

The maximum We will pay for any one claim will not exceed the limit stated in the Schedule

Glass Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

External Glass

All fixed plain sheet or plain plate glass in windows doors fanlights skylights that form the external fabric of the building owned

by You or for which You are responsible

Internal Glass

All fixed plain sheet or plain plate glass in internal doors partitions furniture display and show cases counters or shelves owned

by You or for which You are responsible

Special Glass

Fixed baths washbasins pedestals bidets shower trays sinks lavatory pans and cisterns shower trays and splash backs owned by You or for which You are responsible

Breakage

Accidental fracture extending through the entire thickness of the Internal Glass or External Glass or Special Glass

Cover

We will indemnify You in respect of Breakage of Internal Glass or External Glass or Special Glass as specified in the Schedule

situated at the Premises occurring during the Period of Insurance

We will replace such glass or at Our option pay to You the costs of replacement

Limit of Liability

Our liability under this Section shall not exceed £5,000 or the limit stated in the Schedule or limit specified in any Extension to this Section

Section Extensions

The following Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

1. as a direct result of Breakage We will indemnify You for
 - a. the reasonable cost of
 - i. boarding up
 - ii. repair or replacement of window frames framework security fittings and or alarm foil for an amount not exceeding £1,000 any one occurrence
 - b. Damage to any lettering embossing beading silvering or ornamental work for an amount not exceeding £2,500 any one occurrence
 - c. Damage to goods displayed for an amount not exceeding £1,000 any one occurrence provided such Damage was not a direct result of theft or attempted theft
2. We will indemnify You as a result of Damage to any sign provided such cover is indicated in the Schedule and a Sum Insured is placed thereon The maximum We will pay in respect of signs shall not exceed the Sum Insured

Section Exceptions

The following exceptions apply to this Section and should be read in conjunction with the General Exceptions We will not indemnify You in respect of

1. Breakage and/or Damage caused by fire lightning explosion or storm

2. Breakage and/or Damage to glass in light fittings signs stock in trade or goods in trust vehicles vending machines greenhouses and conservatories unless specified in the Schedule
3. defects in the frames and framework
4. caused by or arising from faulty or defective workmanship on the part of You or any of Your Employees
5. scratching wear tear gradual deterioration mechanical or electrical breakdown of neon and illuminated signs and electrical light fittings
6. the Excess stated in the Schedule
7. repair alteration or other fittings to the Premises
8. Breakage and/or Damage occurring in any Vacant or Disused building
9. any consequential loss

Money and Personal Accident Assault Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Bodily Injury

Bodily Injury by violent and visible means

Business Hours

Your normal working hours and any other period which You Your Employee director or partner entrusted with Money are on the Premises in connection with the Business

Loss of Limb

Physical separation of one or more limbs at or above the wrist or ankle or permanent and total loss of use of one or more hands arms legs or feet

Non-Negotiable Money

Crossed cheques crossed giro cheques stamped national insurance cards crossed money orders crossed postal orders crossed bankers' drafts crossed warrants national savings certificates premium savings bonds unexpired units in franking machines credit card sales vouchers debit card sales vouchers VAT purchase invoices

Person Insured

You or any of Your partners directors or Employees

Cover (a) Money

We will indemnify You in respect of loss of Money by any cause occurring at the Premises in transit or at the private residences of any Person Insured anywhere within Great Britain Northern Ireland the Isle of Man or the Channel Islands during the Period of Insurance

Limit of Liability

Our liability under this Section shall not exceed the limits stated in the Schedule or limit specified in any Extension to this Section

Section Extensions applicable to Cover (a) Money Only

The following Section Extensions shall apply to Cover (a) Money subject to all other terms conditions limits and exceptions of this Policy

We will indemnify You for loss or destruction of or damage to

1. any cases bags containers belts or waistcoats owned by You or for which You are responsible being used for carrying Money resulting from theft or attempted theft of Money up to a limit of £1,000 any one occurrence
2. clothing and personal effects belonging to You or any Person Insured resulting from theft or attempted theft of Money up to a limit of £500 any one person
3. Safes and Strong rooms resulting from theft or attempted theft of money up to a limit of £10,000 any one occurrence

We will indemnify You in respect of the cost of changing locks or lock mechanisms on doors windows safes and strong rooms at the Premises to maintain security following theft of keys from the Premises or from Your home or the home of any Person Insured up to a limit of £1,000 any one occurrence

Section Exceptions applicable to Cover (a) Money Only

We shall not indemnify You in respect of loss destruction or damage

1. arising from fraud or dishonesty of any director partner or Employee unless discovered and reported to the Police and Us in writing within 7 days after the event
2. resulting from use of any form of payment which proves to be counterfeit false invalid uncollectable irrecoverable for any reason

3. where a more specific insurance is in force except for any excess beyond the amount recoverable thereunder
4. due to errors or omissions
5. from unattended vehicles being any vehicle with no person in charge or keeping the vehicle under observation and able to observe or prevent any attempt by any person to interfere with the vehicle
6. outside Great Britain Northern Ireland the Channel Islands and the Isle of Man
7. resulting directly or indirectly from forgery fraudulent alteration or substitution fraudulent use of a computer or electronic transfer
8. from any gaming machine vending machine or automated teller machine or cash dispensing machine unless specifically stated in the Schedule

Section Conditions applicable to Cover (a) Money Only

The following conditions apply to Cover (a) Money and should be read in conjunction with the General Conditions applying to the whole Policy

Accompaniment Limits

The following are Conditions Precedent to Our liability to indemnify You in relation to any claim for Loss of Money in transit If You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

Whenever Money (other than Non-Negotiable Money) is in transit it is to be accompanied by the following numbers of authorised persons between the ages of 18 and 65 unless varied in the Schedule

Amount of Money in transit at any one time	Accompaniment Requirement
Up to £3,000	1 person
Over £3,000 up to £6,000	2 persons
Over £6,000 up to £12,000	3 persons
Over £12,000	Approved security company

The maximum amount we will pay in respect of any item insured under this Section is the limit stated in the Schedule

Records and Key Security

We will not indemnify You unless

1. a complete record of all Money held by You is kept in a secure place other than in any safe or other receptacle containing Money
2. safe keys are removed from the Premises outside Business Hours
3. all security devices to protect the Premises are properly fitted and put into full operation outside Business Hours

Adjustment to Premium

The premium having been calculated in whole or in part on estimates provided by You and stated in Schedule

1. within one month after the expiry of each Period of Insurance You will provide Us with an accurate declaration so that the premium for that Period of Insurance can be calculated and the difference paid or allowed to You subject to any minimum premium We may require being retained by Us
2. should You fail to supply such a declaration as described in (1) above We will be entitled to charge an additional premium in respect of that Period of Insurance

Theft Protections

It is a Condition Precedent to Our liability to make payment in respect of loss of Money at the Premises outside Business Hours that all fastenings and protections on the Premises at the commencement of this Policy and all additional fastening and protections which have been stipulated by Us shall be maintained in full and effective working order during the Period of Insurance and put into full and effective operation outside Business Hours

Additional Section Conditions

The following additional conditions apply to Cover (a) Money only if they are specified in the Schedule and should also be read in conjunction with the General Conditions applying to the whole Policy

Intruder Alarm System

For the purpose of this Condition only the following definitions apply

Intruder Alarm System

an electrical installation to detect and indicate the presence entry or attempted entry or exit of an intruder into Protected Premises

Protected Premises

the Premises or those portions of the Premises protected by the Intruder Alarm System as required by Us

Responsible Person

You or any person authorised by You to be responsible for the security of the Premises

Keyholder

You or any person or key holding company authorised by You who must be available at all times to accept notification of faults or alarm signals relating to the Intruder Alarm System attend and allow access to the Premises

If in relation to any claim for loss or damage caused by theft or attempted theft involving entry to or exit from the Premises by forcible and violent means You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

You must ensure that whenever the Premises are unattended

1. the Premises are protected by an Intruder Alarm System and means of communication used to transmit signals from such Intruder Alarm System designed installed and maintained as agreed by Us
2. the Protected Premises must not be left without at least one Responsible Person in attendance
 - a. unless the Intruder Alarm System is set in its entirety with all means of communication used to transmit signals in full operation
 - b. if the police have withdrawn their response to alarm calls unless We agree otherwise in writing
3. in the event of notification of any activation of the Intruder Alarm System or interruption of any of the means of communication used to transmit signals during any period that the Intruder Alarm System is set a Keyholder shall attend the Premises as soon as reasonably possible in order to confirm the security of the Premises and reset the Intruder Alarm System in its entirety If the Intruder Alarm System cannot be reset in its entirety or all the means of communication used to transmit signals are not in full operation a Keyholder must remain at the Premises unless We agree otherwise in writing
4. You shall advise Us as soon as possible and in any event not later than 10.00am on Our next working day
 - a. that police attendance in response to alarm signals/calls from the Intruder Alarm System may be withdrawn or the level of response reduced or delayed
 - b. of notice from a local authority or magistrate imposing any requirement for abatement of nuisance that the Intruder Alarm System and the means of communication used to transmit signals from such installation cannot be returned to or maintained in full working order

and You must comply with any of Our subsequent requirements
5. You shall not conduct or authorise any alteration or substitution of
 - a. any part of the Intruder Alarm System
 - b. the structure of the Premises or changes to the layout of the Premises which would affect the effectiveness
 - c. of the Intruder Alarm System
 - d. the means of communication used to transmit signals from the Intruder Alarm System
 - e. the procedures agreed with Us for police or any other response to any activation of the Intruder Alarm System
 - f. the maintenance contract

without Our written agreement
6. You and each Keyholder must maintain secrecy of codes and security of keys and setting/ unsetting devices for the operation of the Intruder Alarm System All keys and other setting/ unsetting devices for the Intruder Alarm System must be removed from the Premises when they are left unattended

7. The Intruder Alarm System shall be maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or other such company as agreed by Us
8. You will appoint at least two Keyholders and lodge written details (which must be kept up to date) with the alarm company contracted to maintain the Intruder Alarm System and with the police if they so require

Requirements

If in relation to any claim You have failed to implement the Requirements as required by Us within the timescales specified You will lose Your right to indemnity or payment for that claim

Contingent Security Company Cover

We will indemnify You in respect of loss of Money in the custody of any security company You have an agreement with if You are unable to recover the Money from the security company

If in relation to any claim in respect of loss of Money in the custody or control of any security company You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

You must

1. provide Us with a copy of the agreement between You and the security company
2. obtain Our written agreement before any changes are made to the agreement
3. comply with the terms of the agreement

Cover (b) Assault

We will pay compensation as detailed in the Schedule in respect of any Bodily Injury sustained by any Person Insured in the course of the Business caused solely and directly by violence occurring during theft or attempted theft of Money and which directly and independently of any other cause results in any of the Contingencies detailed below

Contingencies

1. death (which shall not be presumed by disappearance of the Person Insured) occurring within 24 months of Bodily Injury
2. disablement occurring within 24 months of Bodily Injury being
 - a. total and permanent loss of all sight in one or both eyes or
 - b. total Loss of Limb
3. permanent total disablement which after 24 months of Bodily Injury prevents the Person Insured from pursuing any occupation
4. total disablement which within 24 months of Bodily Injury prevents the Person Insured from pursuing their normal occupation
5. partial disablement which within 24 months of Bodily Injury prevents the Person Insured from pursuing a substantial and essential part of their normal occupation
6. Incurred medical expenses

Clauses

Amounts payable

1. We will pay
 - a. weekly compensation at 4 weekly intervals
 - b. compensation under Contingencies 4 and 5 for a maximum of 2 years from the date that the disablement started
2. weekly benefit being paid for the same Bodily Injury will end if We pay compensation under Contingencies 1-3
3. insurance will end for the Person Insured if We pay compensation under Contingencies 1-3
4. reimbursement up to a sum of £500 in respect of Contingency 6

Section Conditions applicable to (b) Assault

1. In the event of death We shall be entitled to have a post mortem at Our own expense

2. In the event of any Bodily Injury the Person Insured must immediately place himself/herself under the care of a qualified medical practitioner and act upon such medical and/or surgical advice as is given as soon as reasonably practicable
3. In the event of any Bodily Injury the Person Insured must as often as may be required submit to medical examination at Our expense
4. The amount payable under Contingencies 4 and 5 shall be payable when the total amount has been agreed or at Your request at intervals of not less than four weeks (but not in advance) commencing four weeks after We have received written notice of any Bodily Injury

Section Exceptions applicable to (b) Assault

We will not be liable under Cover (b) Assault in respect of any death or disablement attributable to contributed to or accelerated by pregnancy or any pre-existing physical or mental condition

Goods in Transit Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Damage

Loss or destruction of or damage to the Property Insured

Property Insured

General merchandise connected with the Business belonging to You or for which You have accepted responsibility

Clothing and Personal Effects

Personal possessions of Your or Your drivers' worn or carried during transit excluding cash bank notes credit cards watches and jewellery

Excess

The amount or amounts shown in Your Policy or the Schedule which We will deduct from each and every claim at each separate location and will be deducted after the application of Average

Overnight

Means from 21.00 hours or whenever the Vehicle or trailer was last occupied (whichever is the earlier) to 06.00 hours or until the Vehicle is first used whichever is the later

Vehicle

Any motor vehicle and/or trailer and/or container which You own or operate in connection with the Business

Tools

Tools tool kits or test equipment which You own or are hired by You or used by You in connection with the Business and for which You are responsible

Cover

We will indemnify You in respect of Damage to Property Insured occurring during the Period of Insurance whilst being carried by the means of transit as detailed in the Schedule anywhere within or between Great Britain Northern Ireland the Isle of Man and the Channel Islands including whilst

1. loading and unloading
2. temporarily stored in or on a Vehicle during transit
3. conveyed on recognised "roll-on roll-off" vehicle ferries providing no unloading or reloading of the vehicle is involved

Limit of Liability

Our liability under this Section shall not exceed the limits stated in the Schedule or limit specified in any Extension to this Section

Section Extensions

The following Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

Additional Expenses

We will indemnify You for costs and expenses reasonably incurred by You with Our consent

1. in transferring the Property Insured to any other vehicle or trailer or delivering such property to its original destination or returning to its place of dispatch consequent upon collision or overturning of the conveying vehicle or trailer
2. the reloading of Property Insured to the conveying vehicle or trailer following accidental discharge
3. the removal of debris and site clearance following Damage to Property Insured up to a limit of £5,000 or the amount as stated in the Schedule

Clothing and Personal Effects

We will indemnify You for Damage to Clothing and Personal Effects caused by or following an accident to any Vehicle up to a limit of £500 any one claim or the limit as stated in the Schedule

Property on Approval with Customers

We will indemnify You against Damage to Property Insured whilst

1. in transit to or from Your customers premises on approval
2. on approval at the customers premises anywhere in Great Britain Northern Ireland the Channel Islands and the Isle of Man excluding Damage when in use

up to a limit of £10,000 in respect of any one claim

Property on Demonstration

We will indemnify You against Damage to Property Insured whilst

1. in transit to or from any premises for the purpose of demonstration
2. at the premises where the demonstration takes place within Great Britain Northern Ireland the Channel Islands the Isle of Man excluding Damage caused during the demonstration itself

up to a limit of £10,000 in respect of any one claim

Tarpaulins Sheets Ropes

We will indemnify You for Damage to sheets ropes chains tarpaulins toggles or packing materials owned by You or for which You are responsible while carried on any Vehicle

We will replace such tarpaulins as new if such tarpaulins were not more than one year old at the time of Damage

Tools

We will indemnify You for Damage to Tools

1. in or on any Vehicle
2. whilst temporarily stored on any Vehicle during transit

up to a limit of £500 any one claim or the amount as stated in the Schedule

Travellers Samples

We will indemnify You against Damage to travellers samples

1. in or on any Vehicle
2. whilst they are temporarily removed from any Vehicle and kept in any stockroom hotel or private dwelling house provided that they remain in the custody or control of You or Your Employee partner or director

up to a limit of £2,500 any one claim or the amount as stated in the Schedule

Section Exceptions

The following exceptions apply to this Section and should be read in conjunction with the General Exceptions

We will not provide an indemnity in respect of

1. Damage caused by
 - a. defective or inadequate packing insulation or labelling delay inadequate documentation disappearance or unexplained or inventory shortage
 - b. evaporation or ordinary leakage
 - c. vermin insects wear tear inherent vice latent defect gradual deterioration
 - d. pollution or contamination
 - e. an existing or hidden defect
 - f. indirect or consequential loss
 - g. vibration denting scratching or bruising
 - h. mechanical or electrical breakdown derangement defect or failure
2. Shortage in weight
3. Damage caused by deterioration or variation in temperature unless directly consequent upon fire theft or overturning or collision of the carrying vehicle
4. Damage arising from
 - a. confiscation requisition or destruction by order of any government or any public authority

- b. riot civil commotion strikes lockouts or labour disturbances
- 5. Damage
 - a. occurring outside Great Britain Northern Ireland the Channel Islands and the Isle of Man
 - b. not connected with the Business
- 6. Damage to
 - a. jewellery precious stones watches clocks gold and silver articles furs curios
 - b. wines spirits perfumes and tobacco products
 - c. audio visual equipment
 - d. computer hardware and software
 - e. rare books and works of art
 - f. Money and bullion non ferrous metals
 - g. living creatures
 - h. explosives

Unless such Property Insured is specifically stated in the Schedule as insured and the Damage is not otherwise excluded

- 7. Damage caused by theft or attempted theft of the Property Insured and/ or Tools and/or Clothing and Personal Effects from any unattended Vehicle being any Vehicle with no person in charge or keeping the Vehicle under observation and able to observe or prevent any attempt by any person to interfere with the Vehicle

Unless You have ensured that

- a. all doors windows and other points of access have been locked where locks have been fitted and
 - b. all manufacturers' security devices have been put into effect and
 - c. the keys have been removed from any unattended Vehicle and
 - d. unattached trailers have anti-hitching devices fitted and they are put into effect
- 8. Damage resulting from theft or attempted theft from any unattended Vehicle during the hours from 9pm until 6am unless such Vehicle is
 - a. garaged in a securely locked building of substantial nature or
 - b. a compound which has secure walls and/or fences and securely locked gates
- 9. property in transit for hire or reward
- 10. the Excess as stated in the Schedule
- 11. loss of market or indirect or consequential loss

Conditions

The following conditions apply to this Section and should be read in conjunction with the General Conditions applying to the whole Policy

Automatic Reinstatement

The Limits of Liability stated in the Schedule will not be reduced by the amount of any claim unless We or You give written notice to the contrary

You must pay the additional premium required to reinstate the Limit of Liability

Average

Where a Sum Insured is subject to average if at the time of the Damage the Sum Insured is less than the total value of the

Property Insured You will be considered as Your own insurer for the difference and bear a proportionate share of the loss

Basis of Claims Settlement

The amount payable shall be the value of the Property Insured at the time of its Damage or at Our option the reinstatement or replacement of such property or any part of it

Reasonable Care

If in relation to any claim under this Section for Damage to Property Insured You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim

You must

- 1. take all reasonable measures to

- a. prevent Damage
 - b. secure loads properly
 - c. maintain any Vehicle in accordance with current law
 - d. ensure any Vehicle is suitable for the purpose for which it is to be used
2. allow Us access to examine any Vehicle which You operate or premises from which You operate

Substitution of Vehicles

Where Vehicles are individually specified in the Schedule We will insure subject to the Limit of Liability and any other terms and conditions applicable to the original Vehicle the Property Insured whilst in or on any other vehicle

1. temporarily substituted for the specified Vehicle whilst the Vehicle is out of use for maintenance repair or official vehicle testing
2. permanently substituted for the specified Vehicle provided that You inform Us in writing within 21 days of the substitution

Section Endorsements

The following Endorsements only apply to this Section if specified in the Schedule

Alarm Clause – Specified Vehicles

We will not indemnify You in respect of Damage resulting from theft or attempted theft from any specified unattended Vehicle being any Vehicle with no person in charge or keeping the Vehicle under observation and able to observe or prevent any attempt by any person to interfere with the Vehicle unless the alarm system approved by Us is

1. put into operation and all alarm keys removed and
2. maintained in accordance with the terms and conditions of the installing company's agreement

Alarm Clause – Unspecified Vehicles

We will not indemnify You in respect of Damage resulting from theft or attempted theft from any unattended Vehicle owned or operated by You being any Vehicle with no person in charge or keeping the Vehicle under observation and able to observe or prevent any attempt by any person to interfere with the Vehicle unless the alarm system approved by Us is

1. put into operation and all alarm keys removed and
2. maintained in accordance with the terms and conditions of the installing company's agreement

Declarations

The insurance on the Property Insured is subject to the following

The first and annual premiums paid are provisional

1. You must declare to Us the actual value of the property in transit for the Period of Insurance within one month of the expiry of the Period of Insurance
2. At the end of each Period of Insurance We will calculate the actual premium by applying the rate to the average amount declared
3. If the actual premium is more than the provisional premium paid You will pay the difference If the actual premium is less than the provisional premium paid We will refund the difference Any refund due to You will not exceed 25% of the actual premium paid
4. Every insurance on the Property Insured must be similar in wording with this insurance

Marine Cargo Section

Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in this Section they should also be read in conjunction with the General Definitions at the start of this Policy

Agreed Value

The value of the Goods fixed by the terms of this Section

Basis of Valuation

The method of establishing the Agreed Value of the Goods for the purpose of agreeing the basis upon which premium is calculated and claims adjustment

Conveyance

The method of transport for the Goods as stated in the Schedule

Event

Any occurrence or series of occurrences directly or indirectly attributable to a single source or the same original repeated or continuing cause

Goods

The Property insured being types of goods stated in the Schedule that are new unused and of recent manufacture but does not include goods shipped on or above deck unless the goods are contained in fully enclosed metal containers or We state otherwise in the Schedule

Insured Peril

Those risks that are a direct cause of loss or damage to the Goods and for which insurance is provided

Insured/ You/ Your/ Policyholder

The person or corporate body or organisation shown as the Policyholder in the Schedule and any other person or corporate

body or organisation to whom the benefit has been legally assigned

Location

Any one place or building or area in which Goods are consolidated excluding the Conveyance during the course of the Voyage or Transit

Maximum Value

The maximum amount of Agreed Value for the Goods on any one Conveyance or at any one Location at any one time

Pollution or Contamination

1. Pollution or Contamination of buildings or structures or Goods or of water or land or the atmosphere and
2. All loss Damage or Injury directly or indirectly caused by or arising from such Pollution or Contamination

Voyage or Transit

The geographical movements of the Goods for which insurance is provided as stated in the Schedule beginning and ending in accordance with the definition of Transit and the appropriate Institute Clauses

Cover

We will pay for physical loss or Damage to Goods during the ordinary course of Transit not otherwise excluded.

Basis of Settlement

The Basis of Valuation upon which We will calculate the amount we will pay in respect of any claim will be

1. Imports exports or cross Voyages

Cost insurance and freight plus 10% and where applicable increased value by payment of duty and or other similar charges if incurred

2. Inland Transit
Invoice price
3. Stock
Cost of replacement on the date of loss
4. Exhibitions and or inter-company movements and or other Goods not intended for sale
New Goods - new replacement value plus all carriage
Used Goods - current market value plus all carriage

Unless otherwise agreed by Us prior to known or reported Event and stated in the Schedule

Limit of Liability

Our liability under this Section any one Event will not exceed the Maximum Value as stated in the Schedule

Section Conditions

The following conditions apply to this Section and should be read in conjunction with the General Conditions at the start of this Policy

Basis of Premium

The following premium methods apply when stated in the Schedule

1. Declaration

You are required to provide details of all actual shipments covering the specified period agreed with Us within 30 days of the expiry of such period

If You do not provide this information We may at Our option

- a. cancel the insurance from the date of the last shipment for which details have been received
- b. make an assessment of outstanding premium due based on the best information available to Us of the individual shipments You should have declared
Any premium due to Us based upon an assessment is to be paid by You within 14 days of giving the notice of assessment

You will not be prejudiced by an unintentional omission error incorrect valuation or description of the Goods Conveyance or Voyage upon declaration to Us of an individual shipment provided notice is given to Us within 14 days of discovery of any such omission error incorrect valuation or description of the Goods

2. Deposit Premium

You pay a sum fixed at the commencement of any Conveyance or Voyage based upon estimated shipments.

If the deposit premium is stated as being a minimum premium this represents the lowest sum acceptable to Us for the insurance provided

If the insurance is cancelled or concludes prior to the natural expiry We will be entitled to retain the minimum premium stated in the Schedule

You agree to provide a declaration of all actual shipments made within 30 days of the expiry of the Period of Insurance

If You do not provide a declaration We may at Our option make an assessment of outstanding premium due based on the best information available to Us of the shipments that have been made
Any premium due to Us based upon an assessment is to be paid by You within 14 days of giving the notice of assessment

3. Flat Premium

You pay a non-adjustable fixed amount based on the original declared Agreed Value or as may be agreed by Us

Certificates

When We provide certificates and authorise their issue it is a Condition Precedent to Our liability to indemnify You in relation to any claim under this Marine Cargo Section that You

1. will only issue certificates for shipments which are covered by this Section
2. do not amend the conditions that are pre-printed on the certificate or exceed the shipment Limit stated in the Schedule
3. will ensure each certificate is properly countersigned by an authorised person

4. will provide Us with a copy of each completed certificate in accordance with the basis of premium and return to Us any spoilt copies
5. will never complete a certificate after known Damage without Our prior written approval
6. will keep safe the stock of certificate or electronic version and either return or destroy them immediately upon Our request

Contracts (Rights of Third Parties) Act 1999 Exclusion Clause (Cargo) JC - 2000/02

The provisions of the contracts (Right of Third Parties) Act 1999 do not apply to this Section or to any certificate of insurance issued hereunder

Neither this Section nor any certificate issued hereunder confer any benefits on any third parties No third party may enforce any term of this insurance or of any certificate issued hereunder

This clause shall not affect the Your rights as assignee or otherwise or the rights of any loss payee

Declaration of Sendings

We are entitled at Our option to avoid this insurance if You do not fully declare all sendings that are due to be declared in connection with the Goods insured under this Section

We are bound to accept all declarations up to but not exceeding the Limits stated the Schedule

Institute Clauses

The Institute Clauses referred to are those current at the inception of this insurance and should the Clauses be revised during the Period of Insurance and provided We give 30 days written notice thereof then the revised Institute Clauses shall apply to Goods first sent forward after the date of expiry of the notice

Own Vehicle Security

We will not be liable for Damage caused by malicious persons and or theft or attempted theft whilst the Goods are on or contained in any Unattended Vehicle

1. unless at the time of being left loaded
 - a. all doors and openings are locked the ignition and any other security keys are removed
 - b. windows and other means of access adequately and properly secured
 - c. any audible alarm and or immobiliser is set in operation
 - d. whenever possible the Goods are kept in the boot or secure compartment of an Unattended Vehicle or where no boot or secure compartment exist the Goods must be covered over and hidden from view

and

2. during these periods
 - a. after the completion of the driver's working day until next collected by the driver
 - b. on non- working days

unless the Unattended Vehicle is

1. garaged in a fully enclosed and securely locked building
2. in a secure vehicle park which provides 24 hour human surveillance and perimeter gates and other entrances locked
3. in a public car park while under surveillance by the driver or other responsible person authorised by You

or when the Goods are removed from the Unattended Vehicle they are kept in a private dwelling house hotel room or building which is securely locked or occupied by You or Your authorised Employees

For the purposes of this Condition the following definition shall apply

Unattended Vehicle

Any Conveyance vehicle or trailer owned or operated by You where neither You or any person authorised by You are able to keep the Conveyance vehicle or trailer under observation and able to observe and reasonably prevent any attempt to interfere with it

Pairs and Sets

Where any Goods consists of items which form a pair or set We will not pay more than the value of any particular part or parts which may be lost or Damaged without reference to any special value which such part

or parts may have as part of a pair or set nor more than a proportionate part of the Insured Value of the pair or set

Used or Second Hand Goods

In the event of loss of or Damage to any part of the Goods in consequence of an Insured Peril the amount recoverable shall not exceed such proportion of the cost of replacement of the parts Damaged as the Agreed Value bears to the value of the new goods and if incurred any additional charges for forwarding and refitting the new part or parts but excluding Damage of scratching chipping bruising, denting marring or surfaces and the cost of repainting arising from wear and tear

Institute and Joint Cargo Committee Clauses

Unless We state otherwise in the Schedule the following Institute Clauses are deemed to form part of this Section. The insurance provided by these clauses is subject to the Section Conditions

Institute Clauses

To view the Institute Clauses please click on the links below

- [Institute Cargo Clauses \(A\) - 1.1.09 - CL.382](#)
- [Institute Cargo Clauses \(B\) - 1.1.09 - CL.383](#)
- [Institute Cargo Clauses \(C\) - 1.1.09 - CL.384](#)
- [Institute Classification Clause - 1.1.01 - CL.354](#)
- [Institute Cyber Attack Exclusion Clause - 10.11.03 - CL.380](#)
- [Institute English Jurisdiction Clause - 1.11.91 - CL.358](#)
- [Institute Frozen Chilled Meat Extension Clauses CL.429](#)
- [Institute Frozen Food Clauses \(A\) CL.430](#)
- [Institute Radioactive Contamination Chemical Biological Bio-Chemical and Electromagnetic Weapons Exclusion Clause - 10.11.03 - CL.370](#)
- [Institute Replacement Clause - 1.12.08 - CL.372](#)
- [Institute Strikes Clauses \(Air Cargo\) - 1.1.09 - CL.389](#)
- [Institute Strikes Clauses \(Cargo\) - 1.1.09 - CL.386](#)
- [Institute Timber Trade Federation Clauses CL.405](#)
- [Institute War Clauses \(Air Cargo\) \(Excluding Sendings by Post\) - 1.1.09 - CL.388](#)
- [Institute War Clauses \(Cargo\) - 1.1.09 - CL.385](#)
- [Institute War Clauses \(Sendings by Post\) - 1.3.09 - CL.390](#)

Joint Cargo Committee Clauses

Cargo ISM Endorsement JC98/019

Applicable to shipments on board all cargo ships including oil tankers chemical tankers gas carriers and cargo high speed craft of 500gt or more to all passenger vessels transporting more than 12 passengers and to mobile offshore drilling units of 500gt or more

In no case shall this insurance cover loss, Damage or expense where the Goods are carried by a vessel that is not ISM Code certified or whose owners or operators do not hold an ISM Code Document of Compliance when at the time of loading of the Goods on board the vessel the insured were aware or in the ordinary course of business should have been aware:

1. either that such vessel was not certified in accordance with the ISM Code
2. or that a current Document of Compliance was not held by her owners or operators

as required under the SOLAS Convention 1974 as amended

This exclusion shall not apply where this insurance has been assigned to the party claiming hereunder who has bought or agreed to buy the Goods in good faith under a binding contract

Cargo ISM Forwarding Charges Clause (only applicable to JCC Cargo ISM Endorsement JC98/023)

This insurance is extended to reimburse You up to the limit of the Sum Insured for the Voyage for any extra charges properly and reasonably incurred in unloading storing and forwarding the Goods to the destination to which it is insured hereunder following release of cargo from a vessel arrested or detained at or diverted to any other port or place (other than the intended port of destination) where the Voyage is terminated due either:-

1. to such vessel not being certified in accordance with the ISM code or

2. to a current Document of Compliance not being held by her owners or operators

as required under the SOLAS Convention 1974 as amended

This clause which does not apply to General Average or Salvage or Salvage Charges is subject to all other terms Conditions and Exclusions contained in the Section and to the Cargo ISM Endorsement JC 98/019

Termination of Transit Clause (Terrorism) 2009 (JC2009/56)

This clause shall be paramount and shall override anything contained in this insurance inconsistent therewith

1. Notwithstanding any provision to the contrary contained in this Policy it is agreed that in so far as this Section covers loss of or Damage to the Goods caused by any Act of Terrorism (being an act of any person acting on behalf of or in connection with any organisation which carries out activities directed towards the overthrowing or influencing by force or violence of any government whether or not legally constituted or any person acting from a political ideological or religious motive) such cover is conditional upon the Goods insured being in the ordinary course of Transit and in any event shall terminate either:
 - a. as per the Transit clauses contained within this Section or
 - b. on completion of unloading from the carrying vehicle or other Conveyance in or at the final warehouse or place of
 - c. storage at the destination named in the Schedule
 - d. on completion of unloading from the carrying vehicle or other Conveyance in or at any other warehouse or place of storage whether prior to or at the destination named in the Schedule which You or Your Employees elect to use either for storage other than in the ordinary course of Transit or for allocation or distribution or
 - e. when You or Your Employees elect to use any carrying vehicle or other Conveyance or any container for storage
 - f. other than in the ordinary course of Transit or
 - g. in respect of marine Transits on the expiry of 60 days after completion of discharge overside of the Goods insured from the oversea vessel at the final port of discharge
 - h. in respect of air Transits on expiry of 30 days after unloading the Goods insured from the aircraft at the final place of discharge

whichever shall occur first

2. If this Section or the Clauses referred to herein specifically provide cover for inland or other further Transit following on from storage or termination as provided for above cover will re-attach and continues during the ordinary course of that Transit terminating again in accordance with 1. above

Insurance Act 2015

In respect of any

1. duty of disclosure
2. effect of any Condition
3. effects of Act of Fraud

the rights and obligations applying to You and Us shall be interpreted in accordance with the provisions of the Insurance Act 2015

Other Insurances

We will not pay for any Damage if at the time the Goods are or would but for this insurance be covered by any other insurance

If however the Agreed Value of the Goods covered by this Section is greater than the value insured by such other insurance We will subject to the Conditions and other terms of this Section pay the difference

Section Exceptions

The following Exceptions apply to this Section in addition to the Policy Exceptions

This Policy does not cover

General Exceptions

Unless stated otherwise in the Schedule We will not indemnify you for

1. Damage caused by

- a. inherent vice latent defect gradual deterioration wear and tear frost faulty or defective design or materials
 - b. disappearance or unexplained or inventory shortage
 - c. electrical or mechanical derangement unless caused by an Insured Peril against
 - d. corrosion rust wet or dry shrinkage evaporation loss of weight dampness dryness marring scratching vermin or insects
 - e. the deterioration of Goods whilst in Transit in frozen chilled or insulated condition due to variations in temperature unless directly consequent upon fire malicious persons theft or attempted theft and or accident to the Conveyance.
 - f. or with Your connivance or that of any partner director or Employee of Yours.
2. Damage due to
 - a. insufficient or faulty packing loading stowing wrongful addressing labelling or delivery
 - b. delay or loss of market or other subsequent or inevitable loss of any kind
 3. Damage to livestock negotiable instruments bullion Money jewellery watches precious stones precious metals furs antiques works of art rare books tobacco cigarettes cigars household goods personal effects bulk oil coal caravans explosive goods yachts and watercraft

Date Recognition

We will not cover You in respect of any loss destruction or Damage directly or indirectly caused or contributed to by or consisting of or arising from the failure of any

1. computer data processing equipment or media microchip integrated circuit or similar device or
2. other equipment or system for processing storing or retrieving data or
3. computer software

whether Your Property or not to

1. recognise correctly any date as its true calendar date
2. capture save retain or correctly manipulate interpret or process any data information command or instruction as a result of treating any date otherwise than as its true calendar date
3. capture save retain or correctly process any data as a result of the operation of any programmed command which causes the loss or the inability to capture save retain or correctly to process such data on or after any date

This Exception does not apply to

1. claims for loss of or Damage to the Goods reasonably attributable to
 - a. fire or explosion
 - b. vessel or craft being stranded grounded sunk or capsized
 - c. overturning or derailment of land Conveyance
 - d. collision or contact of vessel craft aircraft or Conveyance with any external object other than water
 - e. total loss of aircraft in flight
 - f. discharge of cargo at a port of distress
 - g. total loss of any package lost overboard or dropped whilst loading on to or unloading from vessel craft or aircraft
 - h. general average sacrifice
 - i. jettison or washing overboard
 - j. entry of sea lake or river water into vessel craft holds Conveyance lift van or place of storage
2. claims for general average and salvage charges adjusted or determined according to the contract of affreightment or the governing law and practice incurred to avoid or in connection with the avoidance of loss from any cause except those excluded elsewhere in this insurance

Excess

We will not cover You for the Excess stated in the Schedule

Excluded Territories

In no case shall this insurance cover any Transits to from within or between:

Afghanistan Angola Armenia Azerbaijan Democratic Republic of Congo East Timor Eritrea Georgia Iran, Iraq Ivory Coast Kazakhstan Kyrgyzstan Lebanon Liberia Moldova Myanmar Nigeria North Korea Russia Rwanda Sierra Leone Somalia South Sudan Sudan Syria Tajikistan Turkmenistan Uzbekistan Republic of Yemen

Zimbabwe and any of the OFAC Sanctioned Countries such as but not limited to Iran Syria North Korea North Sudan Cuba, Crimea and/or Countries where legislation or sanctions prohibit the placing of insurance.

Insolvency of Ship Owners

It is hereby agreed that the Institute Clause exclusion "loss damage or expenses caused by insolvency or financial default of

the owners managers charterers or operators ..." is amended to read as follows

"In no case shall this insurance cover loss Damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel or aircraft where the You are unable to show that prior to the loading of the Goods on board the vessel or aircraft all reasonable practicable and prudent measures were taken by You or Your servants and agents to establish the financial solvency of the party in default "

Section Extensions

All of the following Extensions shall apply subject to all other terms Conditions limits Exceptions of this Policy

Where no Limit or maximum liability is stated in the Extensions the Section Limit of Liability applies

Additional Discharge Expenses

Upon the occurrence of Damage to the Goods giving rise to a claim under this Section We will pay any additional expenses necessarily and reasonably incurred in discharging handling storing unloading or transporting sound and or Damaged Goods and to reload and forward the Goods to the destination by any means whatsoever

We will be credited with the recovery where such charges are recoverable either in general average or from third party carriers

Brands

In circumstances where the Damaged Goods bear Your name or brand or trademark You can decide

1. that the Goods are unfit for marketing or other disposal in which case We will pay the Agreed Value upon destruction or
2. to return the Damaged Goods to the factory in which case We will pay all reasonable costs associated with returning the Goods to a saleable condition but limited to the Agreed Value or
3. to sell the Goods after removal of the name or brand or trademark in which case We will pay the Agreed Value plus reasonable costs less the proceeds of sale

Buyer's Interest

We will pay for Damage to the Goods that would otherwise be recoverable under this Section if the seller fails to arrange insurance in accordance with the contractual obligations or the terms of any insurance so arranged are more restrictive than the insurance and Agreed Value provided by this Section

We will regard the insurance as attaching at the commencement of Transit but will only be responsible for settling claims provided there is Damage to the Goods and You

1. have suffered a pecuniary loss
2. have taken all reasonable steps to invoke the contract of sale and the obligations under it
3. have attempted to recover the loss from the seller or the seller's insurers
4. have not divulged the existence of this insurance to the seller or to the sellers insurers
5. subrogate to Us all rights and benefits against carriers and other third parties

Concealed Damage

It is agreed that any Damage discovered on opening containers cases and or packages shall be deemed to have occurred during the Voyage and irrespective of attachment of Your interest will be paid for accordingly unless conclusive proof to the contrary be established

It is a Condition Precedent to Our liability to make any payment under this Extension that

1. any containers cases and or packages showing signs of Damage are to be opened immediately on the termination of the Voyage
2. the time between delivery of the Goods to the receiver and the notification of the Damage to Us does not exceed 60 days

Delays Beyond Your Control

If the Goods are threatened to become uninsured by reason of a delay that terminates cover under the **Transit Clause** of the **Institute Cargo Clauses** such delay being beyond Your control We agree to provide insurance at a rate and on Conditions to be arranged provided notice is given to Us within 14 days on realisation of the delay

Destruction by Governmental Authorities

We will pay for Damage to the Goods directly caused by Governmental authorities acting for the public welfare to prevent or mitigate a Pollution or Contamination hazard or threat provided a recoverable claim would have resulted under this Section had the Goods been Damaged as a result of the occurrence giving rise to the Pollution or Contamination hazard or threat

Duty

Provided the value of duty has been added to the Agreed Value and declared to Us in the Event of Damage to the Goods that is recoverable under this Section We will pay any excise duty that You are unable to recover and for duty relating to general average salvage and salvage charges arising prior to the duty becoming payable

In calculating the claim for duty We will benefit from any rebate or refund of duty that may become allowable

Exhibitions and Demonstrations

If stated in the Schedule We will pay for Damage to the Goods happening in Transit to and from an Exhibition or Demonstration site and while at the site including during the period of packing and unpacking assembly and dismantling

In addition We will insure display materials and stands and fixtures and fittings and equipment but excluding High Tech Equipment unless specifically stated in the Schedule

It is a Condition Precedent to Our liability to make any payment under this Extension that the Goods are re-packed after the exhibition to the same standard as applied to the original Transit and such re-packing is to be supervised by a responsible official of Yours or Your appointed agent

The maximum We will pay for fees and expenses when the Goods suffers Damage in Transit to the Exhibition or Demonstration site is £25,000 provided that such Damage is recoverable under this Section and as a consequence attendance at the Exhibition or Demonstration site is cancelled

We will not pay for Damage directly arising from

1. the use testing or demonstration of the Goods or
2. from theft or attempted theft or pilferage unless following violent and or forcible entry into or exit from the exhibition or demonstration building

For the purposes of this Extension the following definition shall apply

High Tech Equipment

1. Lap-top palm-top ipads tablets and similar portable computer equipment
2. Mobile telephones smartphones electronic organisers digital cameras and or other electronic devices which are designed for the recording, storage management processing use display playing transmission or communication of information and or data and or images and or sound
3. Satellite navigation equipment
4. Electronic games consoles
5. Televisions

Fumigation Expenses

We will pay for fumigation expenses incurred by You to minimise or avoid Damage recoverable under this Section We will also pay for Damage arising from fumigation provided that such fumigation is not customary

General Average and Salvage

General Average and Salvage charges shall be payable under this Section in full without reference to Goods and contributory values

Letter of Credit

It is agreed that Certificates and or Schedule may be issued hereunder to enable You to comply with the insurance requirements of any Letter of Credit and or sales contract concerned

Such agreement being conditional on the payment of any additional premium which may be required in the event that the insurance required is wider than that provided by the Section

Loading and Unloading Clause

We will extend cover to include the period during loading and unloading of the Goods onto or from the Conveyance.

Non-Delivery Losses

Provided You have taken all reasonable steps to locate the Goods if a claim for the non-delivery of the Goods happens We agree to make settlement as if the Goods had been lost if the Goods have not been located after the expiration of 60 days counting the date of arrival of the overseas vessel at the port of discharge or 30 days counting from the date of arrival of the aircraft at the airport of discharge or 60 days counting from the date that the Goods should have arrived at final destination via land Conveyance as applicable

Packing

If a claim is made for Damage which is alleged to be contributed to by insufficiency or unsuitability of packing or preparation of the Goods We agree that We will not use such alleged insufficiency or unsuitability as a defence against the claim in any case where the packing or preparation was carried out by a party other than You and the insufficiency or unsuitability arose entirely without Your knowledge

For the purpose of this Extension packing includes stowage in a container and or other similar intermodal methods of unit load You agree to assist Us in all respects to pursue the rights of recovery against sellers and or other responsible third parties

We agree not to interfere with rights of subrogation against packers and or their insurers

Packing Costs

We will pay the reasonable costs of re-packing re-bailing re-bagging re-cartoning and or re-palletising where the Goods or packing has sustained Damage by an Insured Peril and where such re-packing is considered necessary to safeguard the Goods during any further Voyage covered by this Section

Packers Premises

We will insure the Goods for a period of up to 30 days whilst at the premises of packers and consolidators for the purposes of packing or consolidation

We agree that such packing will not interrupt the ordinary course of Transit provided the Goods are suitably packed for Transit to the place of packing in accordance with Institute Cargo Clauses

We will not be liable for any Damage to the Goods arising from the process of packing

Postal Sendings

For postal sendings the insurance commences from the time of leaving the office of the sender or senders until safely delivered to the person or parties to whom they are addressed at their final destination

Presentation Packing

We will pay the reasonable costs of repair or the reasonable costs of replacement of any presentation packing of the Goods if Damage happens during the Voyage provided that the presentation packing is itself protected to withstand the normal rigours of the Voyage

Removal of Debris

We agree to pay the costs and expenses reasonably incurred in connection with

1. removal of debris and or destruction of Damaged Goods
2. dismantling and or demolishing the Damaged Goods
3. shoring up and or propping
4. the transfer of the Goods from one Conveyance to another

following an accident to the original Conveyance where there has been Damage to the Goods or there would have been but for the action taken Damage to the Goods which is recoverable under this Section

But excluding

1. any expense incurred in consequence of or to prevent or mitigate Pollution or Contamination or any threat or liability thereof
2. the cost of removal of the Goods from any vessel or craft

3. costs incurred in respect of obligations under pollution statutes or the actions of Governmental or other executive body

The maximum We will pay is £10,000 or 20 % of the Goods Item stated in the Schedule whichever is the greater any one loss

Replacement by Air

The Institute Replacement Clause is extended to cover the costs of air freighting replacement or Damaged Goods to or from suppliers customers or repairers even though the Goods were not originally dispatched by air freight

Returned Goods

If the Goods are insured for their outward Voyage and are unexpectedly returned to You We will consider insurance to be continuous provided that

1. such return commences within 30 days from the time of delivery
2. the Goods remain unused and not subject to any process
3. the insurable interest has remained with or reverts to You

The insurance provided will be in accordance with this Section but excludes rust oxidation and or discolouration or electrical and mechanical derangement unless caused by an Insured Peril covered by this Section during the Voyage

Ropes and Sheets

We will pay for Damage to tarpaulins sheets trailer curtains ropes chains webbing straps and packing materials

But excluding

1. wear and tear and or gradual deterioration belonging to You whilst on any vehicle owned or operated by you in connection with Your Business
2. The first £50 of each and every loss

Second-Hand Machinery

When insured for new replacement cost at the time of shipment Our conditions and rates for new machinery will apply but subject to the Obsolete Parts below and an exclusion of wear and tear and or gradual deterioration

Obsolete Parts

When a claim happens under this Section and necessitates the manufacture of any new parts or accessories Our liability in respect of such part or accessories shall be limited to the manufacturers latest available list price of identical parts or accessories of the year of manufacture of the machine plus a reasonable uplift to cover inflation between the date of issue of the latest available list price and the date of shipment

When insured for second-hand value at the time of shipment Our conditions and rates for new machinery will apply but subject to Second-Hand Replacement below

Second-Hand Replacement

When Damage occurs to any part or parts of an insured machine caused by an Insured Peril covered by this Section the sum recoverable shall not exceed the cost of replacement or repair of such part or parts plus charges for forwarding and refitting if incurred but excluding Duty unless the full Duty is included in the amount insured in which case loss if any sustained by payment of the additional Duty shall also be recoverable

Provided always that Our liability will not exceed the insured value of the complete machine

When a claim happens under this replacement Extension We will only pay such proportion of the claim as the insured value bears to the cost of the machine when new

Segregation

We will pay for necessary and reasonable costs incurred by You to sort and segregate and or test Damaged and undamaged Goods following a loss recoverable under this Section and include the cost of transporting the Goods to or from the test facility and the cost of repacking and shipment to destination after completion

The maximum We will pay is £10,000 for any one loss

Shortage From Containers

In respect of shipments in full containers provided documentary evidence is produced to substantiate the quantity loaded into the container the fact that the containers seal is intact at the unloading point shall not invalidate claims for theft or attempted theft or pilferage or shortage and non-delivery

Sellers Interest Clause

We agree to cover Your interest as the seller of the Goods when the terms of sale do not place responsibility upon You for insurance up to arrival at the intended port of discharge

This clause will apply if

1. title reverts to You by reason of the buyer failing to accept or being prevented from accepting the Goods take up the documents of title or pay for the Goods as contracted and invoiced or
2. You exercise a lien on the Goods interrupt the Transit or suspend the contract of sale in order to safeguard Your interest

This clause will remain operative until

1. the Goods are accepted by the buyer or
2. the Goods are sold to an alternative buyer or
3. the Goods are returned to You or
4. termination in accordance with Institute Cargo Clauses unless We receive an advice of a contingency likely to cause this clause to become operative in which case insurance will continue for up to 90 days from the date of arrival of the overseas vessel or aircraft at the port of discharge

whichever is the first to occur

Provided that You

1. notify Us immediately of any circumstance that may give rise to the operation of this clause
2. take all reasonable steps to protect the Goods to enforce the contract of sale to expedite an alternative sale or to arrange the return of the Goods
3. do not disclose the existence of this insurance to any buyer or interested party
4. pay an initial premium as stated on the Schedule and upon the mentioned contingencies pay an appropriate additional premium to be agreed
5. subrogate to Us all rights and benefits of any action that You may possess or acquire against the buyer or the buyers insurers carriers and other third parties

Tools and Samples

If a limit is stated in the Schedule We will pay You in the Event of loss or Damage to Your tools of trade representatives or sales samples used in Your Business while in a Conveyance owned and operated by You and whilst such a vehicle is in use for the purpose of Your Business

But excluding loss Damage or expense

1. arising out of use wear and tear and natural deterioration
2. rust oxidation and discolouration
3. caused by trial test or operation or any process involving their use
4. caused by theft of laptops and or mobile phones and or mobile communications equipment

This cover is subject to all other terms and Conditions of the Policy including the Own Vehicles Security Condition

The Basis of Valuation shall be current market value

Trademark Cartons

We will pay You for Damage to trademarked cartons by an Insured Peril covered by this Section but claims payable will be limited to an amount sufficient to pay the cost of new cartons including forwarding charges of the new cartons and charges of re-packing

The maximum We will pay is limited to the Agreed Value of the Goods

Claims Conditions

The following Claims Conditions apply to this Section and should be read in conjunction with the General Conditions

Claims – Amount Payable

The amount payable in the Event of Damage to Goods will be as follows

1. Total Loss

We will pay the Agreed Value of the Goods if

- a. they are totally lost or destroyed
- b. the cost of recovering and or repairing Goods exceeds the Agreed Value

in the event of constructive total loss caused by loss of use

- c. You are deprived of the free use and disposal of the Goods for a period of 12 consecutive months commencing during the Period of Insurance or such earlier period as We agree except in cases of malicious persons and or theft or attempted theft when the period will be as per Non-delivery losses

2. Partial Loss

If partial Damage happens We will pay

- a. where part of the Goods are totally lost such proportion of the Agreed Value stated in the Schedule as the sound value of that part lost bears to the sound value of the whole
- b. at Our option either
 - i. where the whole or any part of the Goods has been delivered Damaged at their destination such proportion of the Agreed Value as the difference between the gross sound and Damaged values at the place of arrival bears to the gross sound value or
 - ii. the reasonable cost of recovering the Goods and the reasonable cost of effecting repair

Claims Procedure

You and Your agents will take such measures as may be reasonable for the purposes of averting or minimising Damage and to ensure that all rights against the carriers bailees and other third parties are properly preserved and exercised

In particular You and Your agents are required

1. to claim on the carriers or port authorities or other bailees for any missing packages immediately
2. not to give clean receipts where the Goods are in doubtful condition except under written protest
3. when delivery is made by container to ensure that the container and its seals are examined immediately by a responsible official of Yours. If the container is delivered Damaged or with seals broken or missing or with seals other than as stated in the shipping document You or Your agents will endorse the delivery receipt accordingly and retain all defective or irregular seals for subsequent identification
4. to immediately request a survey be completed by the carrier or other bailees representatives if any Damage is apparent and claim against the carriers or other bailees for any actual Damage found at such survey
5. to give notice in writing to the carriers or other bailees within 3 days of delivery if the Damage is not apparent at the time of taking delivery

Note:

You and Your agents are recommended to make yourselves familiar with the Regulations of the Port Authority at the Port of Discharge and the conditions of trade used by the carriers and other relevant bailees

Documentation of Claims

You or Your agents must submit all available supporting documentation without delay to Us or to Your insurance advisors including when applicable

1. the original certificate of insurance if issued
2. the original or copy shipping invoices together with shipping specifications and or weight notes
3. the original Bill of lading and or other contract of carriage
4. a survey report or other documentary evidence to show the extent of Damage

5. a landing account and weight notes to final destination
6. all correspondence exchanged with the carriers and other parties regarding their liability for the Damage
7. all receipts issued during Transit particularly those evidencing shortage or Damage

Legal Proceedings

1. We will have the right at Our expense to commence or take over and conduct
 - a. the defence of any claim arising out of an Event which might give rise to a claim under this Section
 - b. any claim brought in Your name to recover sums which are or which might be payable under this Section
 - c. Your representation at any inquest enquiry or similar proceeding which might give rise to a claim under this Section
2. You will give Us such assistance as We may reasonably request for the purposes of exercising Our rights under this Section
3. You must pass on to Us all communications from third parties relating to any matter which might give rise to a claim under this Section immediately and unanswered
4. You must not without Our prior written consent
 - a. admit liability
 - b. agree to accept an offer of settlement from a third party which might give rise to a claim under this Section

Notice

The relevant Insured must -

1. notify Us immediately of any Event which might give rise to a claim under this Section
2. hold liable any responsible carrier bailee or other third party in accordance with their particular terms of trade
3. provide Us with a written report of the Event as soon as possible
4. notify the Police as soon as possible of any malicious damage theft or attempted theft or other crime involving the Goods

Repair

We will have the right to decide whether the Damaged Goods are to be repaired

Legal Liabilities Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Asbestos

Crocidolite amosite chrysotile fibrous actinolite fibrous anthophyllite or fibrous tremolite or any mixture containing any of those materials fibres or particles of Asbestos or any material containing Asbestos or Asbestos dust

Costs and Expenses

Costs and Expenses shall be deemed to mean

costs and expenses of claimants for which You are legally liable and which may be the subject of indemnity under this Section

other costs and expenses incurred with Our written consent in respect of any claim which may be the subject of indemnity under this Section

legal costs and expenses incurred with Our written consent for representation by You at

any proceedings brought in any court arising out of any alleged breach of a statutory duty resulting in Injury

any coroners inquest or inquiry in respect of any death which may be the subject of indemnity under this Section

Compensation

damages including interest

Event

Any accident or occurrence including continuous or repeated exposure to substantially the same general conditions which results during the Period of Insurance in Injury or Damage to Property All Events or series of Events consequent on one cause shall be regarded as one Event for the purposes of this Policy

Offshore

From the time of embarkation onto a conveyance at the point of final departure from land to any offshore rig or any offshore platform whilst on any offshore rig or offshore platform and until such time of disembarkation from a conveyance onto land upon return from any offshore rig or offshore platform

Product Supplied

Any product or thing including packaging containers instructions and labels sold supplied erected repaired altered treated installed tested serviced or delivered by or through You in the course of the Business within the Territorial Limits

Territorial Limits

1. anywhere within Great Britain Northern Ireland the Isle of Man or the Channel Islands other than Offshore
2. elsewhere in the world (other than the United States of America or Canada or Offshore) for temporary visits by non- manual employees in connection with the Business undertaken by You or any of Your directors or Employees normally resident in (1) above
3. elsewhere in the world in respect of any Product Supplied (other than those to Your knowledge sold supplied erected repaired altered treated or installed by You in or for delivery or use in the United States of America or Canada)

Employers Liability Sub-Section

Cover

We will indemnify You against all sums that You become legally liable to pay as Compensation including Costs and Expenses in respect of Injury sustained by any Employee caused during the Period of Insurance within the Territorial Limits and arising out of employment by You in the course of the Business

Limit of Indemnity

Our liability for Compensation and Costs and Expenses payable under this Sub-Section in respect of any claim or series of claims against You as a result of or arising out of one Event shall not exceed the Limit of Indemnity

Right of Recovery

The indemnity provided under this Sub-Section is deemed to be in accordance with the provisions of any law relating to compulsory insurance of liability to Employees in Great Britain Northern Island the Channel Islands or the Isle of Man You must repay to Us all sums paid by Us that We would not have been liable to pay but for the provisions of such law

Extensions to this Sub-Section

The following Sub-Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

Injuries to Working Partners

In respect of Injury sustained by any working partner or proprietor We will deem such person under this Sub-Section to be an Employee provided that We will only be liable where

1. the Injury is sustained whilst such working partner or proprietor is working in connection with the Business
2. the Injury is caused by the negligence of another working partner proprietor or Employee whilst working in the Business
3. the injured working partner or proprietor has a valid right of action in negligence against the working partner proprietor or Employee responsible for such Injury

Unsatisfied Court Judgments

This Sub-Section extends to include the following

In the event of Injury sustained by any Employee caused during the Period of Insurance within the Territorial Limits and arising out of employment by You in the course of the Business which results in a judgment for Compensation being obtained by the Employee or the personal representatives of the Employee and which remains unsatisfied in whole or part six months after the date of such judgment We will at Your request pay to the Employee or the personal representatives of the Employee the amount of any such Compensation and any costs awarded to the Employee or the personal representatives of the Employee to the extent that they remain unsatisfied provided that

1. the judgment for Compensation is obtained
 - a. in a court of law within Great Britain Northern Island the Channel Islands or the Isle of Man
 - b. against a company partnership or individual other than You conducting a business at or from premises within the territories described in (a) above
2. there is no appeal outstanding
3. if any payment is made under the terms of this Extension the Employee or the personal representatives of the Employee must assign the judgment to Us

Exceptions to this Sub-Section

The following exceptions apply to this Sub-Section and should be read in conjunction with the Policy Exceptions

Vehicles

We will not provide indemnity in respect of any legal liability for which compulsory motor insurance or security is required in accordance with any road traffic legislation within the European Union

Public Liability Sub-Section**Cover**

We will indemnify You against all sums that You become legally liable to pay as Compensation and Costs and Expenses in respect of

1. Injury to any person
2. loss of or damage to Property

3. nuisance or trespass obstruction loss of amenities or interference with any right of way light air or water and occurring during the Period of Insurance within the Territorial Limits in connection with the Business

Limit of Indemnity

Our liability for Compensation payable under this Sub-Section in respect of any claim or series of claims against You as a result of or arising out of one Event shall not exceed the Limit of Indemnity

Costs and Expenses payable under this Sub-Section will be paid in addition to the Limit of Indemnity except that in respect of any claim brought in the United States of America, any territory within its jurisdiction or the Dominion of Canada the Limit of Indemnity shall be the maximum amount payable including Costs and Expenses.

Extensions to this Sub-Section

The following Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

Contingent Motor Liability

Notwithstanding Exception (4) of this Sub-Section We will indemnify You in respect of legal liability arising out of the use in the course of the Business of any motor vehicle not belonging to or provided by You anywhere in Great Britain Northern Ireland the Channel Islands or the Isle of Man provided that this indemnity shall not apply

1. in respect of Damage to the vehicle or to any property conveyed therein
2. whilst the vehicle is being driven by You or any person with Your general consent who to Your knowledge or anyone on Your behalf does not hold a licence to drive such vehicle unless such person has held and is not disqualified from holding or obtaining such a licence
3. in respect of which You are entitled to indemnity under any other insurance
4. in respect of liability arising from circumstances in which it is compulsory for You to insure or provide security in respect of such vehicles as a requirement of relevant road traffic legislation

Damage to Leased or Rented Premises

Notwithstanding Exception (2) of this Sub-Section We will indemnify You in respect of legal liability for loss of or damage to premises (or fixtures or fittings thereof) hired or rented to You provided that this extension shall not apply to liability in respect of

1. legal liability arising under agreement unless legal liability would have attached to You in the absence of such agreement
2. the first £500 in respect of any claim caused otherwise than by fire or explosion

Data Protection Legislation

We will indemnify You and at Your request any of Your directors or partners or Employees against all sums which You or any of Your directors or partners or Employees become(s) legally liable to pay as Compensation together with Costs and Expenses as a result of any loss, misuse or unauthorised disclosure of personal data held by You incurred in connection with the Business during the Period of Insurance provided that You are a registered user (or have applied to become a registered user and not been refused) in accordance with the terms of Data Protection legislation

The total amount payable including all Costs and Expenses under this Extension in the aggregate any one Period of Insurance is limited to £250,000

The indemnity provided by this Extension shall not apply to

1. legal liability caused by any deliberate act or omission by You the result of which could reasonably have been expected by You having regard to the nature and circumstances of such act or omission
2. legal liability caused by any act of fraud or dishonesty
3. the costs and expenses of rectifying rewriting or erasing data
4. legal liability arising from the recording processing or provision of data for reward or to determine the financial status of any person
5. the payment of fines or penalties
6. claims which arise out of circumstances notified to previous insurers or known to You at inception of this Policy
7. legal liability where indemnity is provided by any other insurance

Defective Premises Act

We will indemnify You in respect of legal liability in respect of accidental Injury or accidental loss of or damage to Property incurred by virtue of Section 3 of the Defective Premises Act 1972 or of Section 5 of the Defective Premises (Northern Ireland) Order 1975 provided that

1. such liability is not otherwise insured
2. We will not be liable in respect of
 - a. damage to that part of such premises on which You or anyone on Your behalf has worked if such damage directly results from such work
 - b. the cost of remedying any defect or alleged defect in the premises disposed of by You

Employees and Visitors Personal Belongings

Notwithstanding Exception (2) of this Sub-Section We will indemnify You in respect of legal liability for accidental damage to the vehicles and personal belongings of Your directors partners Employees and visitors which are in Your custody or control

We will not provide indemnity where this Property is

1. loaned leased hired or rented to You
2. stored for a fee or other consideration
3. in Your custody or control for the purposes of being worked upon

Obstructing Vehicles

Notwithstanding Exception (4) of this Sub-Section Where any vehicle is causing an obstruction and interfering with the performance of the Business We will indemnify You in respect of legal liability for accidental Injury or accidental loss of or damage to Property arising from the movement of such vehicle by the You or any Employee with Your general consent of the or the application of a wheel clamp to the vehicle provided that

1. if such obstructing vehicle is being moved on a road within the meaning of the Road Traffic Acts, such use will be restricted solely to the minimum movement of the vehicle required to obtain access to or exit from the Policyholder's Premises
2. if a wheel clamp is attached to a vehicle a bold warning notice to this effect will be attached to the windscreen of such vehicle.

This Indemnity will not apply in respect of liability arising from circumstances in which it is compulsory for You to insure or provide security in respect of such vehicles as a requirement of relevant road traffic legislation

Overseas Personal Liability

We will indemnify You and if You so request any of Your directors partners or Employees or spouse or civil partner of such person against legal liability incurred in a personal capacity whilst temporarily outside Great Britain Northern Ireland the Channel Islands or the Isle of Man but excluding the United States of America or Canada in connection with the Business The indemnity will not apply to legal liability

1. arising out of the ownership or occupation of land or buildings
2. in respect of which any person referred to above is entitled to indemnity under any other insurance

Exceptions to this Sub-Section

The following exceptions apply to this Sub-Section and should be read in conjunction with the Policy Exceptions

We will not indemnify You against legal liability in respect of

1. Injury to any Employee
2. loss of or damage to Property belonging to You held in trust by You or in Your custody or control or which is leased let rented hired or lent to You
3. the costs of remedying any defect or alleged defect in land or premises sold or disposed of by You or for any reduction in value thereof
4. the ownership possession or use by You or on Your behalf of any mechanically propelled motor vehicles or mobile plant
 - a. which is licenced for road use
 - b. for which compulsory motor insurance or security is required
 - c. which is more specifically insured

Provided always that this exception will not apply in respect of

- a. liability arising during the act of loading or unloading any mechanically propelled motor vehicle or mobile plant or the bringing to or the taking away of a load from such vehicle
 - b. the authorised movement on Your Premises of any mechanically propelled motor vehicle or mobile plant
 - c. the use of any mechanically propelled motor vehicles or mobile plant solely as a tool of trade
- unless more specifically insured or unless compulsory motor insurance or security is required
5. the ownership possession or use by You or on Your behalf of any craft designed to travel through air or space hovercraft or waterborne vessels other than hand propelled watercraft
 6. any advice treatment design formula or specification provided by You or on Your behalf for a fee or in circumstances where a fee would normally be charged
 7. professional services rendered for which a fee is charged
 8. the Excess shown in the Schedule in respect of each and every claim for Damage to Property
 9. liability arising out of Product Supplied after they have ceased to be in Your custody or control other than
 - a. food or drink sold or supplied for consumption by Your directors partners Employees or visitors
 - b. the disposal of furniture and office equipment originally intended solely for use by You in connection with the Business and which is no longer required for that purpose
 10. any liquidated damages fine or penalty
 11. punitive exemplary aggravated or restitutionary damages or any additional damages resulting from the multiplication of compensatory damages

Products Liability Sub-Section

Cover

We will indemnify You against all sums that You become legally liable to pay as Compensation and Costs and Expenses in respect of

- a. Injury to any person
- b. loss of or damage to Property

and occurring during the Period of Insurance within the Territorial Limits caused by any Product Supplied

Limit of Indemnity

Our liability for Compensation payable in respect of any claim or series of claims against You as a result of or arising out of one Event and in the aggregate in any one Period of Insurance shall not exceed the Limit of Indemnity

Costs and Expenses payable under this Sub-Section will be paid in addition to the Limit of Indemnity except that in respect of any claim brought in the United States of America, any territory within its jurisdiction or the Dominion of Canada the Limit of Indemnity shall be the maximum amount payable including Costs and Expenses

Extensions to this Sub-Section

The following Sub-Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

Consumer Protection Act Costs

We will indemnify You and at Your request any director partner or Employee in respect of legal costs and expenses incurred with Our written consent in the defence of any criminal proceedings brought or in an appeal against conviction arising from such proceedings in respect of a breach of Part II of The Consumer Protection Act 1987 provided that

1. the proceedings relate to an offence alleged to have been committed in the course of the Business and during the Period of Insurance
2. We will not indemnify You in respect of
 - a. fines or penalties
 - b. costs and expenses insured by any other policy

- c. proceedings consequent upon any deliberate management decision act or omission of management

The maximum amount We will pay shall not exceed the Limit of Indemnity

Exceptions to this Sub-Section

The following exceptions apply to this Sub-Section and should be read in conjunction with the General Exceptions

We will not indemnify You against legal liability in respect of

1. Injury to any Employee
2. loss of or damage to Property belonging to You held in trust by You or in Your custody or control or which is leased let rented hired or lent to You
3. any advice treatment design formula or specification provided by You or on Your behalf for a fee or in
4. circumstance where a fee would normally be charged
5. the ownership possession or use by You or on Your behalf of any craft designed to travel through air or space hovercraft or waterborne vessels other than hand propelled watercraft
6. professional services rendered for which a separate fee is charged
7. loss of or damage to any Product Supplied or for the costs of recall removal repair alteration replacement or reinstatement of such Product Supplied or any part thereof caused by any defect therein
8. any Product Supplied which to Your knowledge is for use in or on any aircraft missile or for aviation or aerospace purposes or for the safety or navigation of marine craft of any sort any liquidated damages fine or penalty
9. punitive exemplary aggravated or restitutionary damages or any additional damages resulting from the multiplication of compensatory damages
10. any Product Supplied which is in Your custody or control

Extensions applicable to Legal Liabilities Section

The following Section Extensions shall apply subject to all other terms conditions limits and exceptions of this Policy

Additional Persons Insured

We will indemnify

1. in the event of the death of any person entitled to indemnity under this Section the deceased's legal representatives but only in respect of legal liability incurred by such deceased person
2. at Your request
 - a. any of Your directors partners or Employees in respect of legal liability arising in connection with the Business provided that You would have been entitled to indemnity under this Section if the claim had been made against You
 - b. any officer committee or member of Your canteen sports social or welfare organisations fire security first aid
 - c. medical or ambulance services in their respective capabilities as such
 - d. any of Your directors or senior officials in respect of private work undertaken by any Employee for that director or senior official

Provided that

1. such persons are not entitled to indemnity under any other policy covering such liability
2. each person will as though they were You observe fulfil and be subject to the terms of this Policy insofar as they can apply
3. We shall retain sole conduct and control of any claim
4. where We are required to indemnify more than one party Our total liability shall not exceed the relevant Limit of Indemnity

Compensation for Court Attendance

In the event of any director partner or Employee attending court as a witness at Our request in connection with any claim made against You we will provide compensation to You up to a maximum of £250 per day on which attendance is required

Contractual Liability and Indemnity to Principal

Notwithstanding the Liability under Contract or Agreement Exception to this Section We will indemnify You under the Employers Liability and Public Liability Sub-Sections in respect of Injury or loss of or damage to Property as follows To the extent that any contract or agreement entered into by You with any Principal so requires We will indemnify You against liability assumed by You and the Principal in like manner to You in respect of the liability of the Principal where the liability arises out of the performance by You of such contract or agreement provided that

1. the conduct and control of claims is vested in Us
2. the Principal shall observe fulfil and be subject to the terms of this Policy so far as they apply
3. the indemnity shall not apply in respect of liquidated damages or any penalty clause
4. the indemnity granted under the Employers Liability Sub-Section shall only apply in respect of liability to any person who is an Employee of Yours
5. the indemnity shall not apply in respect of loss or damage against which You are required to effect insurance under the terms of the Joint Contracts Tribunal Standard of Building Contract 1963 Edition Clause 19 (2) (a) 1980 Edition Clause 21.2.1 or any subsequent amendments thereof or any form of contract requiring a similar indemnity
6. where indemnity is granted to any Principal We will treat each Principal and You as though a separate Policy had been issued to each of them provided that the total amount of indemnity payable to all parties shall not exceed the Limit of Indemnity of any Sub-Section of this Section

For the purpose of the extension Principal means the other party to a contract or agreement for whom You are undertaking work or service or providing a Product Supplied where such party is responsible for setting out the terms of the contract or agreement

Corporate Manslaughter and Corporate Homicide Act 2007

We will indemnify You in respect of legal costs and expenses with Our written consent and costs awarded against You arising in connection with any criminal proceedings (including an appeal against any conviction resulting from such proceedings) as a result of a charge or investigations in connection with an offence committed or alleged to have been committed under during the Period of Insurance and in the course of the Business under Corporate Manslaughter and Corporate Homicide Act 2007 or similar legislation in the Channel Islands or the Isle of Man provided that

1. the Company's liability under this Extension shall be limited to a maximum amount of £1,000,000 any one occurrence and in the aggregate in any one Period of Insurance
2. this Extension shall only apply to proceedings brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
3. the Company must consent to the appointment of any solicitor or counsel, acting on behalf of the Insured
4. the Insured shall immediately notify the Company of receipt of any summons or other process, served upon the Insured, which may give rise to proceedings arising from the cover under this Extension
5. before We consent to fund any appeal, advice must have been received from Counsel that there is a strong probability that the appeal will be successful. Any information in support of this assertion requested by the Us shall be supplied by You.

We will not indemnify You if

1. You have committed any deliberate or intentional criminal act that gives rise to a charge of corporate manslaughter or corporate homicide
2. For any fines or penalties of any kind
3. Where the Insured can obtain indemnity for the costs of defending a criminal proceeding in relation to corporate manslaughter or corporate homicide from any other source or insurance or where but for the existence of this Extension the Insured would have obtained indemnity from any other source or insurance.

Cross Liabilities

If more than one insured is referred to in the Schedule We will treat each party as if a separate Policy had been issued to each provided that the total amount of indemnity payable to all parties in respect of Compensation together with Costs and Expenses does not exceed the Limit of Indemnity under any Sub-Section of this Section

Health and Safety at Work Costs

We will indemnify You and at Your request any director partner or Employee in respect of legal costs and expenses with Our written consent and costs awarded against You or any director partner or Employee arising in connection with any criminal proceedings (including an appeal against any conviction resulting from such proceedings) as a result of an offence committed or alleged to have been committed during the Period of Insurance and in the course of the Business under the Health and Safety at Work etc Act 1974 or similar safety legislation of Great Britain Northern Ireland the Channel Islands or the Isle of Man provided that

1. the proceedings relate to the health safety or welfare of Employees
2. We will not indemnify You for
 - a. fines or penalties
 - b. costs and expenses insured by any other policy
 - c. proceedings consequent upon a deliberate management decision act or omission of management

The maximum amount We will pay shall not exceed the Limit of Indemnity under any Sub-Section of this section

Exceptions applicable to Legal Liabilities Section

The following exceptions apply to this Section and should be read in conjunction with the General Exceptions

Asbestos

We will not provide indemnity in respect of

1. exposure to
2. inhalation of
3. fears of the consequences of exposure to or inhalation of
4. the costs incurred by anyone in repairing removing replacing recalling rectifying reinstating or managing (including those of any persons under any statutory duty to manage) any property arising out of the presence of

Asbestos, Asbestos dust or Asbestos containing materials

Except in respect of the Employers Liability Sub-Section to the extent that it is necessary to comply with the minimum requirements of the law within Great Britain Northern Ireland the Isle of Man or the Channel Islands relating to compulsory insurance of liability to Employees

Pollution or Contamination

(applicable to Public Liability Sub-Section and Products Liability Sub-Section)

We will not indemnify You in respect of Pollution or Contamination

1. occurring in the United States of America or Canada or dependency or trust territory
2. occurring elsewhere unless caused by a sudden identifiable unintentional and unexpected incident which takes place in its entirety at specific moment in time and place during the Period of Insurance

All Pollution or Contamination which arises out of one event shall be deemed to have occurred at the time such event takes place

Our liability for all Compensation together with Costs and Expenses payable in respect of all Pollution or Contamination which is deemed to have occurred during the Period of Insurance will not exceed in the aggregate the Limit of Indemnity shown in the Schedule in respect of any Sub-Section of this Section

For the purpose of this exclusion and limitation "Pollution or Contamination" shall be deemed to mean

1. all pollution or contamination of buildings or other structures or of water or land or the atmosphere and
2. all loss or damage to Property or Injury directly or indirectly caused by such pollution or contamination

Liability under Contract or Agreement

We shall not indemnify You against liability which is assumed by You by agreement unless such liability would have attached in the absence of such agreement

Management Liability Portfolio

Directors and Officers' Liability Including Company Reimbursement

Section

This Section is only operative if specified in the Schedule

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in this Section they should also be read in conjunction with the General Definitions at the start of the Policy

Bail Costs

Costs incurred with Our prior written agreement to pay for a bond or other financial instrument to guarantee an Insured

Person's bail or equivalent in any other jurisdiction

Claim

Any written demand or civil criminal regulatory or arbitration proceeding first made against an Insured Person during the

Period of Insurance seeking monetary damages or other legal relief or penalty alleging a Wrongful Act Any Extradition Proceeding made against an Insured Person during the Period of Insurance

Defence Costs

Costs incurred with Our prior written agreement to investigate settle or defend any Claim made against an Insured Person or to fund an appeal including any premium paid for an appeal bond or similar bond obtained in relation to it arising from any judgment decision or award in relation to any Claim

Employee (and not as stated in the General Definitions of this Policy)

1. Any person under a contract of service with You
2. Any independent person seconded to You
3. Any applicant or candidate for employment with You

Employment Claim

Any Claim by any Employee for any actual or alleged wrongful unfair or constructive dismissal discharge or termination of employment breach of written or implied contract employment related misrepresentation wrongful deprivation of a career opportunity failure to grant tenure negligent employee evaluation harassment unlawful discrimination failure to provide adequate employee procedures and policies retaliation defamation invasion of privacy arising solely as a result of the employment or non-employment by You of any current former or prospective Employee

Extradition Proceeding

Any proceeding commenced under the provisions of the United Kingdom Extradition Act 2003 or its equivalent in any other jurisdiction including any associated appeals

Health and Safety/Manslaughter Claim

Any Claim against any Insured Person alleging involuntary constructive or gross negligence manslaughter or any Claim under the provisions of the Health & Safety at Work etc. Act 1974 or its equivalent in any other jurisdiction

Insured Person

1. Any natural person who was is or during the Period of Insurance becomes a director partner member or officer of You
2. Any de facto director of You whilst acting in such capacity for You
3. Any shadow director as defined under Section 250 of the Companies Act 2006 or equivalent legislation in any
4. other jurisdiction
5. Any Employee of You

6. The lawful spouse civil or unmarried partner of any person above solely because of their spousal civil or unmarried partner relationship following a Claim against that person
7. The estates heirs or legal representatives of any person above who has died or become incapacitated insolvent or bankrupt but only for a Claim against that person

Investigation

An official examination official enquiry or official investigation into Your business activities conducted by any regulator government department or other body legally empowered

Investigation does not include routine regulatory supervision enquiry or compliance review any internal investigation or any investigation into the business activities of Your industry which is not solely related to Your or any Insured Person's conduct

Legal Representation Costs

Reasonable and necessary legal costs fees charges and expenses for which any Insured Person is legally liable incurred with Our prior written consent (not including remuneration of any Insured Person or other additional costs of Yours) for legal representation directly in relation to an investigation

Loss

In respect of a claim the amount any Insured Person becomes legally liable to pay for Defence Costs Legal Representation Costs awards of damages including punitive and exemplary damages where legally permissible awards of costs including claimants legal costs and expenses and settlements with Our prior written agreement

Loss does not include any civil regulatory or criminal fines or penalties taxes remuneration or employment related benefits punitive and exemplary damages in relation to an Employment Claim or the multiplied portion of any damages award unless awarded for defamation

Outside Entity

Any organisation other than You

1. that is tax exempt and not for profit or
2. in which You hold any issued share other than:
3. any company registered outside of the United Kingdom of Great Britain and Northern Ireland the Channel
4. Islands the Isle of Man or the Republic of Ireland or
5. any company traded on any recognised stock exchange or
6. any bank investment company investment advisor or manager hedge or mutual fund private equity or venture capital company stock brokerage insurer or similar organisation

Pollutant

Any contaminant irritant or other substance including but not limited to asbestos lead smoke vapour water oil oil products dust fibres soot fumes acids alkalis chemicals waste (including materials that have been or are intended to be recycled reconditioned or reclaimed)

Pollution

Actual alleged or threatened discharge seepage treatment removal disposal dispersal emission release or escape of any Pollutant or any regulatory order direction or request to test for monitor remove contain treat detoxify or neutralise any Pollutant

Prior and pending litigation date

The date stated as the prior and pending litigation date in the Schedule

Securities

Any debt or equity interest in You

Subsidiary

Any entity in which You

1. own directly or through one or more of Your subsidiaries more than 50% of the share capital or a majority of the voting rights or have the right to appoint or remove a majority of the entity's board of directors or

2. control a majority of its voting rights under a written agreement with other shareholders or members

If an entity ceases to be a Subsidiary during the Period of Insurance cover will continue but only for a Claim against You or an Insured Person arising from a Wrongful Act committed before it ceased to be a Subsidiary

Wrongful Act

Any actual or alleged act error or omission committed or attempted by an Insured Person arising from the performance of the Insured Person's duties solely in their capacity as Your director officer or Employee including

1. breach of any duty including fiduciary or statutory duty
2. breach of trust
3. negligence negligent misstatement misleading statement or negligent misrepresentation
4. defamation
5. wrongful trading under section 214 of the Insolvency Act 1986 (or equivalent legislation)
6. breach of warranty of authority
7. any other act error or omission attempted or allegedly committed or attempted by an Insured Person solely because of their status as a director officer or Employee of You

You/Your

Also includes a Subsidiary and any Subsidiary created or acquired during the Period of Insurance provided that the newly created or acquired Subsidiary

1. is not domiciled in the United States of America
2. does not trade any of its Securities on any United States of America exchange

but only for a Claim against an Insured Person arising from a Wrongful Act committed after the date of creation or acquisition of such Subsidiary

If You require cover for any newly created or acquired Subsidiaries which do not fall within the above parameters We will consider providing cover subject to You providing all appropriate information We shall be entitled to amend the terms and conditions of this section during the Period of Insurance and may charge a reasonable additional premium

Cover

Claims against an Insured Person

We will pay on behalf of any Insured Person the Loss arising from a Claim against any Insured Person for any Wrongful Act within the Geographical Limits

Company Reimbursement

We will pay on Your behalf the Loss which You are legally obliged or permitted to pay on behalf of an Insured Person arising from a Claim against an Insured Person for a Wrongful Act within the Geographical Limits You must pay the relevant Excess shown in the Schedule

If You are permitted or obliged to provide such payment but fail to do so for any reason other than Your insolvency We will pay the amount of the Claim less the relevant Excess regardless of whether You advanced payment or indemnified an Insured Person for such Loss

Health and Safety/Manslaughter

We will pay on Your behalf Loss which you are legally obliged or permitted to pay on behalf of an Insured Person arising from a Health and Safety/Manslaughter Claim or equivalent legislation in any other jurisdiction against an Insured Person for a Wrongful Act within the Geographical Limits You must pay the relevant Excess shown in the Schedule

Extradition Proceedings

We will pay on Your behalf the loss arising from any Extradition Proceeding against any Insured Person during the Period of Insurance

Employment

We will pay on behalf of any Insured Person the Loss arising from an Employment Claim during the Period of Insurance brought by a current former or potential Employee of Yours

This cover does not apply if the Insured Person is covered under the Employment Practices Liability Section of this Policy

Outside Entity Cover

We will also indemnify the Insured Person against the sums that person has to pay as Loss for a Claim arising directly from any Wrongful Act the Insured Person commits in their capacity as a director or officer of an Outside Entity provided that the Insured Person acts in that capacity at Your specific written request and the Claim does not arise from a Wrongful Act committed after the Insured Person ceased to act in this capacity. However, We will only pay in excess of any indemnity provided by the Outside Entity to its directors or officers and any other insurance available to its directors and officers.

Pension/Employee Benefit Schemes Claims

We will pay on behalf of any Insured Person the Loss in respect of a Claim arising from an Insured Person's operation or administration of any pension or employee benefit scheme or trust fund of Yours.

Pollution Claims

We will pay on behalf of any Insured Person the Loss in respect of a Claim arising from Pollution.

Representation Costs

1. We will pay on behalf of any Insured Person the Legal Representation Costs arising from an Investigation first notified as being required during the Period of Insurance.
2. We will pay on Your behalf the Legal Representation Costs arising from an Investigation against an Insured Person which You are legally obliged or permitted to pay on behalf of the Insured Person first notified as being required during the Period of Insurance.

Bail Costs

We will pay on behalf of any Insured Person Bail Costs arising from a Claim against an Insured Person for a Wrongful Act

within the Geographical Limits.

The limit provided under this cover shall be 10% of the total limit shown on the Schedule or £250,000 whichever is the lesser.

This limit shall form part of the total aggregate limit for this Section shown in the Schedule.

Additional Defence Costs

In the event that the limit of indemnity for this Section is exhausted, We will pay for additional Defence Costs up to £250,000 in the aggregate provided that the Insured Person has previously not been the subject of a Claim for a Wrongful Act or series of Wrongful Acts that led to the exhaustion of the limit of indemnity for this Section.

This additional cover applies to the payment of Defence Costs only.

Exceptions

The General Exceptions of this Policy do not apply to this Section. We will not make any payment for any Claim Loss or Investigation.

Deliberate or dishonest acts

Based upon attributable to or arising out of

1. a dishonest or fraudulent act or omission or any intentional breach of any statute or regulation committed by any Insured Person
2. an act intended to secure or which does secure a personal profit or advantage to which any Insured Person was not legally entitled
3. an act intended to secure or which does secure a profit for any other company where an Insured Person is a director, officer or employee of such company.

This exception will only apply after a judgment or other final adjudication or an admission by an Insured Person that such act did occur. We may request that an opinion be obtained from a mutually agreed Queens Counsel or equivalent in a different jurisdiction as to the prospects of a court finding that such act did occur. This exception shall apply if Counsel is of the opinion that there are no reasonable prospects of the court.

finding that such act did not occur Such opinion will be binding on Us and the Insured Person The costs of such opinion shall be met by Us

Prior Claims Investigations and circumstances

Based upon attributable to or arising out of any Claim Investigation or circumstance which You were aware of or that has been

reported under any policy existing or expired prior to the start of the Period of Insurance

Prior litigation

Based upon attributable to or arising out of any prior or pending litigation or proceedings including allegations deriving from the same or essentially the same facts involving an Insured Person You or an Outside Entity initiated prior to the date shown under the Prior and Pending Litigation Date in the Schedule

Defined Benefit Pension Schemes

Based upon attributable to or arising out of an Insured Person's operation or administration of any defined benefit pension

scheme or their breach of any legislation or regulation relating to these activities

RICO/SEC/ERISA

Based upon attributable to or arising out of the following legislation in the United States of America

1. any breach of the Racketeer Influenced and Corrupt Organisations Act 18 USC Sections 1961 et seq any amendments to this Act or any rules or regulations made under it
2. any breach of the Securities Act of 1933 or the Securities Exchange Act of 1934 both as amended the rules or regulations of the Securities Exchange Commission under either or both Acts similar securities laws or regulations of any state or any laws of any state relating to any transaction arising out of involving or relating to the sale of securities
3. any breach of the Employment Retirement Income Security Act of 1974 as amended or any rules or regulations made under it or similar provisions of any federal state or local law

Matters Insurable Elsewhere

1. For mental or emotional distress (except an Employment Claim) sickness disease bodily injury or death suffered by anyone or the loss damage or destruction of any tangible property including loss of use of such property This exception shall not apply to any Health and Safety/Manslaughter Claim.
2. Based upon attributable to or arising out of the use of any mechanically propelled vehicle for which compulsory insurance is required under any legislation
This exception does not apply to Legal Representation Costs or Defence Costs directly relating to any criminal or regulatory proceedings.

Claims brought by a related party in the United States of America

Based upon attributable to or arising out of any claim brought or maintained by You an Outside Entity or an Insured Person within or subject to the laws of the United States of America however this exception will not apply to

1. Defence Costs
2. any shareholder derivative proceedings in Your name without Your or any Insured Person's solicitation assistance or participation
3. any Claim brought by Your liquidator receiver or administrative receiver or similar body
4. any Employment Claim
5. any Claim made by a past Insured Person of You
6. any Claim seeking a contribution or indemnity if such claim is otherwise covered by this Section

Breach of professional duty

Based upon attributable to or arising out of any Claim relating to a breach of or failure to provide professional duties or services

This exception will not apply to a Claim by any of Your shareholders including any shareholder derivative proceedings in Your name without Your or any Insured Person's voluntary solicitation assistance or participation arising from any actual or alleged failure to supervise the performance of any professional services

Shareholders

Brought by or on behalf of anyone holding 15% or more of Your issued share capital

Takeovers and mergers

Based upon attributable to or arising out of any Claim for a Wrongful Act committed by an Insured Person after You merge or consolidate with another company or any party acquires more than 50% of your issued share capital

In the event of a Subsidiary ceasing during the Period of Insurance to be a Subsidiary cover under this Section shall be amended to apply solely to Loss arising out of any Claim for a Wrongful Act committed by an Insured Person prior to the effective date of sale or dissolution

Share offerings

Based upon attributable to or arising out of any Claim for a Wrongful Act committed by an Insured Person in relation to any actual public offering of Your share capital unless We have given Our prior written agreement and You have paid any additional premium and accepted any amendments We may require to the terms and conditions of this Section

Financial Advantage

Based upon attributable to or arising out of the gaining of any financial advantage to which the Insured Person was not entitled including the repayment of any wrongfully received monies

Conditions

The General Definitions General Conditions and General Exceptions set out in this Policy all apply equally to each Insured Person and to You except General Condition – Premium Payment which applies only to You

General Condition Change of Risk General Condition Fair Presentation of the Risk and General Condition Fraud shall not apply to this Section Under this Section only We waive our right to rescind the Policy on the grounds of non-disclosure or misrepresentation or fraud

General Condition Cancellation will only apply to this Section at the end of the Period of Insurance or the anniversary date whichever comes first

You agree to act on behalf of all the Insured Persons as regards paying the premium and giving or receiving notice of all matters relevant to this Section

Aggregate Limit

Where this Policy specifies an aggregate limit this means Our maximum payment for all relevant claims or losses covered under the Policy during the Period of Insurance

If the Period of Insurance is continuous the aggregate limit will apply to all relevant claims or losses covered under the Policy during the 12 months from the date the continuous cover starts Each aggregate limit will be **reinstated to the level shown in the Schedule at each anniversary**

Information provided by an Insured Person

All information which any Insured Person provided before We agreed to insure You will be considered as a separate application for each Insured Person and as such the knowledge of or any statement made by an Insured Person will not be imputed to any other Insured Person for the purposes of determining whether cover is available for any Claim against such other Insured Person

Extended notification period

If We or You refuse to renew this Section of the Policy for any reason other than non-payment of premium administration liquidation or insolvency You or any Insured Person may purchase an extended notification period of 12 months upon payment of 50% of the full annual premium If You do so the first paragraph of item 1 under Your Obligations in this Section will then be amended to

We will not make any payment under this Section unless You notify Us promptly of the following within the Period of Insurance or at the latest within 12 months after it expires

This extended notification period is only available if

We receive written notice of purchase from You or an Insured Person and the premium within 30 days following

1. the end of the Period of Insurance and
2. this Section of the Policy is not replaced or succeeded by any other policy providing directors' and officers' liability cover and
3. at the end of the Period of Insurance You have not merged or consolidated with another company nor has any party acquired 50% or more of Your issued share capital

If We offer renewal terms conditions limits of liability or premium different from those of the expiring Policy this does not constitute a refusal to renew

The entire premium for this Section is considered fully earned at the beginning of the extended notification period We will not refund any premium if You or any Insured Person cancels the extended notification period before it ends

The limit of indemnity for the extended notification period will be part of and not in addition to the limit of indemnity shown in the Schedule

1. You or any Insured Person will not have the right to purchase an extended notification period if
2. You merge or consolidate with another company or any party acquires more than 50% of Your issued share
3. capital or
4. if cover under this Section is continued solely as a result of the Former directors Special Condition or
5. if this Section or the Policy is cancelled

Multiple Insureds

The most We will pay is the relevant amount shown in the Schedule

If more than one insured is named in the Schedule the total We will pay will not exceed the amount We would be liable to pay to any one of You

You agree that the insured named in the Schedule or if there is more than one insured named in the Schedule the first of them is authorised to receive all notices and agree any amendments to the Policy

Takeovers and mergers extended notification period

In the event that You merge or consolidate with another company or any party acquires more than 50% of your issued share capital during the Period of Insurance You may on payment of an additional premium of 200% of the annual section premium request that this Section continue in force for a period of up to 72 months from the expiry date of the current Period of Insurance provided that such extension shall only apply to claims arising from any Wrongful Act committed or alleged prior to the date of such takeover or merger

The Extended notification period and Former directors Special Conditions shall not apply to any such extension

Management Buy-Outs

If during the Period of Insurance the existing management conduct a management buy-out We agree to provide cover to the same level and terms of this Section for the new company for a period of 30 Days from the buy-out date for any Wrongful Act committed by an individual Insured Person subsequent to the buy-out

This cover will only apply excess of any other insurance and indemnification available from any other source

Former directors

In the event that You do not renew or replace this Section of the Policy and only in respect of any Insured Person who ceases to be a director prior to the date of non-renewal for reasons other than disqualification or Your insolvency administration or liquidation from holding such a position this Section shall continue in force for a period of 120 months from the date of non renewal (the "Run-Off Period") provided that

1. this Section shall only apply to Claims arising from any Wrongful Act committed or alleged prior to the date of retirement of the Insured Person
2. the run-off period shall run concurrently with any extended notification period
3. no similar insurance is effected elsewhere
4. this Section or the Policy has not been cancelled

How much We will pay

The most We will pay for the total of all Claims and their Defence Costs and all Legal Representation Costs is the limit of indemnity shown in the Schedule irrespective of the number of Claims made

The amount We will pay for Claims and their Defence Costs includes any amount We pay on an Insured Person's behalf as a director of an Outside Entity and on Your behalf and for Claims against an Insured Person's spouse civil or unmarried partner Each Claim shall be treated as first made when We receive notice of the first Claim Legal Representation Costs shall be treated as first made when attendance of an Insured Person is first notified as being required at an Investigation

You must pay the relevant Excess shown in the Schedule

Paying out the limit of indemnity

At any stage of a Claim We can pay the Insured Person the applicable limit of indemnity or what remains after any earlier payment from that limit We will then have no further liability for any Claim or Loss

Your obligations

Notification

We will not make any payment under this Section

1. unless You notify Us promptly of the following within the Period of Insurance or at the latest within 14 days after it expires for any problem You become aware of within the seven days before expiry
 - a. the Insured Person's first awareness of any Wrongful Act
 - b. any claim or threatened claim against an Insured Person or the Insured Person's lawful spouse civil or unmarried partner
 - c. any Investigation into You or an Insured Person
 - d. the threat or commencement of any disqualification proceedings against any Insured Person
 - e. the threat or commencement of proceedings against any Insured Person for pollution
2. if when dealing with a third party You or the Insured Person admit that You or the Insured Person are liable for what has happened or make any offer deal or payment without Our prior written agreement You must also not reveal the amount of cover available under this insurance
3. to any Insured Person who prior to the Period of Insurance had knowledge of a material misstatement in or omission from the information provided to us upon which We agreed to insure You

Control of defence and payment of a claim

You and any Insured Person must give Us the information and co-operation which We may reasonably require and take all reasonable steps to defend any Claim You and the Insured Person should not do anything which may prejudice Our position

We have the right but not the obligation to take control of and conduct in Your name or the name of any Insured Person the investigation settlement or defence of any claim If We think it necessary We will appoint an adjuster solicitor or any other appropriate person to deal with the Claim.

We shall have the right to participate fully in the defence of any Claim including negotiation of any settlement We shall have the right to defend any Claim brought by You

Where there is a dispute between Us and You and/or any Insured Person over cover proposed settlement or continuing the defence of a Claim You or We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction Such opinion shall be binding on Us and You and any Insured Person and will establish whether policy cover exists defence of said Claim will continue or settlement will be agreed The costs of such opinion shall be met by Us

We shall pay Defence Costs above any Excess and covered by this Section on an ongoing basis prior to the final resolution of any Claim You and/or any Insured Person must reimburse Us for any Defence Costs paid where it is determined there is no entitlement under this Section

If a Claim is made which is not wholly covered by this Section and/or is also made against You and any other person who is not You or an Insured Person We You and the Insured Person shall use our best endeavours to agree a fair allocation between Loss that is covered and Loss not covered by this Section

Management Liability Portfolio

Corporate Legal Liability

This Section is only operative if specified in the Schedule

Special Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in this Section they should also be read in conjunction with the General Definitions at the start of the Policy

Claim

1. Any written demand or civil or arbitration proceeding seeking monetary damages first made against You during the Period of Insurance alleging a Wrongful Act
2. Any criminal or regulatory proceeding first made against You during the Period of Insurance alleging a Wrongful Act

Defence Costs

Costs incurred with Our prior written agreement to investigate settle or defend any Claim made against You or to fund an appeal including any premium paid for an appeal bond or similar bond obtained in relation to it arising from any judgment decision or award in relation to any Claim

Employee

(and not as stated in the General Definitions of this Policy)

1. Any person under a contract of service with You
2. Any independent person seconded to You
3. Any applicant or candidate for employment with You

Employment Claim

Any Claim by any Employee for any actual or alleged wrongful unfair or constructive dismissal discharge or termination of employment breach of written or implied contract employment related misrepresentation wrongful deprivation of a career opportunity failure to grant tenure negligent employee evaluation harassment unlawful discrimination failure to provide adequate employee procedures and policies retaliation defamation invasion of privacy or arising solely as a result of the employment or non-employment by You of any current former or prospective Employee

Health and Safety/Corporate Manslaughter Claim

Any Claim under the provisions of the Corporate Manslaughter and Homicide Act 2007 or the Health & Safety at Work etc Act 1974 or its equivalent in any other jurisdiction

Identity Crime

An agreement entered into by any third party representing themselves as You

Insured Person

1. Any natural person who was is or during the Period of Insurance becomes a director partner member or officer of You
2. Any de facto director of You whilst acting in such capacity for You
3. Any shadow director as defined under Section 250 of the Companies Act 2006 or equivalent legislation in any other jurisdiction
4. Any Employee of You
5. The lawful spouse civil or unmarried partner of any person above solely because of their spousal civil or unmarried partner relationship following a Claim against that person
6. The estates heirs or legal representatives of any person above who has died or become incapacitated insolvent or bankrupt but only for a Claim against that person

Investigation

An official examination official enquiry or official investigation first commenced during the Period of Insurance conducted by any regulator government department or other body legally empowered into Your business activities under the Health & Safety at Work etc Act 1974 or Corporate Manslaughter & Homicide Act 2007

It does not include routine regulatory supervision enquiry or compliance review any internal investigation or any investigation into the business activities of Your industry rather than Your conduct

Legal Representation Costs

Reasonable and necessary legal costs fees charges and expenses for which You are legally liable incurred with Our prior written consent (not including remuneration of any Insured Person or other additional costs of Yours) for legal representation directly in relation to an Investigation

Loss

In respect of a claim the amount You become legally liable to pay Defence Costs Legal Representation Costs awards of damages including punitive and exemplary damages where legally permissible awards of costs and settlements with Our prior written agreement

Loss does not include any civil regulatory or criminal fines or penalties taxes or the multiplied portion of any damages award

Pollutant

Any contaminant irritant or other substance including but not limited to asbestos lead smoke vapour water oil oil products dust fibres soot fumes acids alkalis chemicals waste (including materials that have been or are intended to be recycled reconditioned or reclaimed)

Pollution

Actual alleged or threatened discharge seepage treatment removal disposal dispersal emission release or escape of any Pollutant or any regulatory order direction or request to test for monitor remove contain treat detoxify or neutralise any Pollutant

Prior and Pending Litigation Date

The date stated as the prior and pending litigation date in the Schedule

Securities

Any debt or equity interest in You

Subsidiary

Any entity in which You:

1. own directly or through one or more of Your subsidiaries more than 50% of the share capital or a majority of the voting rights or have the right to appoint or remove a majority of the entity's board of directors or
2. control a majority of its voting rights under a written agreement with other shareholders or members

If an entity ceases to be a Subsidiary during the Period of Insurance cover will continue but only for a Claim against You or an Insured Person arising from a Wrongful Act committed before it ceased to be a Subsidiary

Wrongful Act

Any actual or alleged act error or omission committed or attempted by You including any breach of any duty including fiduciary or statutory duty breach of trust negligence negligent misstatement misleading statement or negligent misrepresentation breach of warranty of authority

You/Your

Also includes a Subsidiary and any Subsidiary created or acquired during the Period of Insurance provided that the newly created or acquired Subsidiary

1. is not domiciled in the United States of America
2. does not trade any of its Securities on any United States of America exchange

but only for a Claim against You arising from a Wrongful Act committed after the date of creation or acquisition of such Subsidiary

If You require cover for any newly created or acquired Subsidiary which does not fall within the above parameters We will consider providing cover subject to You providing all appropriate information We shall be entitled to amend the policy terms and conditions during the Period of Insurance including but not limited to the charging of a reasonable additional premium

Cover

Claims by others

We will pay on Your behalf the Loss arising from a Claim for any Wrongful Act within the Geographical Limits

Breach of Data Protection

We will pay on Your behalf the Loss arising from a Claim arising from a breach of the Data Protection Act 1998 or any subsequent overriding legislation or its equivalent in any other jurisdiction

Health and Safety/Corporate Manslaughter Claims

We will pay on Your behalf Loss arising from a Health and Safety/Corporate Manslaughter Claim (or equivalent legislation in

any other jurisdiction) for a Wrongful Act within the Geographical Limits

Identity Crime

We will pay on Your behalf the Loss from Identity Crime

Pension/Employee Benefit Schemes Claims

We will pay on Your behalf Loss in respect of a Claim arising from Your operation or administration of any pension or employee benefit scheme or trust fund.

Pollution claims

We will pay on Your behalf Loss in respect of a Claim arising from Pollution The limit provided under this cover shall be £100,000 in the aggregate

This limit shall form part of the total aggregate limit for this Section shown in the Schedule

Shareholder pollution claims

We will pay on Your behalf Loss in respect of a Claim arising from Pollution brought by any shareholder either directly or derivatively

Representation costs

We will pay on Your behalf the Legal Representation Costs arising from an Investigation first made during the Period of Insurance

Taxation Claims

We will pay on Your behalf Loss in respect of a Claim arising from Your failure to comply with taxation regulations

Your own losses Dishonesty of Employees

We will pay Your direct financial loss if during the Period of Insurance and in the performance of Your Business You discover a Loss from the dishonesty of an Employee where there was a clear intention to cause You financial loss or damage and to obtain a personal financial gain over and above salary bonus or commission

The limit provided under this cover shall be £100,000 in the aggregate

This limit shall form part of the total aggregate limit for this Section shown in the Schedule

Exceptions

The General Exceptions of this Policy do not apply to this Section We will not make any payment for any Claim Loss or Investigation

Deliberate or dishonest act

Based upon attributable to or arising out of

1. a dishonest or fraudulent act or omission or any intentional breach of any statute or regulation
2. an act intended to secure or which does secure profit or advantage for which You are not legally entitled
3. an act intended to secure or which does secure a profit for any other company where an Insured Person is a director officer or employee of such company

This exception shall only apply after a judgment or other final adjudication or an admission that such act did occur

We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction as to the prospects of a court finding that such act did occur This exception shall apply if counsel is of the opinion that there are no reasonable prospects of the court finding that such act did not occur Such opinion will be binding on Us and You The costs of such opinion shall be met by Us

Prior claims Investigations and Circumstances

Based upon attributable to or arising out of any Claim Investigation or circumstance that has been reported under any policy

existing or expired prior to the start of the Period of Insurance

Prior litigation

Based upon attributable to or arising out of any prior or pending litigation or proceedings (including allegations deriving from the same or essentially the same facts) involving an Insured Person You or an Outside Entity initiated prior to the Prior and Pending Litigation Date as stated in the Schedule

Defined benefit pension schemes

Based upon attributable to or arising out of Your operation or administration of any defined benefit pension scheme or their breach of any legislation or regulation relating to these activities

Failure to fund pension and employee benefit schemes

Based upon attributable to or arising out of Your failure to fund any pension employee benefit scheme or trust fund

Claims brought In the United States of America

Based upon attributable to or arising out of any Wrongful Act brought or maintained in the United States of America

Matters insurable elsewhere

1. Based upon attributable to or arising out of any Employment Claim
2. Based upon attributable to or arising out of the use of any mechanically propelled vehicle for which compulsory insurance is required under any legislation
This exclusion does not apply to Legal Representation Costs or Defence Costs directly relating to any criminal or regulatory proceedings
3. For mental or emotional distress sickness disease bodily injury or death suffered by anyone or the loss damage or destruction of any tangible property including loss of use of such property
This exception shall not apply to any Health and Safety / Corporate Manslaughter Claims

Products

Based upon attributable to or arising out of the manufacture sale supply installation or maintenance of any product of Yours

Breach of professional duty

Based upon attributable to or arising out any Claim relating to a breach of or failure to provide professional services

Infringement of patent and copyright

Based upon attributable to or arising out of any Claim relating to the actual or alleged infringement of patent trade mark infringement of copyright intellectual property right registered design or any actual or alleged libel or slander

Contractual liability

Based upon attributable to or arising out of any Claim in respect of a breach of contract whether actual or implied written or

oral which is greater than the liability You would have at law without the contract

Shareholders

Brought by or on behalf of any company owning 15% or more of Your issued share capital

Takeovers and mergers

Based upon attributable to or arising out of any Claim for a Wrongful Act committed by an Insured Person after You merge or consolidate with another company or any party acquires more than 50% of Your issued share capital

In the event of a Subsidiary ceasing during the Period of Insurance to be a Subsidiary cover under this Section shall be amended to apply solely to arising out of any Claim for a Wrongful Act committed by an Insured Person prior to the effective date of sale or dissolution

Share offerings

Based upon attributable to or arising out any Claim for a Wrongful Act committed by You in relation to any actual public offering of Your share capital unless We have given our prior written agreement and You have paid any additional premium and accepted and amendments to the terms and conditions of this Section as may be required

Matters specific to your own losses

Based upon attributable to or arising out of

1. any accounting or arithmetical error or omission or unexplained shortage
2. any default or non-payment of any loan or other credit arrangement
3. Your or any Insured Person's expenses incurred in establishing the amount of any financial loss to You
4. any loss of interest loss of profit or any consequential loss

Financial Advantage

Based upon attributable to or arising out of the gaining of any financial advantage to which You were not entitled including the repayment of any wrongfully received monies

Conditions**General Terms**

The General Definitions General Conditions and General Claims Procedures set out in this Policy all apply equally to each Insured Person and to You except for General Condition Premium Payment which applies only to You

You agree to act on behalf of all the Insured Persons as regards paying the premium and giving or receiving notice of all matters relevant to this Section

Aggregate Limit

Where this Policy specifies an aggregate limit this means Our maximum payment for all relevant claims or losses covered under the Policy during the Period of Insurance

If the Period of Insurance is continuous the aggregate limit will apply to all relevant claims or losses covered under the Policy during the 12 months from the date the continuous cover starts Each aggregate limit will be reinstated to the level shown in the Schedule at each anniversary

Change in Circumstances (replaces Change of Risk in the General Conditions)

You must tell Us as soon as reasonably possible of any change in circumstances during the Period of Insurance which may materially affect this Policy (a material fact or circumstance is one which might affect Our decisions to provide insurance or the conditions of that insurance) We may then change the terms and conditions of this Policy

Extended notification period

If We or You refuse to renew this Section of the Policy for any reason other than non-payment of premium administration liquidation or insolvency You may purchase an extended notification period of 12 months upon payment of 50% of the full annual premium if You do so the first paragraph of Your obligations will then be amended to

We will not make any payment under this Section unless You notify Us promptly of the following within the Period of Insurance or at the latest within 12 months after it expires

This extended notification period is only available if

1. We receive Your written notice of purchase and Your premium within 30 days following the end of the Period of Insurance and
2. this Section of the Policy is not replaced or succeeded by any other policy providing corporate liability cover and
3. at the end of the Period of Insurance You have not merged or consolidated with another company nor has any party acquired 50% or more of Your issued share capital

If We offer renewal terms conditions limits of liability or premium different from those of the expiring Policy this does not constitute a refusal to renew

The entire premium for this Section is considered fully earned at the beginning of the extended notification period We will not refund any premium to You if You cancel the extended notification period before it ends

We will not make any payment for a Claim due to a Wrongful Act committed or alleged to have been committed after the end of the original Period of Insurance

The limit of indemnity for the extended notification period will be part of and not in addition to the limit of indemnity shown in the Schedule

You shall not have the right to purchase an extended notification period if

1. You merge or consolidate with another company or any party acquires more than 50% of Your issued share capital
2. this Section or the Policy is cancelled

Management buy-outs

If during the Period of Insurance the existing management conduct a management buy-out We agree to provide cover to the same level and terms of this Policy for the new company for a period of 30 days from the buy-out date for any Wrongful Act committed by any individual insured subsequent to the buy-out

This cover will only apply excess of any other insurance and indemnification available from any other source

Multiple Insureds

The most We will pay is the relevant amount shown in the Schedule

If more than one insured is named in the Schedule the total We will pay will not exceed the amount We would be liable to pay to any one of You

You agree that the insured named in the Schedule or if there is more than one insured named in the Schedule the first of them is authorised to receive all notices and agree any amendments to the Policy

How much will We pay

The most We will pay for the total of all Claims and their Defence Costs and all Legal Representation Costs is the limit of indemnity shown in the Schedule irrespective of the number of Claims made

The amount We will pay for Claims and their Defence Costs includes any amount We pay on an Insured Person's behalf as a director of an Outside Entity and on Your behalf and for Claims against an Insured Person's spouse, civil or unmarried partner

You must pay the relevant Excess shown in the Schedule

Each Claim shall be treated as first made when We receive notice of the first Claim Legal Representation Costs shall be treated as first made when attendance of an Insured Person is first notified as being required at an Investigation

Paying out the limit of indemnity

At any stage of a Claim We can pay You the applicable limit of indemnity or what remains after any earlier payment from that limit We will then have no further liability for any Claim or Loss

Your obligations

Notification

We will not make any payment under this Section:

1. unless You notify Us promptly of the following within the Period of Insurance or at the latest within 14 days after it expires for any problem You become aware of within the seven days before expiry

- a. Your first awareness of any Wrongful Act
 - b. Any claim or threatened Claim against You
 - c. Any Investigation into You
 - d. The threat or commencement of proceedings against You for pollution
2. If when dealing with a third party You admit that You are liable for what has happened or make any offer deal or payment without Our prior written agreement You must also not reveal the amount of cover available under this insurance
3. If prior to the Period of Insurance You had knowledge of a material misstatement in or omission from the information provided to Us upon which We agreed to insure You

Control of defence and payment of a claim

You must give Us the information and co-operation which We may reasonably require and take all reasonable steps to defend any Claim You should not do anything which may prejudice Our position

We have the right but not the obligation to take control of and conduct in Your name or the name of any Insured Person the investigation settlement or defence of any Claim If We think it necessary We will appoint an adjuster solicitor or any other appropriate person to deal with the Claim

We shall have the right to participate fully in the defence of any Claim including negotiation of any settlement We shall have the right to defend any Claim brought by You

Where there is a dispute between Us and You and/or any Insured Person over cover proposed settlement or continuing the defence of a Claim You or We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction Such opinion shall be binding on Us and You and any Insured Person and will establish whether policy cover exists defence of said Claim will continue or settlement will be agreed The costs of such opinion shall be met by Us

We shall pay Defence Costs above any Excess and covered by this Section on an ongoing basis prior to the final resolution of any Claim You must reimburse Us for any Defence Costs paid where it is determined there is no entitlement under this Section

If a Claim is made which is not wholly covered by this Section and/or is also made against You and any other person We and You shall use our best endeavours to agree a fair allocation between Loss that is covered and Loss not covered by this Section

Management Liability Portfolio

Employment Practices Liability

This Section is only operative if specified in the Schedule

Special Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in this Section they should also be read in conjunction with the General Definitions at the start of the Policy

Benefits

Any compensation awarded to an Employee other than basic remuneration including but not limited to health benefits amounts due in respect of employee benefit or pension scheme share or stock options incentives or deferred compensation

Claim

Any written demand or civil criminal regulatory or arbitration proceeding first made against You or an Insured Person during the

Period of Insurance seeking monetary damages or other legal relief alleging an Employment Practice Wrongful Act

Defence Costs

Costs incurred with Our prior written agreement to investigate settle or defend any Claim made against You or an Insured Person or to fund an appeal including any premium paid for an appeal bond or similar bond obtained in relation to it arising from any judgment decision or award in relation to any Claim

Employee

(and not as stated in the General Definitions of this Policy)

1. Any person under a contract of service with You
2. Any independent person seconded to You
3. Any applicant or candidate for employment with You

Employment Practice Wrongful Act

Any actual or alleged act error or omission committed or attempted by You or an Insured Person or by any third party where You are held vicariously liable relating to any actual or alleged wrongful unfair or constructive dismissal discharge or termination of employment breach of written or implied contract employment related misrepresentation wrongful deprivation of a career opportunity failure to grant tenure negligent employee evaluation harassment unlawful discrimination failure to provide employee procedures and policies retaliation defamation invasion of privacy arising solely as a result of the employment or non-employment by You of any current former or prospective employee

Insured Person

1. Any natural person who was is or during the Period of Insurance becomes a director member partner or officer of You
2. Any de facto director of You whilst acting in such capacity for You
3. Any shadow director as defined under Section 250 of the Companies Act 2006 or equivalent legislation in any other jurisdiction
4. Any Employee of You
5. The lawful spouse civil or unmarried partner of any person above solely because of their spousal civil or unmarried relationship following a Claim against that person
6. The estates heirs or legal representatives of any person above who has died or become incapacitated insolvent or bankrupt but only for a Claim against that person

Loss

In respect of a claim the amount You and/or any Insured Person becomes legally liable to pay for Defence Costs awards of damages including punitive and exemplary damages where legally permissible awards of costs and settlements with Our prior written agreement

Loss does not include any civil regulatory or criminal fines or penalties taxes remuneration or employment related benefits punitive and exemplary damages or the multiplied portion of any damages award unless awarded for defamation

Outside entity

Any organisation other than You

1. that is tax exempt and not for profit
2. in which You hold any issued share other than
 - a. any company registered outside of the United Kingdom of Great Britain and Northern Ireland the Channel
 - b. Islands the Isle of Man or the Republic of Ireland or
 - c. any company traded on any recognised stock exchange or
 - d. any bank investment company investment advisor or manager hedge or mutual fund private equity or venture capital company stock brokerage insurer or similar organisation

Prior and pending litigation date

The date stated as the prior and pending litigation date in the Schedule

Retaliation

Any Claim brought against an Employee relating to any actual or alleged action taken by such Employee exercising or

attempting to exercise their rights under law

Subsidiary

Any entity in which You

1. own directly or through one or more of Your subsidiaries more than 50% of the share capital or a majority of the voting rights or have the right to appoint or remove a majority of the entity's board of directors; or
2. control a majority of its voting rights under a written agreement with other shareholders or members

If an entity ceases to be a Subsidiary during the Period of Insurance cover will continue but only for a Claim against You or an Insured Person arising from an Employment Practice Wrongful Act committed before it ceased to be a Subsidiary

You / Your

Also includes

1. any Subsidiary
2. any Subsidiary created or acquired during the Period of Insurance within the United Kingdom but only for a Claim against You or an Insured Person arising from an Employment Practice Wrongful Act committed after the date of acquisition.

If You require cover for any newly created or acquired Subsidiaries which do not fall within the above parameters We will consider providing cover subject to You providing all appropriate information We shall be entitled to amend the terms and conditions of this Section during the Period of Insurance and may charge a reasonable additional premium

Cover

Claims by Employees

We will pay on behalf of You or an Insured Person the Loss arising from a Claim by an Employee for an Employment Practice

Wrongful Act

Claims by others

We will pay on behalf of you or an Insured Person the Loss arising from a Claim by anyone other than an Employee for an

Employment Practice Wrongful Act

Outside entities

We will pay on behalf of You or an Insured Person the Loss arising from a Claim in respect of an Employment Practice Wrongful Act committed by an Insured Person in their capacity as an Employee or an Outside Entity provided that the Insured Person acts in that capacity at Your specific written request and the Claim does not arise from an Employment Practice Wrongful Act committed after the Insured Person ceased to act in this capacity. However, We will only pay in excess of any indemnity provided by the Outside Entity to its employees and any other insurance available to its employees.

Exceptions

The General Exceptions of this Policy do not apply to this Section.

A. We will not make any payment for any Claim or Loss

Specific activities

1. Based upon attributable to or arising out of
 - a. membership or non-membership of any trade union or equivalent labour organisation or any involvement in trade union activities
 - b. Your failure to act in accordance with any collective bargaining agreement. The above shall not apply to any Claim for Retaliation.
2. Based upon attributable to or arising out of any responsibility duty or obligation imposed by law in relation to health & safety, unemployment, social security, retirement or disability benefits or any similar law, whether statutory or common law. The above shall not apply to Retaliation.

Prior Claims and Circumstances

Based upon attributable to or arising out of any Claim or circumstance which You were aware of or that has been reported under any policy existing or expired prior to the start of the Period of Insurance.

Claims in the United States of America

Based upon attributable to or arising out of any Employment Practice Wrongful Act brought or maintained in the United States of America.

Prior litigation

Based upon attributable to or arising out of any prior or pending litigation or proceedings (including allegations deriving from the same or essentially the same facts) involving an Insured Person. You or an Outside Entity initiated prior to the prior and pending litigation date shown in the Schedule.

Deliberate or dishonest acts

based upon attributable to or arising out of

1. a dishonest or fraudulent act or omission or any intentional breach of any statute or regulation committed by any Insured Person
2. an act intended to secure or which does secure a personal profit or advantage to which any Insured Person was not legally entitled
3. an act intended to secure or which does secure a profit for any other company where an Insured Person is a director, officer or employee of such company

This exception will only apply after a judgment or other final adjudication or an admission by an Insured Person that such act did occur. We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a difference jurisdiction as to the prospects of a court finding that such act did occur. This exception shall apply if Counsel is of the opinion that there are no reasonable prospects of the court finding that such act did not occur. Such opinion will be binding on Us and the Insured Person. The costs of such opinion shall be met by Us.

Matters insurable elsewhere

For the death or any bodily or mental injury or emotional distress suffered by anyone or the loss, damage or destruction of any tangible property other than emotional distress directly arising from any Employment Practice Wrongful Act.

Based upon attributable to or arising out of the use of any mechanically propelled vehicle for which compulsory insurance is required under any legislation.

Takeovers and acquisitions

Based upon attributable to or arising out of any Employment Practice Wrongful Act occurring after the date of

1. Your acquisition by or Your merger or consolidation with another entity so that You are not the surviving entity;
2. The acquisition at any time during the Period of Insurance of 50% more of Your share capital

Unless We have received prior written notice and We have agreed by written endorsement to provide cover and You have paid any additional premium

B. We will not make any payment other than Defence Costs

Specific activities

1. based upon attributable to or arising out of Your failure to pay any amount You are contractually committed to pay to an Employee including but not limited to any payments for contractual or statutory notice periods or breach of any obligation pursuant to any minimum wage legislation or Benefits payable
2. based upon attributable to or arising out of any amount relating to equal pay redundancy pay
3. based upon attributable to or arising out of the loss of any right or benefit under any pension scheme private health insurance or other employee benefit scheme or the operation or administration of any pension or employee benefit scheme or trust fund or Your breach of any legislation or regulation related to these activities
4. based upon attributable to or arising out of Your failure to pay taxes

Non-compensatory payments

1. based upon attributable to or arising out of anyone else's liability which You are legally obliged to assume under any contract or agreement This does not apply to any Claim that would have resulted in the absence of such contract or agreement
2. based upon attributable to or arising out any non-pecuniary or injunctive relief
3. based upon attributable to or arising out of any amount in respect of the costs of complying or refusing to comply with a court or other order for the reinstatement of an Employee

Conditions

The General Definitions General Conditions and General Claims Procedures forming part of this Policy all apply equally to each Insured Person and to You except for General Condition Premium Payment which applies only to You.

General Condition Fair Presentation of the Risk and General Condition Fraud shall only apply to You

You agree to act on behalf of all the Insured Persons as regards paying the premium and giving or receiving notice of all matters relevant to this Section

Aggregate Limit

Where this Policy specifies an aggregate limit this means Our maximum payment for all relevant claims or losses covered under the Policy during the Period of Insurance

If the Period of Insurance is continuous the aggregate limit will apply to all relevant claims or losses covered under the Policy during the 12 months from the date the continuous cover starts Each aggregate limit will be reinstated to the level shown in the Schedule at each anniversary

Change in Circumstances

(replaces General Condition Change of Risk)

You must tell Us as soon as reasonably possible of any change in circumstances during the Period of Insurance which may materially affect this Policy Should You be in any doubt as to whether information should be presented to Us You must

1. discuss it with Your insurance agent or
2. disclose it to Us

Upon being notified of any such change in circumstances We may at Our absolute discretion

1. continue to provide cover under this Section at the same terms
2. restrict the cover provided by this Section
3. impose additional terms

4. alter the premium
5. cancel the Section

If You fail to notify Us of any such change We may at Our absolute discretion

1. treat this Section as if it had come to an end as at the start date of the change in circumstances returning a proportionate amount of the premium for the unexpired Period of Insurance if We would have cancelled the Section had We known of the change in circumstances
2. treat this Section as if it had contained such terms other than relating to premium or other restrictions from the date of the change in circumstances
3. reduce proportionately the amount paid or payable on any claim the proportion for which We are liable being calculated by comparing the premium actually charged as a percentage of the premium which We would have charged had We known of the change in circumstances

Extended notification period

If We or You refuse to renew this Section of the Policy for any reason other than non-payment of premium or insolvency You may purchase an extended notification period of 12 months upon payment of 50% of the full annual premium If You do so the first paragraph of item 1 under Your obligations in this Section will then be amended to

We will not make any payment under this Section unless You notify Us promptly of the following within the Period of Insurance or at the latest within 12 months after it expires

This extended notification period is only available if:

1. We receive Your written notice of purchase and Your premium within 30 days following the end of the Period of Insurance and
2. this Section of the Policy is not replaced or succeeded by any other policy providing employment practices liability cover and
3. at the end of the Period of Insurance You have not merged or consolidated with another company nor has any party acquired 50% or more of Your issued share capital

If We offer renewal terms conditions limits of liability or premium different from those of the expiring Policy this does not constitute a refusal to renew

The entire premium for this Section is considered fully earned at the beginning of the extended notification period. We will not refund any premium to You if You cancel the extended notification period before it ends

We will not make any payment for a Claim due to an Employment Practice Wrongful Act committed or alleged to have been committed after the end of the original Period of Insurance

The limit of indemnity for the extended notification period will be part of and not in addition to the limit of indemnity shown in the Schedule

You will not have the right to purchase an extended notification period if:

1. You merge or consolidate with another company or any party acquires more than 50% of Your issued share capital
2. this Section of the Policy is cancelled

Management buy-outs

If during the Period of Insurance Your existing management conduct a management buy-out We agree to provide cover to the same level and terms of this Policy for the new company for a period of 30 days from the buy-out date for any Employment Practice Wrongful Act committed by any individual Insured Person subsequent to the buy-out

This cover will only apply excess of any other insurance and indemnification available from any other source

Multiple Insureds

The most We will pay is the relevant amount shown in the Schedule

If more than one insured is named in the Schedule the total We will pay will not exceed the amount We would be liable to pay to any one of You

You agree that the insured named in the Schedule or if there is more than one insured named in the Schedule the first of them is authorised to receive all notices and agree any amendments to the Policy

How much will We pay

The most We will pay for the total of all Claims and their Defence Costs is the limit of indemnity shown in the Schedule irrespective of the number of Claims made

The amount We will pay for Claims and their Defence Costs includes any amount We pay on an Insured Person's behalf as a director of an Outside Entity and on Your behalf and for Claims against an Insured Person's spouse civil or unmarried partner Each claim shall be treated as first made when We receive notice of the first claim

You must pay the relevant Excess shown in the Schedule The Excess shall not apply to any Claim made solely against an Insured Person

Paying out the limit of indemnity

At any stage of a Claim We can pay the Insured Person the applicable limit of indemnity or what remains after any earlier payment from that limit. We will then have no further liability for any Claim or Loss

Your obligations

Notification

We will not make any payment under this Section

1. unless You notify Us promptly of the following within the Period of Insurance or at the latest within 14 days after it expires for any problem You become aware of within the seven days before expiry
 - a. You or an Insured Person's first awareness of any Employment Practice Wrongful Act
 - b. any Claim or threatened Claim against You
2. if when dealing with an Employee or a third party You or the Insured Person admit that You or the Insured Person are liable for what has happened or make any offer deal or payment without Our prior written agreement You must also not reveal the amount of cover available under this insurance
3. if prior to the Period of Insurance You had knowledge of a material misstatement in or omission from the information provided to Us upon which We agreed to insure You

Control of defence and payment of a claim

You and any Insured Person must give Us the information and co-operation which We may reasonably require and take all reasonable steps to defend any Claim. You and the Insured Person should not do anything which may prejudice Our position.

We have the right but not the obligation to take control of and conduct in Your name or the name of any Insured Person the investigation settlement or defence of any Claim If We think it necessary We will appoint an adjuster solicitor or any other appropriate person to deal with the claim

We shall have the right to participate fully in the defence of any Claim including negotiation of any settlement We shall have the right to defend any Claim brought by You

Where there is a dispute between Us and You and/or any Insured Person over cover proposed settlement or continuing the defence of a Claim You or We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction Such opinion shall be binding on Us and You and any Insured Person and will establish whether policy cover exists defence of said claim will continue or settlement will be agreed The costs of such opinion shall be met by Us

We shall pay Defence Costs above any Excess and covered by this Section on an ongoing basis prior to the final resolution of any Claim You and/or any Insured Person must reimburse Us for any Defence Costs paid where it is determined there is no entitlement under this Section

If a Claim is made which is not wholly covered by this Section and/or is also made against You and any other person who is not You or an Insured Person We You and the Insured Person shall use our best endeavours to agree a fair allocation between Loss that is covered and Loss not covered by this Section

Legal Expenses Section

Certain words have specific meanings for the purpose of this Section, these are shown below. General Definitions, General Conditions and General Exceptions also apply to the Legal Expenses Section.

DAS Legal Expenses Insurance Company Limited (DAS) is the underwriter and provides the insurance for this Section. To make sure that You get the most from your DAS cover, please take time to read this Section, which explains the insurance cover available to You. Please follow the procedures throughout the Policy and in particular those applying to insured incident **Employment disputes and compensation awards**.

If You wish to speak to Us about:

- Legal Advice: You can get telephone legal advice on any legal issue affecting Your Business.
- Insurance Claims: You can report a claim 24/7.
- Tax Advice: dedicated tax advisers can provide advice on tax issues affecting Your Business.

Please phone us on **0370 755 3111**. We will ask You about Your legal issue and if necessary call You back to deal with Your query.

- Crisis Containment: You can get assistance 24/7. Please phone Us on **0344 893 9314**.

Our agreement for the Legal Expenses Section

We agree to provide the insurance described in this Section for You (or where specified, the Insured Person) in respect of any insured incident arising in connection with the Business, in return for payment of the premium and subject to the terms, conditions, exclusions and limitations set out in this Policy, provided that:

1. Reasonable Prospects exist for the duration of the claim
2. the Date of Occurrence of the insured incident is during the Period of Insurance, or
3. during the currency of a previous equivalent legal expenses insurance policy, provided that:
 - a. the previous legal expenses insurance policy required You to report claims during its currency
 - b. You could not have notified a claim previously as You could not have reasonably been aware of the insured incident
 - c. cover has been continuously maintained in force
 - d. any claim that should have been covered under a previously operative legal expenses insurance policy will not be covered by Us, and
 - e. the available limit of indemnity shall be limited to the lesser of the sums payable under this or Your previous policy
4. any legal proceedings will be dealt with by a court, or other body which We agree to, within the Countries Covered, and
5. the insured incident happens within the Countries Covered.

What We will pay under the Legal Expenses Section

We will pay an Appointed Representative, on Your behalf, Costs and Expenses incurred following an insured incident, and any compensation awards that We have agreed to, provided that:

1. the most We will pay in respect of all claims resulting from one or more event arising at the same time or from the same originating cause, for Costs and Expenses and compensation awards claims, is £500,000
2. the most We will pay for the total of all compensation awards under insured incident **Employment disputes and compensation awards** 2. **Compensation awards** in any one Period of Insurance shall not exceed £1,000,000
3. the most We will pay in Costs and Expenses is no more than the amount We would have paid to a Preferred Law Firm or tax consultancy. The amount We will pay a law firm (where acting on Your behalf) is currently £100 per hour. This amount may vary from time to time
4. in respect of an appeal or the defence of an appeal, You must tell us as soon as possible and within the statutory time limits allowed that You want to appeal. Before We pay the Costs and Expenses for appeals, We must agree that Reasonable Prospects exist
5. for an enforcement of judgment to recover money and interest due to You after a successful claim under this Section, We must agree that Reasonable Prospects exist

6. where an award of damages is the only legal remedy to a dispute and the cost of pursuing legal action is likely to be more than any award of damages, the most We will pay in Costs and Expenses is the value of the likely award, and
7. in respect of insured incident **Legal defence 6. Jury service and court attendance**, the maximum We will pay is the Insured Person's net salary or wages for the time that the Insured Person is attending court or tribunal, less any amount You, the court or tribunal pays, and
8. in respect of insured incident **Crisis containment** the maximum We will pay in respect of all claims resulting from one or more event arising at the same time, or from the same originating cause, is £25,000.

What We will not pay under the Legal Expenses Section

1. In the event of a claim, if You decide not to use the services of a Preferred Law Firm or tax consultancy, You will be responsible for any costs that fall outside the DAS Standard Terms of Appointment and these will not be paid by Us.
2. If You are registered for VAT, We will not pay the VAT element of any Costs and Expenses.

Definitions applicable to the Legal Expenses Section

The following definitions apply to this Section and shall keep the same meaning wherever they appear in this Section. They should also be read in conjunction with the general definitions of the Commercial Combined Policy. If there is a conflict between a definition in this Section and a definition elsewhere in this Policy, the definition in this Section will apply.

Appointed Representative – The Preferred Law Firm, law firm, tax consultancy, accountant or other suitably qualified person We appoint to act on the Insured Person's behalf.

Costs and Expenses

1. All reasonable, proportionate and necessary costs chargeable by the Appointed Representative and agreed by Us in accordance with the DAS Standard Terms of Appointment.
2. The costs incurred by opponents in civil cases if an Insured Person has been ordered to pay them or the Insured Person pays them with Our agreement.

Countries Covered

1. For insured incidents **Legal defence (excluding 5. Statutory notice appeals and 7. Disciplinary hearings), Contract disputes, Debt recovery, and Personal injury**: The United Kingdom of Great Britain and Northern Ireland, the European Union, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.
2. For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man, and the Channel Islands.

DAS Standard Terms of Appointment – The terms and conditions (including the amount We will pay to an Appointed Representative) that apply to the relevant type of claim, which could include a conditional fee agreement (no-win, no-fee). Where a law firm is acting on Your behalf, the amount We will pay is currently £100 per hour. This amount may vary from time to time.

Date of Occurrence

1. For civil cases (other than as specified under (3) to (8) below), the date of the event that leads to a claim. If there is more than one event arising at different times from the same originating cause, the Date of Occurrence is the date of the first of these events. (This is the date the event happened, which may be before the date You or an Insured Person first became aware of it.)
2. For criminal cases, the date the Insured Person began, or is alleged to have begun, to break the law.
3. For insured incident **Legal defence 5. Statutory notice appeals**, the date when the Insured Person is issued with the relevant notice and has the right to appeal.
4. For insured incident **Legal defence 7. Disciplinary hearings**, the date the Insured Person first became aware of the formal investigation or disciplinary hearing against them.
5. For insured incident **Statutory licence appeal**, the date when You first became aware of the proposal by the relevant licensing or regulatory authority to suspend, alter the terms of, refuse to renew or cancel your licence, mandatory registration or British Standard Certificate of Registration.

6. For insured incident **Tax protection**, the date when HM Revenue & Customs, or the relevant authority, first notifies You of its intention to carry out an enquiry. For VAT or Employer Compliance Disputes, the date the dispute arises during the Period of Insurance following the issue of an assessment, written decision or notice of a civil penalty.
7. For insured incident **Crisis containment**, the date the negative publicity relating to Your Business first occurred.
8. For insured incident **Employment restrictive covenants**, the date You first became aware (or should reasonably have been aware), of the breach or prospective breach of covenant (whichever is first).

Employer Compliance Dispute – A dispute with HM Revenue & Customs concerning Your compliance with Pay As You Earn, Social Security, Construction Industry or IR35 legislation and regulations.

Identity Theft

The unlawful use of Your identity to obtain credit, financial products, goods or services

The theft or unauthorised use of the identity of Your directors and/or their spouses/civil partners.

Insured Person

1. You and the directors, partners, managers, Employees and any other individuals declared to Us by You.
2. A person contracted to work for You who works for You on the same basis as Your Employees, and performs that work under Your supervision and direction.

PR Crisis – Negative publicity in local, regional or national media (print, online, television or radio), or negative social media comment, which requires managing to protect Your Business' reputation.

Preferred Law Firm – A law firm, barrister or tax expert We choose to provide legal or other services. These specialists are chosen as they have the proven expertise to deal with the Insured Person's claim and must comply with Our agreed service standard levels, which We audit regularly. They are appointed according to the DAS Standard Terms of Appointment.

Reasonable Prospects

1. For civil cases (other than insured incidents Crisis containment, Social media defamation and Corporate identity theft), the prospects that the Insured Person will recover losses or damages or a reduction in tax or National Insurance liabilities (or obtain any other legal remedy that We have agreed to, including an enforcement of judgment) or make a successful defence, must be at least 51%. A Preferred Law Firm or tax consultancy on Our behalf, will assess whether there are Reasonable Prospects.
2. For criminal cases, and insured incidents Crisis containment, Social media defamation and Corporate identity theft, there is no requirement for there to be prospects of a successful outcome.
3. For civil and criminal appeals the prospects of a successful outcome must be at least 51%.

Tax Enquiry – A written notice of enquiry, issued by HM Revenue & Customs, to carry out an Income Tax or Corporation Tax compliance check which either:

1. includes a request to examine any aspect of Your books and records; or
2. advises of a check of Your whole tax return.

VAT Dispute – A dispute with HM Revenue & Customs following the issue of an assessment, written decision or notice of a civil penalty relating to Your VAT affairs.

Insured incidents applicable to the Legal Expenses Section

Employment disputes and compensation awards

Employment disputes

What is covered:

Costs and Expenses to defend Your legal rights:

1. before the issue of legal proceedings in a court or tribunal
 - a. following the dismissal of an Employee; or
 - b. where an Employee or ex-Employee has contacted ACAS ('Advisory, Conciliation and Arbitration Service') to commence the Early Conciliation procedure; or
2. in unfair dismissal disputes under the ACAS Arbitration Scheme; or

3. in legal proceedings in respect of any dispute relating to:
 - a. a contract of employment with You; or
 - b. an alleged breach of the statutory rights of an Employee, ex-Employee or prospective Employee under employment legislation.

What is not covered:

A claim relating to the following:

1. unless equivalent legal expenses insurance was continuously in force before:
 - a. any dispute where the originating cause of action arises within the first 90 days of the start of this Section;
 - b. any dispute with an Employee who was subject to a written or oral warning (formal or informal) within 180 days immediately preceding the inception date of this Section, if the date of occurrence was within the first 180 days of the start of this Section and the dispute relates directly to the same matter(s) which gave rise to that warning;
 - c. any notice of redundancy or alleged redundancy or unfair selection for redundancy which occurs within the first 180 days of the start of this Section
2. Employee internal disciplinary or grievance procedures
3. damages for personal injury
4. Transfer of Undertakings Regulations (TUPE) or the Transfer of Employment (Pension Protection) Regulations
5. pursuing Your legal rights.

Compensation awards

What is covered:

In respect of a claim We have accepted under insured incident **Employment disputes and compensation awards 1. Employment disputes** We will pay:

1. any basic and compensatory award; and/or
2. an order for compensation or damages following a breach of Your statutory duties under employment legislation.

Provided that:

1. in cases relating to performance and/or conduct, You have throughout the employment dispute either:
 - i. followed the ACAS Code of Disciplinary and Grievance Procedures; or
 - ii. followed equivalent codes of practice issued by the Labour Relations Agency in Northern Ireland; or
 - iii. sought and followed advice from Our legal advice service (telephone 0370 755 3111)
2. for an order of compensation following Your breach of statutory duty under employment legislation, You have at all times sought and followed advice from Our legal advice service since the date when You should have known about the employment dispute (telephone 0370 755 3111)
3. for any compensation award for redundancy or alleged redundancy or unfair selection for redundancy, You have sought and followed advice from Our legal advice service before starting any redundancy process or procedure with employees (telephone 0370 755 3111)
4. any sum of money in settlement of a dispute is awarded by a court, tribunal or through the ACAS Arbitration Scheme, under a judgment made after full argument and otherwise than by default, or is payable under settlement approved in writing in advance by Us.

Please note that the total amount payable by Us for all compensation awards and sums of money in settlement of a dispute, in aggregate and in any one Period of Insurance is £1,000,000.

What is not covered:

A claim relating to the following:

1. Any compensation award relating to the following:
 - a. trade union activities, trade union membership or non-membership;
 - b. pregnancy or maternity rights, paternity, parental or adoption rights;
 - c. health and safety related dismissals brought under section 44 of the Employment Rights Act 1996;
 - d. statutory rights in relation to trustees of occupational pension schemes.
2. Non-payment of money due under a contract.

3. Any award ordered because You have failed to provide relevant records to Employees under National Minimum Wage legislation.
4. A compensation award or increase in a compensation award relating to failure to comply with a current or previous recommendation made by a tribunal.
5. A settlement agreed and payable following conciliation under the ACAS Early Conciliation procedure.

Employee civil legal defence

What is covered:

Costs and Expenses to defend the Insured Person's (other than You) legal rights if:

1. an event arising from their work leads to civil action being taken against them under legislation for unlawful discrimination; or
2. civil action is being taken against them as trustee of a pension fund set up for the benefit of Your Employees.

Please note that We will only provide cover for an Insured Person (other than You) at Your request.

Service occupancy

What is covered:

Costs and Expenses to recover possession of premises owned by You, or for which You are responsible, from Your Employee or ex-Employee.

What is not covered:

Any claim relating to defending Your legal rights, other than defending a counter-claim that is an insured incident under this Section.

Legal defence

For each of the following sections of Legal defence cover 1. to 7. below, You must request Us to provide cover for the Insured Person:

Criminal pre-proceedings cover

What is covered:

Costs and Expenses to defend the Insured Person's legal rights prior to the issue of legal proceedings, when dealing with the Police, Health and Safety Executive and/or Local Authority Health and Safety Enforcement Officer where it is alleged that the Insured Person has or may have committed a criminal offence.

Provided that:

1. for claims relating to the Health and Safety at Work etc Act 1974, the Countries Covered shall be any place where the Act applies.

Please note that We will only cover criminal investigations and/or prosecutions which arise in direct connection with the activities of the Business shown in the policy schedule. Please see Our agreement.

What is not covered:

A claim relating to the following:

1. any criminal investigation or enquiry by, with or on behalf of HM Revenue & Customs
2. investigations due to alleged infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.

Criminal prosecution defence

What is covered:

Costs and Expenses to defend the Insured Person's legal rights following an event which leads to the Insured Person being prosecuted in a court of criminal jurisdiction.

Provided that:

1. for claims relating to the Health and Safety at Work etc Act 1974, the Countries Covered shall be any place where the Act applies.

Please note that We will only cover criminal investigations and/or prosecutions which arise in direct connection with the activities of the Business shown in the Policy schedule. Please see Our agreement.

What is not covered:

A claim relating to prosecution due to alleged infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.

Data protection**What is covered:**

Costs and Expenses to defend the Insured Person's legal rights if civil action is taken against the Insured Person for compensation under data protection legislation, when handling personal data in their capacity as a data controller and/or a data processor by:

1. An individual. We will also pay any compensation award in respect of such a claim.
2. A data controller and/or data processor, which arises out of, or relates to, a claim made by an individual for compensation against that data controller and/or data processor. Please note that We will not pay any compensation award in respect of such a claim.

Provided that:

1. in respect of insured incident Legal defence 3. Data protection (a), any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default, or is payable under settlement approved in advance by Us.

Please note that We will not cover the cost of fines imposed by the Information Commissioner, or any other regulatory and/or criminal body. Please see Exclusions applicable to The Legal Expenses Section: 3 Court awards and fines.

What is not covered:

A claim relating to the following:

1. the loss, alteration, corruption or distortion of, or damage to stored personal data, or
2. a reduction in the functionality, availability, or operation of stored personal data

where either (a) or (b) above have resulted from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer program that contains any malicious or damaging code, computer virus or similar mechanism.

Wrongful arrest**What is covered:**

Costs and Expenses to defend the Insured Person's legal rights if civil action is taken against the Insured Person for wrongful arrest in respect of an accusation of theft alleged to have been carried out during the Period of Insurance.

Statutory notice appeals**What is covered:**

Costs and Expenses to defend the Insured Person's legal rights in an appeal against the imposition or terms of any statutory notice issued under legislation affecting Your Business.

What is not covered:

A claim relating to the following:

1. an appeal against the imposition or terms of any statutory notice issued in connection with Your licence, mandatory registration or British Standard Certificate of Registration
2. a statutory notice issued by an Insured Person's regulatory or governing body.

Jury service and court attendance**What is covered:**

An Insured Person's absence from work:

1. to perform jury service
2. to attend any court, tribunal or at the request of the Appointed Representative.

The maximum We will pay is the Insured Person's net salary or wages for the time that they are absent from work less any amount You, the court or tribunal, have paid them.

We will reimburse You for net salary or wages that You have paid the Insured Person for that time, less any amount they have been paid by, or can recover from, the court or tribunal.

What is not covered:

Any claim if You or the Insured Person are unable to prove the loss.

Disciplinary hearings**What is covered:**

Costs and Expenses to defend the Insured Person's legal rights if an event results in a disciplinary case brought against the Insured Person by the relevant authority.

Statutory licence appeal**What is covered:**

Costs and Expenses for an appeal to the relevant statutory or regulatory authority, court or tribunal following a decision by a licensing or regulatory authority to suspend, or alter the terms of, or refuse to renew, or cancel your licence, mandatory registration or British Standard Certificate of Registration.

What is not covered:

A claim relating to the following:

1. the original application or renewal application of a statutory licence, mandatory registration or British Standard Certificate of Registration
2. the ownership, driving or use of a motor vehicle.

Contract disputes**What is covered:**

Costs and Expenses for a contractual dispute arising from an agreement or an alleged agreement which has been entered into by You or on Your behalf for the purchase, hire, sale or provision of goods or of services.

Provided that:

1. the amount in dispute exceeds £200 (incl VAT)
2. if the amount in dispute is payable in instalments, the instalments due and payable at the time of making the claim exceed £200 (incl VAT)
3. if the dispute relates to money owed to You, a claim under the policy is made within 90 days of the money becoming due and payable.

What is not covered:

A claim relating to the following:

1. a dispute arising from an agreement entered into prior to the start of this Section if the Date of Occurrence is within the first 90 days of the start of this Section, unless equivalent legal expenses insurance was in force immediately before
2.
 - a. a dispute relating to an insurance policy, other than when Your insurer refuses Your claim
 - b. the sale, purchase, terms of a lease, licence, or tenancy of land or buildings. However, We will cover a dispute with a professional adviser in connection with these matters
 - c. a loan, mortgage, pension, guarantee or any other financial product. However, We will cover a dispute with a professional adviser in connection with these matters
3. a dispute with an Employee or ex-Employee which arises out of, or relates to, a contract of employment with You. (Please refer to insured incident Employment disputes and compensation awards.)
4. a dispute which arises out of the:
 - a. sale or provision of computer hardware, software, systems or services; or
 - b. the purchase or hire of computer hardware, software, systems or services tailored by a supplier to Your own specification
5. the recovery of money and interest due from another party, other than disputes where the other party indicates that a defence exists
6. a dispute arising from a breach or alleged breach of professional duty by an Insured Person.

Debt recovery

What is covered:

Costs and Expenses for a dispute relating to the recovery of money and interest due from the sale or provision of goods or services, including enforcement of judgments.

Provided that:

1. the debt exceeds £200 (incl VAT)
2. a claim is made within 90 days of the money becoming due and payable
3. We have the right to select the method of enforcement, or to forego enforcing judgment if We are not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

What is not covered:

A claim relating to the following:

1. any debt arising from an agreement entered into prior to the start of the Section if the debt is due within the first 90 days of the start of this Section, unless equivalent legal expenses insurance was in force immediately before
2.
 - a. the settlement payable under an insurance policy
 - b. the sale, purchase, terms of a lease, licence, or tenancy of land or buildings
 - c. a loan, mortgage, pension, guarantee or any other financial product. However, We will cover a dispute with a professional adviser in connection with these matters
3. a dispute which arises out of the supply, hire, sale or provision of computer hardware, software, systems or services
4. the recovery of money and interest due from another party where the other party indicates that a defence exists
5. any dispute which arises from debts You have purchased from a third party.

Property protection

What is covered:

Costs and Expenses for a civil dispute relating to physical property which is owned by You, or is Your responsibility following:

1. any event which causes physical damage to such physical property; or
2. a legal nuisance (meaning any unlawful interference with Your use or enjoyment of Your land, or some right over, or in connection with it); or
3. a trespass.

Please note that You must have, or there must be reasonable prospects of establishing You have, the legal ownership or right to the physical property that is the subject of the dispute.

What is not covered:

A claim relating to the following:

1. a contract You have entered into (please refer to insured incident Contract disputes)
2. physical property which is in transit or which is lent or hired out
3. goods at premises other than those occupied by You unless the goods are at the premises for the purpose of installations or use in work to be carried out by You
4. mining subsidence
5. defending Your legal rights but We will cover defending a counter-claim that is an insured incident under this Section
6. a motor vehicle owned or used by, or hired or leased to an Insured Person (other than damage to motor vehicles where You are in the business of selling motor vehicles)
7. the enforcement of a covenant by or against You.

Personal injury

What is covered:

At Your request, Costs and Expenses for an Insured Person's and their family members' legal rights following a specific or sudden accident that causes the death of, or bodily injury to them.

What is not covered:

A claim relating to the following:

1. any illness or bodily injury that happens gradually
2. psychological injury or mental illness unless the condition follows a specific or sudden accident that has caused physical bodily injury
3. defending an Insured Person's or their family members' legal rights other than in defending a counter-claim
4. clinical negligence.

Tax protection

What is covered:

Costs and Expenses for:

1. A Tax Enquiry
2. An Employer Compliance Dispute
3. A VAT Dispute.

Provided that:

1. You have taken reasonable care to ensure that all returns are complete and correct and are submitted within the statutory time limits allowed.

Please note that We will only cover tax claims which arise in direct connection with the activities of the Business shown in the Policy schedule. Please see Our agreement.

What is not covered:

A claim relating to the following:

1. a tax avoidance scheme
2. any failure to register for Value Added Tax or Pay As You Earn
3. any investigation or enquiries by, with or on behalf of HM Revenue & Customs Special Investigations Section, Special Civil Investigations, Criminal Investigations Unit, Criminal Taxes Unit, under Public Notice 160 or by the Revenue & Customs Prosecution Office
4. any claim relating to import or excise duties and import VAT
5. any investigation or enquiry by HM Revenue & Customs into alleged dishonesty or alleged criminal offences.

Tenancy disputes

What is covered:

Costs and Expenses for a civil dispute between You and Your landlord, relating to premises leased or rented by You.

What is not covered:

A claim relating to the following:

1. the negotiation, review or renewal of the lease or tenancy agreement
2. a dispute arising from rent or service charges.

Crisis containment

What is covered:

Costs and Expenses in the event of a PR Crisis:

1. We will provide advice and guidance over the phone about Your PR Crisis. Please call Us on 0344 893 9314 (open 24 hours a day, seven days a week).
2. following a call to Us, if You and We agree that additional help is required to manage Your PR Crisis, We will provide appropriate assistance which may include specialist legal and public relations support.

Provided that:

1. We will not pay more than £25,000 for any claim in respect of a PR Crisis
2. You have sought and followed advice from Us.

What is not covered:

A claim relating to the following:

1. any claim that could reasonably be dealt with through Your customer service or standard complaints procedures
2. any PR Crisis related to or arising from an event affecting the whole profession or industry.

Employment restrictive covenants

Pursuit of a breach of covenant

What is covered:

Costs and Expenses to pursue a civil action against an Employee or ex-Employee where they are in breach, or are about to be in breach, of a covenant which restricts them:

1. from providing services to or soliciting Your customers; or
2. enticing other Employees to leave Your employment.

Provided that:

1. the restrictive covenant(s) is expressly incorporated within the Employee's or ex-Employee's contract of employment with You
2. the Employee or ex-Employee has signed their contract of employment
3. the restrictive covenant does not exceed 12 months
4. You have not breached the Employee's or ex-Employee's contract of employment

What is not covered:

A claim relating to the following:

1. any dispute where the Date of Occurrence arises within the first 90 days of the start of this Section, unless equivalent legal expenses insurance was in force immediately before
2. any claim relating to a restrictive covenant applying to an Employee or ex-Employee transferred to the Business under the Transfer of Undertakings Regulations (TUPE)
3. defending Your legal rights (please refer to insured incident Employment restrictive covenants 2. Business defence), other than the defence of a counter-claim that is an insured incident under this Section

Business defence

What is covered:

Costs and Expenses in a dispute between You and a third party business, where the third party alleges that You have breached their legal rights protected by an employment restrictive covenant contained within a contract of employment between the third party and their Employee or ex-Employee.

Provided that:

1. the Employee or ex-Employee is now Your Employee or prospective Employee.

What is not covered:

A claim relating to any covenant other than an employment restrictive covenant contained within a contract of employment between Your Employee or prospective Employee and their former or current employer.

Social media defamation

What is covered:

Following defamatory comments made about an Insured Person on a social media website, We will pay Costs and Expenses to provide a formal written request that the comments are removed from the website:

We will write one letter to the provider of the social media website.

Where the authors' identity is known, We will also write one letter to the author.

What is not covered:

Any claim where the Insured Person is not aged 18 years or over.

Corporate identity theft

What is covered:

Costs and Expenses following an Identity Theft. We will assign a personal caseworker who will provide an individual action plan to help regain the stolen identity. We will pay:

1. For You

- a. Costs and Expenses to defend Your legal rights in a dispute with debt collectors or any party taking legal action against You, arising from or relating to the Identity Theft
- b. the costs incurred for phone calls, faxes or postage to communicate with the police, credit agencies, financial service providers, other creditors or debt-collection agencies
- c. the cost of replacement documents to help restore Your credit status.

2. For Your directors and/or their spouses/civil partners

- a. Costs and Expenses to reinstate the stolen identity, including costs for the signing of statutory declarations or similar documents
- b. Costs and Expenses to defend the affected individual's legal rights in a dispute with debt collectors or any party taking legal action against them, arising from or relating to the Identity Theft
- c. loan-rejection fees and any re-application administration fee for a loan when the original application has been rejected
- d. the costs incurred for phone calls, faxes or postage to communicate with the police, credit agencies, financial service providers, other creditors or debt-collection agencies
- e. the cost of replacement documents to help restore the stolen identity and the affected individual's credit status.

Provided that:

1. Where the Identity Theft relates to Your directors and/or their spouses/civil partners, the affected individual(s) must contact the Identity Theft helpline as soon as possible and follow the advice given
2. You and the affected individual(s) must notify Your banks and building societies as soon as possible
3. You must tell Us if You or Your directors and/or their spouses/civil partners have previously suffered Identity Theft
4. You and the affected individual(s) must take all reasonable action to prevent continued unauthorised use of the stolen identity
5. You must request Us to provide cover for Your directors and/or their spouses/civil partners
6. You must have adequate security systems to protect Your Business
7. We will not pay for losses that are not directly covered by this Section e.g. reimbursement of unlawfully obtained funds belonging to You or Your directors and/or their spouses/civil partners.

What is not covered:

A claim relating to the following:

1. fraud committed by anyone entitled to make a claim under this Section
2. losses for anyone other than You, Your directors and their spouses/civil partners

Exclusions applicable to the Legal Expenses Section

We will not pay for the following:

Late reported claims

Any claim reported to Us more than 180 days after the date the Insured Person should have known about the insured incident.

Costs We have not agreed

Costs and Expenses incurred before Our expressed acceptance.

Court awards and fines

Fines, penalties, compensation or damages which the Insured Person is ordered to pay by a court or other authority, other than compensation awards covered under insured incidents Employment disputes and compensation awards 2. Compensation awards, and Legal defence 3. Data protection.

Legal action we have not agreed

Legal action an Insured Person takes which We or the Appointed Representative have not agreed to, or where the Insured Person does anything that hinders Us or the Appointed Representative.

Intellectual property rights

Any claim relating to patents, copyrights, trademarks, merchandise marks, registered designs, intellectual property, secrecy and confidentiality agreements.

Wilful acts

Any wilful act or omission of an Insured Person deliberately intended to cause a claim under this Section.

Franchise or agency agreements

Any claim relating to rights under a franchise or agency agreement entered into by You.

A dispute with DAS

Any claim under this Section for a dispute with Us or another Insurer under this Policy. For disagreements with Us about the handling of a claim, refer to Conditions applicable to the Legal Expenses Section: 8 Arbitration.

Shareholding or partnership disputes

Any claim relating to a shareholding or partnership share in the Business.

Judicial review, coroner's inquest or fatal accident inquiry

Costs and Expenses arising from or relating to judicial review, coroner's inquest or fatal accident inquiry.

Bankruptcy

Any claim where either at the start of, or during the course of a claim:

1. You are declared bankrupt
2. You have filed a bankruptcy petition
3. You have filed a winding-up petition
4. You have made an arrangement with your creditors
5. You have entered into a deed of arrangement
6. You are in liquidation
7. part or all of Your affairs or property are in the care or control of a receiver or administrator.

Defamation

Any claim relating to written or verbal remarks that damage the Insured Person's reputation, other than where cover is provided under insured incident Social media defamation.

Litigant in person

Any claim where an Insured Person is not represented by a law firm, barrister or tax expert.

Conditions applicable to the Legal Expenses Section**Your representation**

1. On receiving a claim, if legal representation is necessary, We will appoint a Preferred Law Firm or tax consultancy as Your Appointed Representative to deal with Your claim. They will try to settle Your claim by negotiation without having to go to court.
2. If the appointed Preferred Law Firm or tax consultancy cannot negotiate settlement of Your claim and it is necessary to go to court and legal proceedings are issued or there is a conflict of interest, then You may, if You prefer, choose a law firm or tax expert of Your own choice to act as the Appointed Representative. We will choose the Appointed Representative to represent You in any proceedings where We are liable to pay a compensation award.
3. If You choose a law firm as Your Appointed Representative who is not a Preferred Law Firm or tax consultancy, We will give Your choice of law firm the opportunity to act on the same terms as a Preferred Law Firm or tax consultancy. However if they refuse to act on this basis, the most We will pay is the amount We would have paid if they had agreed to the DAS Standard Terms of Appointment. The amount We will pay a law firm (where acting on Your behalf) is currently £100 per hour. This amount may vary from time to time.
4. The Appointed Representative must co-operate with Us at all times and must keep Us up to date with the progress of the claim.

An Insured Person's responsibilities

1. An Insured Person must co-operate fully with Us and the Appointed Representative.
2. An Insured Person must give the Appointed Representative any instructions that We ask them to.

Offers to settle a claim

1. An Insured Person must tell Us if anyone offers to settle a claim and must not negotiate or agree to any settlement without Our expressed consent.
2. If an Insured Person does not accept a reasonable offer to settle a claim, We will not pay further Costs and Expenses.
3. We may decide to pay an Insured Person the reasonable value of the claim that the Insured Person is claiming or is being claimed against them, instead of starting or continuing legal action. In these circumstances an Insured Person must allow Us to take over and pursue or settle a claim in their name. An Insured Person must allow Us to pursue at Our own expense and for Our benefit, any claim for compensation against any other person and an Insured Person must give Us all the information and help We need to do so.

Assessing and recovering costs

1. An Insured Person must instruct the Appointed Representative to have Costs and Expenses taxed, assessed or audited if We ask for this.
2. An Insured Person must take every step to recover Costs and Expenses and court attendance and jury service expenses that We have to pay and must pay Us any amounts that are recovered.

Cancelling an appointed representative's appointment

If the Appointed Representative refuses to continue acting for an Insured Person with good reason, or if an Insured Person dismisses the Appointed Representative without good reason, the cover We provide will end at once, unless We agree to appoint another Appointed Representative.

Withdrawing cover

1. If an Insured Person settles a claim or withdraws their claim without Our agreement, or does not give suitable instructions to the Appointed Representative, We can withdraw cover and will be entitled to reclaim any Costs and Expenses We have paid.
2. If during the course of a claim Reasonable Prospects no longer exist, the cover We provide will end at once. We will pay any Costs and Expenses and compensation awards We have agreed to, up to the date cover was withdrawn.

Expert opinion

If there is a disagreement between an Insured Person and Us on the merits of the claim or proceedings, or on a legal principle, We may suggest the Insured Person obtains, at their own expense, an opinion on the matter from an independent and appropriate expert. The expert must be approved in advance by Us and the cost expressly agreed in writing between the Insured Person and Us. Subject to this, We will pay the cost of getting the opinion, if the expert's opinion indicates that it is more likely than not that the Insured Person will recover damages (or obtain any other legal remedy that We have agreed to) or make a successful defence. This does not affect the Insured Person's rights under Conditions applicable to The Legal Expenses Section: 8 Arbitration.

Arbitration

If there is a disagreement about the handling of a claim and it is not resolved through Our internal complaints procedure the Financial Ombudsman Service may be able to help. This is a free arbitration service for eligible complaints. (Details available from www.financial-ombudsman.org.uk)

If the dispute is not covered by the Financial Ombudsman Service there is a separate arbitration process available. The arbitrator will be a jointly agreed barrister, solicitor or other suitably qualified person. If there is a disagreement over the choice of arbitrator, We will ask the Chartered Institute of Arbitrators to decide. The arbitrator will decide who will pay the costs of the arbitration. For example, costs may be split between the parties or one party may pay all the costs.

Keeping to the policy terms

An Insured Person must:

1. Keep to the terms and conditions of this Policy
2. Take reasonable steps to avoid and prevent claims
3. Take reasonable steps to avoid incurring unnecessary costs
4. Send everything We ask for, in writing, and
5. Report to Us full and factual details of any claim as soon as possible and give Us any information We need.

Legal Helplines and Tools

Under the Legal Expenses section, Your Policy includes access to the following helplines and online tools from DAS Legal Expenses Insurance Company Limited (DAS). The legal advice service is provided by DAS Law Limited and/or a Preferred Law Firm on behalf of DAS.

You can contact DAS' UK-based call centre 24 hours a day, seven days a week during the Period of Insurance. However, they may need to arrange to call You back, depending on the enquiry. To help DAS check and improve their service standards, they may record all calls. When phoning, please quote Your DAS policy number TS5/4077177.

DAS will not accept responsibility if the helpline services are unavailable for reasons they cannot control.

Legal Advice Helpline 0370 755 3111

Advice can be provided on any commercial legal problem affecting Your Business under the laws of the United Kingdom of Great Britain and Northern Ireland, any European Union country, the Isle of Man, the Channel Islands, Switzerland and Norway.

Wherever possible, the Legal Advice helpline aims to provide immediate advice from a qualified legal adviser. However, if this is not possible, they will arrange to call You back at a time to suit You.

Advice on the laws of England and Wales can be provided 24 hours a day, 365 days a year. Beyond this jurisdiction, or for very specialist legal matters, DAS will refer You to one of their specialist advisers.

Specialist advice is provided 9am-5pm, Monday to Friday, excluding public and bank holidays. If calls are received outside of these times, DAS will arrange to call You back.

Tax Advice Helpline 0370 755 3111

Advice can be provided on any tax matters affecting the Business, under UK law.

This service is provided 9am-5pm, Monday to Friday, excluding public and bank holidays. If calls are made outside these times, DAS will arrange to call You back.

Counselling Helpline 0117 934 2121

DAS will provide the Insured Person (and any members of their immediate family who permanently live with them) with a confidential counselling service over the phone if they are aged 18 or over (or aged between 16 and 18 and in full-time employment). This includes, where appropriate, onward referral to relevant voluntary and/or professional services. Any costs arising from the use of these referral services will not be paid by DAS.

The counselling service helpline is open 24 hours a day, seven days a week.

Identity Theft Helpline 0344 848 7071

If Your directors or their spouses/civil partners are resident in the UK or the Channel Islands, DAS will provide them with detailed guidance and advice over the phone about being or becoming a victim of identity theft.

This helpline is open 8am-8pm, seven days a week.

Employment Manual Visit www.dasinsurance.co.uk/employment-manual

The DAS Employment Manual offers comprehensive, up to date guidance on employment law. To view it, please visit www.dasinsurance.co.uk/employment-manual

If You'd like notifications of when updates are made to the Employment Manual, please email DAS at employmentmanual@das.co.uk quoting Your DAS policy number TS5/4077177.

DASbusinesslaw Visit www.dasbusinesslaw.co.uk

Visit www.dasbusinesslaw.co.uk to access the free online law guide and download legal documents to help Your Business. Developed by solicitors and tailored by You using DAS' smart document builders, You can create ready-to-sign contracts, agreements and letters in minutes.

Register using the voucher code DASBARC100 to gain access to a range of free documents.

Business Machines All Risks (Specified Items) Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Defined Peril

Fire lightning explosion aircraft or other aerial devices or articles dropped therefrom riot civil commotion strikers locked out workers persons taking part in labour disturbances malicious persons earthquake subterranean fire storm tempest flood escape of water from any tank apparatus or pipe impact by any road vehicle or animal theft or attempted theft

Geographical Limits

1. the Premises
2. anywhere in Great Britain Northern Ireland the Channel Islands and the Isle of Man including the Premises
3. anywhere in Great Britain Northern Ireland the Channel Islands and the Isle of Man and the countries of the European Union
4. anywhere in the World

Responsible Person

You or any person authorised by You to be responsible for the security of the Premises

Cover

We will indemnify You in respect of Damage occurring during the Period of Insurance to Property described in the Schedule provided the Damage occurs within the Geographical Limits as detailed in the Schedule

The Sums Insured under each item is separately subject to Average

Limit of Liability

Our liability under this Section shall not exceed the Sum Insured shown against each item in the Schedule for the Period of Insurance as stated in the Schedule

Basis of Claims Settlement

The amount payable shall be an amount equal to the cost of repair reinstatement or replacement of the property when new without deduction for wear and tear to a condition equivalent to or substantially the same but not better or more extensive than its condition when new subject to the monetary limit specified in the Schedule

Provided that repair reinstatement or replacement has been effected

Section Exceptions

We will not indemnify You for

1. consequential loss of any kind or description
2. Damage caused by
 - a. inherent vice latent defect gradual deterioration wear and tear frost change in water table Your own faulty or defective design or materials
 - b. faulty or defective workmanship operational error or omission on the part of You or any of Your Employees

but this shall not exclude subsequent Damage which itself results from a cause not being an excepted cause under this Section or otherwise excluded

3. Damage caused by
 - a. corrosion rust wet or dry rot shrinkage evaporation loss of weight dampness dryness marring scratching vermin or insects
 - b. change in temperature or atmospheric or climatic conditions
 - c. mechanical or electrical breakdown or derangement in respect of the particular machine apparatus or equipment in which such breakdown or derangement originates

but this shall not exclude

- a. such Damage which itself results from a Defined Peril or from any other cause not being an excepted cause under this Section or otherwise excluded
- b. subsequent Damage which itself results from a cause not being an excepted cause under this Section or otherwise excluded
4. any loss from an unattended vehicle or trailer vehicle being any vehicle with no person in charge or keeping the vehicle under observation and able to observe or prevent any attempt by any person to interfere with the vehicle
5. Damage caused by
 - a. acts of fraud or dishonesty by Your Employees
 - b. unexplained disappearance unexplained or inventory shortage misfiling or misplacing of information
 - c. any process of fitting testing servicing repair renovation or adjustment
6. the Excess stated in the Schedule

Conditions

Automatic Reinstatement

In the absence of written notice from Us to the contrary the Sum Insured by this Section shall not be reduced by the amount of loss and in return You undertake to pay the appropriate extra premium at a rate to be agreed on the amount of the loss from the date thereof

Average

Each Sum Insured as specified in the Schedule is subject to average and if at the time of the Damage the Sum Insured is less than the total value of the property You will be considered as Your own insurer for the difference and bear a proportionate share of the loss

Intruder Alarm System

This Condition will only apply if it is specified in the Schedule

For the purpose of this Condition only the following definitions apply

Damage

loss or destruction of or damage to the Property caused by fire explosion riot civil commotion strikers locked out workers or persons taking part in labour disturbances malicious persons and theft

Intruder Alarm System

an electrical installation to detect and indicate the presence entry or attempted entry of an intruder into Protected Premises

Protected Premises

the Premises or those portions of the Premises protected by the Intruder Alarm System as required by Us

Responsible Person

You or any person authorised by You to be responsible for the security of the Premises

Keyholder

You or any person or key holding company authorised by You who must be available at all times to accept notification of faults or alarm signals relating to the Intruder Alarm System attend and allow access to the Premises

1. The following are Conditions Precedent to Our liability to indemnify You in relation to any claim in respect of Damage under this Section that the Premises are protected by an Intruder Alarm System and means of communication used to transmit signals from such an Intruder Alarm System designed installed and maintained as agreed by Us
2. the Protected Premises must not be left without at least one Responsible Person in attendance
 - a. unless the Intruder Alarm System is set in its entirety with all means of communication used to transmit signals in full operation

- b. if the police have withdrawn their response to alarm calls unless We agree otherwise
- 3. in the event of notification of any activation of the Intruder Alarm System or interruption of any of the means of communication during any period that the Intruder Alarm System is set a Keyholder shall attend the Premises as soon as reasonably possible in order to confirm the security of the Premises and reset the Intruder Alarm System in its entirety If the Intruder Alarm System cannot be reset in its entirety or all the means of communication used to transmit signals are not in full operation a Keyholder must remain at the Premises unless We agree otherwise in writing
- 4. You shall advise Us as soon as possible and in any event not later than 10.00am on Our next working day
 - a. that police attendance in response to alarm signals/calls from the Intruder Alarm System may be withdrawn or the level of response reduced or delayed
 - b. of notice from a Local Authority or Magistrate imposing any requirement for abatement of nuisance
 - c. that the Intruder Alarm System and the means of communication used to transmit signals from such installation cannot be returned to or maintained in full working orderand You must comply with any of Our subsequent requirements
- 5. No alteration or substitution of
 - a. any part of the Intruder Alarm System
 - b. the structure of the Premises or changes to the layout of the Premises which would affect the effectiveness
 - c. of the Intruder Alarm System
 - d. the means of communication used to transmit signals from the Intruder Alarm System
 - e. the procedures agreed with Us for police or any other response to any activation of the Intruder Alarm System
 - f. the maintenance contractshall be made without Our written agreement
- 6. You and each Keyholder must maintain secrecy of codes and security of keys and setting/unsetting devices for the operation of the Intruder Alarm System All keys and other setting/unsetting devices for the Intruder Alarm System must be removed from the Premises when they are left unattended
- 7. The Intruder Alarm System shall be maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or other such company as agreed by Us
- 8. You will appoint at least two Keyholders and lodge written details (which must be kept up to date) with the alarm company contracted to maintain the Intruder Alarm System and with the police if they so require

Theft Protections

The following are Condition Precedent to Our liability to indemnify You in relation to any claim for loss under this Section at the Premises outside Business Hours If You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim All fastenings and protections on the Premises at the commencement of this insurance and all additional fastening and protections which have been stipulated by Us shall be maintained during the currency of this insurance

Engineering - Machinery Damage Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Limit of Indemnity

Our liability in respect of any one loss or series of losses arising out of any one occurrence shall not exceed the amount specified in the Schedule as the Limit of Indemnity

Insured Property

Wherever the term Insured Property is used in this Section it shall mean only that property insured by this Section and as described in the Schedule

Machinery

Machinery shall include all component parts of the permanent structure of any item described in the Schedule commencing in the case of a fixed unit at the point of anchorage and in the case of a travelling unit at the road or track wheels

Machinery shall not include within its meaning

1. superheaters economisers piping and ancillary electrical or mechanical plant attached to boilers or pressure vessels chimneys or appliances used for attaching the load to any lifting machine glass bulbs or valves or electronic apparatus
2. supporting structures lift enclosures (other than landing gates) rail tracks anchorage bolts or fixing appliances brickwork masonry or foundations
3. tools cutting edges moulds dies patterns non-metallic linings pulverising and crushing surfaces flexible pipes trailing cables driving belts or bands or parts requiring periodic renewal
4. parts not made of metal (other than ropes integral gearing bearings bushes batteries tyres slabs of switchboards and insulation of electrical conductors)

Unless specified otherwise in the Schedule

Breakdown

1. the actual breaking failure distortion or burning out of any part of the Machinery whilst in ordinary use arising from defects in the Machinery causing its sudden stoppage and necessitating repair or replacement before it can resume work
2. fracturing of any part of the Machinery by frost when such fracture renders the Machinery inoperative
3. the actual and complete severance of a rope but not breakage or abrasion of wires or strands even though replacement may be necessary

Explosion

The sudden and violent rending of the Machinery by force of internal steam or other fluid pressure (other than pressure of chemical action or ignited flue gases or ignition of the contents) causing bodily displacement of any part of the Machinery together with forcible ejection of the contents

Collapse

The sudden and dangerous distortion (whether or not attended by rupture) of any part of the Machinery caused by crushing stress by force of steam or other fluid pressure (other than pressure of chemical action or ignited flue gases or ignition of the contents)

Pressure Plant

Machinery which stores fluids either below or above atmospheric pressure

Cover

We will indemnify You against loss of or damage to Machinery described in the Schedule from sudden and unforeseen cause whilst at the Premises specified in the Schedule

Additional Cover

In respect of each claim for loss or damage for which liability is accepted the Cover provided by this Section extends to include

Automatic Cover

Additional Machinery belonging to You from the time the installation is completed and the Machinery is ready to commence normal working at the Premises shown in the Schedule

Provided that

1. the Machinery belongs to a category shown in the Schedule and is of a type similar to that which You previously declared Your intention to insure
2. the Machinery shall be insured to the same extent as Machinery of a similar type
3. the Machinery is free from defects so far as You are aware and complies with any statutory obligations concerning
4. its examination and certification
5. You shall inform Us in writing of such Machinery within twelve months of installation and shall pay the appropriate additional premium

Subject otherwise to the terms Conditions and Exceptions of this Policy

Temporary Removal

loss of or damage to the Machinery occurring within the European Union or European Free Trade Area whilst temporarily located at any other location or in transit for the purposes of repair service overhaul or maintenance

Debris Removal

In respect of each claim for loss or damage for which liability is accepted the cover provided by this Policy extends to include costs incurred in the removal of debris and protection of the Property following indemnifiable damage not exceeding £25,000 or 20% of the indemnifiable loss or damage whichever is the lower

Loss Avoidance Measures

Subject to the Limit(s) of Indemnity We will pay reasonable costs incurred in taking exceptional measures to prevent or mitigate impending loss or damage for which indemnity is provided by this Section

Provided that

1. loss or damage would reasonably be expected if such measures were not implemented
2. We are satisfied that loss or damage has been avoided or mitigated by means of the exceptional measures
3. the amount payable will be limited to the cost of loss or damage which would have otherwise occurred
4. the terms Conditions and Exceptions of this Section apply as if loss or damage had occurred

Expediting Costs

We will pay costs necessarily and reasonably incurred in making temporary repairs upon and / or expediting the repair reinstatement or replacement of the Property as a result of indemnifiable loss or damage provided that Our liability shall not exceed 50% of the cost of such loss or damage or £50,000 whichever is the lower

Repair Costs Investigation

With Our prior written agreement We will pay costs relating to repair investigations and tests following indemnifiable damage to Property by consulting engineers not exceeding £25,000 in any one Period of Insurance

We shall not be liable under this Additional Cover for fees incurred in preparing a claim under this Section

Optional Extensions and Limitations

Subject otherwise to the terms Conditions and Exceptions of this Section where any of the following symbols appear against any item of Machinery the Cover is amended accordingly

BDN - Breakdown Limitation Cover Clause

Liability for loss or damage shall be limited to damage to Machinery caused by Breakdown

EXP - Explosion/Collapse Limitation Cover Clause

Liability for loss or damage shall be limited to damage to Machinery caused by its Explosion or Collapse

ADL - Accidental Damage Limitation Cover Clause

We shall not be liable for loss of or damage to Machinery caused by or arising from Breakdown Explosion or Collapse

MDL - Material Damage Limitation Cover Clause

We shall not be liable for any loss of or damage to the Machinery

ISE - Inspection Service Exclusion Cover Clause

Notwithstanding Special Condition – Inspection of this Section neither HSB Engineering Insurance Limited nor HSB

Engineering Insurance Services Limited undertake to make periodical inspections of the Machinery nor to report thereon

LGE - Lifted Goods Extension Cover Clause

We will subject to the Limit of Indemnity for this Extension indemnify You against accidental direct damage to property belonging to or in Your custody and control whilst being handled by the Machinery and arising out of its normal use This Extension does not cover damage resulting from a fault in or fragility of the property being lifted or its container

OSP - Own Surrounding Property Extension Cover Clause

We will indemnify You against damage to property belonging to or in Your custody and control for which You are responsible

1. directly resulting from any damage to the Machinery insured under this Section
2. caused by impact through the normal operation of lifting and handling Machinery though the Machinery itself may not be damaged
3. caused by the spontaneous fragmenting of the Machinery insured under this Section
4. If that damage is caused by leakage or lack of steam following an Explosion

This Extension does not cover damage

- a) to the Machinery causing the damage or any Machinery directly driving or driven by the Machinery
- b) to property being handled conveyed heated cooled or processed by or contained in the Machinery
- c) caused by leakage or by lack of heat cooling light power or steam

excepting that b) and c) above shall not apply to damage directly consequent upon and solely due to Explosion

Our liability under this Extension shall not exceed £2,000,000 in respect of each loss or series of losses arising out of any one occurrence

CONDITIONS**Inspection**

Where contracted to do so HSB Engineering Insurance Services Limited will periodically inspect the Machinery described in the Schedule and will report thereon

You must at Your expense have the Machinery properly prepared to enable HSB Engineering Insurance Services Limited to carry out inspections

In undertaking inspections HSB Engineering Insurance Services Limited shall be deemed to be acting as Our agent

HSB Engineering Insurance Services Limited shall not carry out or witness special tests of a non routine nature (including any ultrasonic radiographic tests or in the case of lifting and handling Machinery any proof load stability anchorage or similar tests) unless specifically agreed otherwise

Average

If any item of Property has an individual Sum Insured set against it and at the time of any loss or damage to the item its value exceeds that Sum Insured then You shall be considered Your own insurer for the difference and shall bear a rateable proportion of the loss or damage accordingly

Multiple Lifting Operations

For the insurance provided under this Section to be operative during any operation in which a load is shared between any items of Machinery classed as lifting plant or lifting equipment (whether insured under this Section or not) the lifting operation must be conducted in accordance with BS7121

Basis of Settlement

In respect of

1. Machinery less than three years old at the time of a claim
2. boilers and associated pipework or Pressure Plant

the basis upon which the amount payable for loss of or damage to the Machinery (excluding stock in trade or goods in process of manufacture) belonging to You or in Your custody or control or for which You are responsible is to be calculated shall be Reinstatement of the Machinery

Reinstatement

Where Machinery or other Property is destroyed or damaged to the extent that repair is uneconomic or impractical

1. if a building its re-building
2. if not a building its replacement by similar Machinery or property but in either case in a condition equal to but not better or more extensive than its condition when new

Where Property other than Machinery is damaged the repair of the damage and the restoration of the damaged portion of the Property to a condition substantially the same as but not better or more extensive than its condition when new

Where Machinery is damaged the repair of the damaged item to a condition substantially the same as that immediately before the occurrence of the damage

Reinstatement shall include additional costs incurred to comply with European Union Legislation Building or other Regulations under or framed in pursuance of any Act of Parliament or with Bye-Laws of any Municipal or Local Authority where necessary

Provided that

1. Our liability shall not exceed the Limits of Indemnity stated in the Schedule for loss of or damage to the Machinery or other Property belonging to You
2. the work of Reinstatement must be commenced and carried out expeditiously and must be completed within twelve months of the destruction or damage or within any further time We may allow and may be carried out wholly or partially upon another site (if Legislation Act Regulations or Bye-laws require) provided that Our liability is not increased
3. where Property is partially damaged or destroyed the Our liability shall not exceed the sum which We would have been called upon to pay for Reinstatement in the event of total destruction
4. no payment beyond the amount which would have been payable had this Basis of Settlement not been incorporated shall be made until the cost of Reinstatement has been incurred
5. no payment beyond the amount which would have been payable had this Basis of Settlement not been incorporated shall be made if at the time of destruction or damage to the Machinery or other Property it is covered by any other insurance held by or on behalf of You which is not upon a Reinstatement basis
6. the amount recoverable shall not include
 - a. the cost incurred in complying with any Legislation Acts Regulations or Bye-Laws
 - i. in respect of destruction or damage occurring prior to the application of this Condition
 - ii. under which notice had been served upon You prior to the happening of the destruction or damage
 - iii. in respect of undamaged Machinery or other Property or undamaged portions of Machinery or Property
 - b. the amount of any rate tax duty development or other charge or assessment arising out of capital appreciation which may be payable in respect of the Property or by the owner by reason of compliance with any Legislation Acts Regulations or Bye-Laws
7. where by reason of the above Provisions no payment will be made beyond the amount which would have been payable if this Basis of Settlement had not been incorporated Our rights and liability in

respect of the destruction or damage shall be subject to the terms and Conditions of this insurance as if this Basis of Settlement had not been incorporated

Subject otherwise to the terms Conditions and Exceptions of this Policy

SPECIAL EXCLUSIONS

We shall not be liable for

Excluded Perils

1. Loss of or damage to Machinery caused by or from
 - a. fire lightning explosion (other than Explosion as defined in this Section) earthquake flood storm tempest inundation escape of water from water containing apparatus leakage from sprinkler installations aircraft and other aerial devices or articles dropped therefrom
 - b. theft or attempted theft

but damage to any Machinery insured under this Section by its own Explosion as a result of any such cause is not excluded

This Exception shall not apply in respect of Machinery whilst in transit for the purposes of repair service overhaul or maintenance
2. Loss or damage caused directly by
 - a. wear and tear gradual deterioration or rust
 - b. gradually developing defects
 - c. scratching or chipping of painted or polished surfaces
 - d. erosion or corrosion

but this shall not exclude resultant loss or damage not otherwise excluded
3. Loss or damage occurring at Your Premises caused by or arising from riot strike lock-out or civil commotion
4. Loss or damage caused by or arising out of
 - a. any intentional act or wilful omission of You (other than an act or omission the purpose of which is an exceptional measure to prevent injury loss or damage) which having regard to the nature and circumstances of the act or omission could reasonably be expected to cause contribute to or exacerbate any loss or damage
 - b.
 - i. intentional overloading
 - ii. testing or experiments involving the imposition of any abnormal conditions

Application of Tools

Loss or damage caused by or arising out of the direct application of any tool or process during the course of repair maintenance inspection modification or overhaul

Guarantees of Performance

Liquidated damages penalties for delay or detention or in connection with guarantees of performance or efficiency

Airborne and Waterborne Craft

Loss of or damage to airborne or waterborne vessels craft platforms or rigs or any Insured Property situated thereon or being loaded onto or offloaded therefrom

Pollution or Contamination

Loss or Damage caused by or arising from pollution or contamination

This exception shall not apply to cost arising from pollution or contamination of Insured Property caused directly by an occurrence which is insured by this Section provided that Our liability shall be limited to a maximum of £50,000 in respect of pollution or contamination

Erection Risk

Loss of or damage to Machinery during installation erection dismantling re-siting transportation or removal other than re-siting transportation or removal under its own power whilst at its operating site

Consequential Loss

Loss of use or consequential loss or damage of any kind or description unless specifically provided for elsewhere within this Section

Excluded Parts

Loss of or damage to

1. safety or protective devices due to their functioning
2. tyres by cuts bursts punctures or the application of brakes unless arising from a malicious act
3. batteries other than loss or damage due to extraneous cause

Computer Virus and Hacking

1. Damage to any computer or other equipment or component or system or item which processes stores transmits or retrieves data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) and whether Your Property or not where such Damage is caused by Virus or Similar Mechanism or Hacking
2. financial loss directly or indirectly caused by or arising from Virus or Similar Mechanism or Hacking

For the purpose of this Exception

Virus or Similar Mechanism shall mean program code programming instruction or any set of instructions intentionally constructed with the ability to damage interfere with or otherwise adversely affect computer programs data files or operations whether involving self-replication or not The definition of Virus or Similar Mechanism includes but is not limited to trojan horses worms and logic bombs

Hacking shall mean unauthorised access to any computer or other equipment or component or system or item which processes stores transmits or retrieves data whether Your Property or not

Engineering Inspection Section

Inspection Service Contract

Definitions

The following words have been given the specific meaning set forth below and have the same meaning wherever they appear in the Contract whether singular or plural

1. Normal Working Hours
8:00 am to 6:00 pm Monday to Friday excluding public bank and local holidays
2. Competent Person
An Engineer Surveyor employed and authorised by Us to perform Inspection Service
3. Plant
The machinery appliances and equipment shown in The Schedule
4. Inspection Service
Thorough Examination of Plant in accordance with the requirements of such statutory regulations as apply to the Plant or Inspection of Plant in compliance with good established engineering practice
5. Unless otherwise agreed in writing this term shall not include approval or verification of the fitness for purpose of any design or design features of Plant performing or witnessing tests of a non-routine nature including but not limited to ultrasonic radiographic hydrostatic or other non-destructive examination or in the case of lifting and handling Plant any proof load stability anchorage or similar test
We shall
 - a. Periodically perform Thorough Examination/Inspection of Plant within Normal Working Hours
 - b. Provide a written report of the Thorough Examination/Inspection within a reasonable time

Provision of Inspection Service

We shall comply with Your safe systems of work provided such systems are notified to Us in advance of any visit

We may

1. refuse to carry out any Inspection Service if at its sole discretion to do so would pose a health safety or welfare risk
2. appoint sub-contractors to carry out all or any part of the Inspection Service
3. make a charge in addition to the fee shown in the Schedule if
 - a. You request and We agree to perform Inspection Service outside Normal Working Hours
 - b. You require additional copies of reports
 - c. You fail to prepare or make the Plant available at the date and time agreed
 - d. You require additional services or
 - e. You require the Competent Person to undertake training specific to the Your own health safety and welfare procedures

Client Responsibilities

You shall

1. be responsible for the care custody and control of the Plant at all times
2. allow Us access to Your site or site of operation and Plant at such reasonable times as shall be agreed
3. provide Us with
 - a. A safe working environment on the site on which the Plant is located
 - b. A safe physical means by which to gain access to perform the Inspection Service
4. have the Plant properly prepared dismantled and reassembled as necessary in order to enable Us to carry out the appropriate Inspection Service
5. Cooperate with and upon request provide Us with information and data relating to the Plant as required in order to perform the Inspection Service

Fees

We shall charge fees for the provision of the Inspection Service and such fees shall be subject to Value Added Tax at the appropriate rate

You shall pay the fee shown in the Schedule at the beginning of the Contract and at subsequent renewals of the Contract

If You add or delete Premises during the Contract term the fee will be adjusted

Term and Termination

The term of this Contract is as shown in the Schedule

Either party may terminate this Contract by giving 30 days written notice to the other party if the other commits any breach of the Contract

Confidentiality

Unless otherwise agreed all reports and similar material prepared by Us in connection with Inspection Service shall be released only to You or Your designated representative

We may use data gathered in connection with Inspection Service for statistical purposes

Limitation of Liability and Indemnification

Neither We nor any of Our employees shall be liable directly or indirectly for any loss damage or injury to property or persons resulting from any accident or defect in any Plant nor shall We be liable directly or indirectly for loss damage or injury of any kind arising from or connected in any way with any Inspection Service or documentation of any Inspection Service or from the omission of any Inspection Service or documentation of any Inspection Service whether or not such Inspection Service documentation or omission was at Your request

Neither We nor any of Our employees makes any warranty express or implied concerning the activities described in this Contract

Notwithstanding anything else in this Contract to the contrary to the fullest extent permitted by law

1. We shall not be liable to You for any special incidental indirect consequential or exemplary damages including but not limited to loss of profits or revenue loss of use loss of opportunity loss of goodwill cost of substitute facilities goods or services cost of capital governmental and regulatory sanctions and claims of third parties for such damages
2. The total cumulative liability of Us to You whether in tort or in contract for all claims losses damages and expenses resulting in any way from this Contract shall not be greater than the total amount received by Us from You as compensation during the Contract term specified in the Schedule
3. Except in the case of death or personal injury caused by Our negligence or in other circumstances where liability may not be so limited under applicable law Our liability under or in connection with this Contract whether arising in contract tort negligence breach of statutory duty or otherwise shall not exceed the sum of £5,000,000 (five million pounds)

Upon completion of the Inspection Service or termination of this Contract the provisions relating to indemnity waivers limitations of remedies and limitations of liability including but not limited to those contained in this section shall remain in full force and effect

Force Majeure

We shall not be liable for any delay or the consequences of any delay if such delay is due to any cause beyond its reasonable control and shall be entitled to a reasonable extension of time for performance of the Contract

General

All matters relating to the validity performance or interpretation of this Contract shall be governed by the laws of England and Wales We and You hereby submit to the exclusive jurisdiction of the Courts of England and Wales

No term of this Contract is intended either expressly or by implication or other inference to purport to confer a benefit or right of action upon any third party No such third party (whether or not in existence at the date of this Contract) is named or described herein The Contracts (Rights of Third Parties) Act 1999 is expressly excluded to the fullest extent permitted by law

The provision of Inspection Service under this Contract does not relieve the Client of any statutory obligation to have the Plant inspected

Inspection Service will only be subcontracted to suitably qualified subcontractors with the agreement of both Parties and We shall retain responsibility for the execution of such work

Computer Insurance Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the start of the Policy

Accident

1. Damage including Breakdown or derangement to Hardware insured under Hardware Sub-Section from any cause not excluded
2. Damage or corruption of data insured under Reinstatement of Data Sub-Section
3. Failure or fluctuation in the supply of electricity distribution network owned and operated by you affecting the Hardware at any Premises specified in the Schedule
4. Accidental failure of any data transmission network owned and operated by You and used in connection with the Hardware provided that
 - a. any equipment used by You in connection with the data transmission network shall have been accepted by the transmission authority as properly installed and compatible with the network
 - b. We shall not be liable for Damage resulting from accidental failure of any data transmission network where the length of time of such failure does not exceed 4 hours
 - c. We shall not be liable for Damage resulting from such accidental failure due to atmospheric solar or lunar conditions causing temporary interference with any satellite
5. Denial of Access to or use of the Hardware by You due to
 - a. damage from any cause not excluded to any Property at or adjacent to the Premises
 - b. any public or police authority using its powers to protect Property following physical damage caused by fire, lightning, explosion or aircraft and other aerial devices to any property within a mile of Your Premises.

Breakdown

The actual breaking failure distortion or burning out of any part of the Hardware whilst in ordinary use arising from defects in the Hardware causing its sudden stoppage and necessitating repair or replacement before it can resume work

Computer Equipment

1. All Computer Equipment (including peripheral devices interconnecting wiring fixed disks telecommunications equipment computerised telephone systems electronic access equipment and electronic point of sale systems) used for the storage and communication of electronically processed data
Computer Equipment shall not include within its meaning
 - a. Computer Equipment controlling manufacturing processes
 - b. Computer Equipment manufactured for sale or held as stock for sale
 - c. Portable Computer Equipment
 - d. facsimile or photocopying machines not used for the storage and communication of electronically processed data
 unless specified in the Schedule
2. Ancillary equipment solely for use with the Hardware comprising air conditioning equipment generating equipment voltage regulating equipment temperature and humidity recording equipment electronic access equipment heat and smoke detection equipment gas flooding cylinders and pipework and computer room partitioning
3. Data Carrying Materials
4. All current and backup computer software and programs held on hard disks or Data Carrying Materials unless specifically described otherwise in the Schedule
5. Lock down plates security enclosures security cables and other similar devices

owned by or on deferred purchase leased hired or rented to You or whilst on trial with a view to purchase by You

Data Carrying Materials

Removable magnetic optical or electronic data storage media currently in use or used for backup purposes for programs or data

Data Carrying Materials does not include within its meaning any fixed disks or paper records

Denial of Service Attack

Any actions or instructions constructed or generated that damage interfere with or otherwise affect the availability of networks network services network connectivity or information systems

Desktop Personal Computers

Desktop Personal Computers shall mean Computer Equipment to be used by individual users comprising the central processing unit monitor keyboard and mouse

Desktop Personal Computers shall not include printers scanners servers any computer acting as a network hub centralised data storage devices facsimile machines photocopying machines Portable Computer Equipment or any peripheral devices used by multiple users which are accessed via a computer network

Hacking

Unauthorised access to any computer or other equipment or component or system or item which processes stores transmits retrieves or receives data whether it be Your Property or not

Hardware

Computer Equipment and Portable Computer Equipment insured under Hardware Sub-Section of this Section

Indemnity Period

The period beginning with the occurrence of an Accident and ending not later than the last day of the period specified in the Schedule as the Indemnity Period during which the results of Your operations shall be affected in consequence of the Accident

Insured Property

Wherever the term Insured Property is used in this Section it shall mean only that Property insured by this Section & described in the Schedule attaching to this Section.

Maintenance Agreement

An agreement with the manufacturers or other approved company in respect of the Hardware providing for free repairs to or replacement of the Hardware following breakdown or stoppage from any internal cause other than by a breach of Your obligations under the agreement and preventative maintenance or adjustment of mechanical moving parts

Mobile Telephones

Hand held devices with basic functionality for sending and receiving voice calls or sending and receiving SMS communications

Portable Computer Equipment**Part A**

1. Laptops Palmtops and Notebooks
2. Personal Digital Assistants (PDAs)
3. Projectors printers and other peripheral devices which are designed to be carried and used in conjunction with other Portable Computer Equipment
4. Removable satellite navigation systems
5. Digital Cameras

Part B

1. Mobile Telephones and Smartphones

Smartphones

Mobile Telephones integrated with the common features of Portable Computer Equipment

Verified

Checked for accuracy and integrity to ensure a precise match with the source data and capable of restoration

Virus or Similar Mechanism

Any program code programming instruction or any set of instructions intentionally constructed with the ability to damage interfere with or otherwise adversely affect computer programs data files or operations whether involving self-replication or not

Cover

Hardware Sub-Section

We will indemnify You against Damage to the Hardware described in the Schedule(s) and defined within this Section in consequence of an Accident whilst at the Premises specified in the Schedule

Provided that Our total liability shall not exceed the amount specified in the Schedule as the Sum Insured against the Hardware Sub-Section

Subject otherwise to the terms Conditions and Exceptions of this Policy

Reinstatement of Data Sub-Section

We will indemnify You against the cost of reinstating data lost or damaged in consequence of an Accident Provided that

1. Our liability is limited solely to the cost of reinstating data
2. We shall not be liable for losses discovered later than six months after the loss was initiated
3. Our liability shall not exceed the Sum Insured specified in the Schedule against Reinstatement of Data Sub Section
4. We shall not be liable for Damage to software insured under Hardware Sub-Section
5. We shall not be liable under this Cover for that which is more specifically insured under Increased Costs Of Working Sub-Section

Subject otherwise to the terms Conditions and Exceptions of this Policy

Increased Costs of Working Sub-Section

In the event that the Business at the Premises is interrupted or interfered with in consequence of an Accident occurring during the Period of Insurance We will pay You Your increased costs of working necessarily and reasonably incurred during the Indemnity Period in minimising or preventing the resulting interruption or interference with the computer operations of the Business excluding costs more specifically insured under Reinstatement of Data Sub-Section

Provided that Our total liability during the Indemnity Period shall not exceed the amount specified in the Schedule as the Sum Insured against Increased Costs Of Working Sub-Section

Subject otherwise to the terms Conditions and Exceptions of this Policy

Virus Hacking and Denial Of Service Attack Sub-Section

Notwithstanding General Exception Computer Virus and Hacking We will indemnify You against

1. Damage to Hardware insured under Hardware Sub-Section
2. costs incurred in Reinstatement Of Data insured under Reinstatement of Data Sub-Section
3. Increased Costs Of Working insured under Increased Cost of Working Sub-Section

resulting from

- a. Virus or Similar Mechanism
- b. Hacking
- c. Denial of Service Attack

Provided the respective Cover(s) are operative

The maximum liability for losses arising from 1. 2. and 3. above shall be

- a. the amount specified in the Schedule against Virus Hacking And Denial Of Service Attack Sub-Section
- b. the aggregate of sums insured specified in Reinstatement of Data Sub-Section and Increased Costs Of Working Sub-Section in the Schedule

or

- c. c£100,000

Whichever is less in respect of any one loss or series of losses arising from any one occurrence

We shall not be liable for costs more specifically insured under Section Extension 2 Virus Seek and Destroy Costs. It is a Condition Precedent to Our liability to make payment under this Section that

1. the Insured Property is protected by a proprietary virus defence package which is
 - a. registered to You
 - b. updated at intervals no greater than every 7 days
2. the Insured Property is protected by a suitable Firewall which is regularly maintained and in full and effective operation at the time of a loss

Subject otherwise to the terms Conditions and Exceptions of the Policy

Section Extensions

All the following extensions shall apply to this Section subject to all other terms conditions and exceptions of this Policy

Waiver of Subrogation Rights

We waive rights of recovery or subrogation against

1. any parent company of the Policyholder
2. any subsidiary company of the Policyholder
3. any subsidiary company of a parent company of whom You are a subsidiary
4. any user of the Hardware explicitly authorised by You

Provided that

1. any users so included observe and fulfil the terms and Conditions of this Policy as if they were the Policyholder
2. You do not receive any form of indemnity or damages from such users

Virus Seek and Destroy Costs

Costs necessarily and reasonably incurred with the consent of Us in locating and removing a detected Virus or Similar Mechanism provided that the amount payable under this Extension shall not exceed £10,000

Debris Removal

In respect of each claim for Damage for which liability is accepted the cover provided by this Section extends to include costs incurred in the removal of debris and protection of the Insured Property following indemnifiable damage not exceeding £25,000 or 20% of the indemnifiable Damage whichever is the lower

Loss Avoidance Measures

Subject to the Limit(s) of Liability in respect of this Section We will pay reasonable costs incurred in taking exceptional measures to prevent or mitigate impending Damage for which indemnity is provided by this Section

Provided that

1. Damage would reasonably be expected if such measures were not implemented
2. We are satisfied that Damage has been avoided or mitigated by means of the exceptional measures
3. the amount payable will be limited to the cost of Damage which would have otherwise occurred
4. the terms Conditions and Exceptions of this Policy apply as if Damage had occurred

Automatic Reinstatement

Sums Insured or Limits of Liability will be reinstated from the date of occurrence of any claim subject to the payment of an additional premium

We will waive the additional premium if the cost of the claim does not exceed £25,000

Expediting Costs

We will pay costs necessarily and reasonably incurred in making temporary repairs upon and / or expediting the repair reinstatement or replacement of Insured Property as a result of indemnifiable Damage provided that our liability shall not exceed 50% of the cost of such Damage or £50,000 whichever is the lower

Repair Costs Investigation

With Our prior written agreement We will pay costs relating to repair investigations and tests following indemnifiable Damage to Insured Property by consulting engineers not exceeding £25,000 in any one Period of Insurance

We will not be liable under this Extension for fees incurred in preparing a claim under this Section

Extensions Of Cover Applicable To Hardware Sub-Section only

In addition to the cover provided under Hardware Sub-Section of this Section the following extensions will apply subject to all other terms conditions and exceptions of this Policy

Protective Devices

If the only Damage sustained by You as a result of theft or attempted theft is Damage to items defined under Computer Equipment Definition 5 no Excess shall apply to the claim

Automatic Cover

1. Newly acquired Hardware belonging to You or for which You are responsible at any existing Premises shown in the Schedule until the next renewal date at no additional charge provided that the respective item is shown as insured in the Schedule
Our maximum liability under this Extension shall not exceed the lesser of
 - a. £300,000 or
 - b. 25% of the Sum Insured stated against Computer Equipment in respect of newly acquired Computer Equipment or Portable Computer Equipment in respect of newly acquired Portable Computer Equipment at any one Premises
2. Computer Equipment at any Premises not advised to Us
Provided that
 - a. Our liability under this Extension does not exceed £150,000 at any one additional Premises
 - b. security and fire protections are equal to or better than those at existing Premises
 - c. an additional premium shall be charged pro rata from the date that such Premises should have been advised to Us

Waste Electrical and Electronic Equipment Directive

The additional costs incurred by You in complying with the Waste Electrical and Electronic Equipment Directive for the disposal of electronic equipment following insured Damage to Hardware provided that the amount payable under this Extension shall not exceed £25,000

This amount is in addition to the limit for debris removal

Temporary Removal

Computer Equipment whilst temporarily removed or in transit from the Premises specified in the Schedule to any other

situation anywhere in the World (including whilst in transit by sea or air but only whilst in Your custody care and control)

Provided that Our liability under this Extension does not exceed £50,000 any one accident or series of accidents arising out of

any one occurrence

This Extension does not apply to Portable Computer Equipment

Portable Computer Equipment

In respect of any Portable Computer Equipment specified in the Schedule the Cover provided shall operate whilst such

equipment is at or in transit between any situations in the World (including whilst in transit by sea or air)

Provided that

1. Our liability under this Extension in respect of Portable Computer Equipment away from the Premises shall not exceed the lesser of
 - a. the Sum Insured stated in the Schedule against Portable Computer Equipment or
 - b. £5,000 any one loss or series of losses arising out of Theft or attempted Theft
 - c. £25,000 in respect of any other loss
2. the Portable Computer Equipment shall at all times be carried as hand luggage when in transit other than by private motor vehicle

Data Carrying Materials

Data Carrying Materials as noted in Computer Equipment Definition part 3 are insured whilst situated or in transit anywhere in the World

Gas Flooding Systems

The cost of recharging the gas flooding system installed solely for the protection of the Hardware following accidental discharge

Provided that

1. We shall not be liable under this Extension for any loss as a result of gradual leakage discharge or drop in pressure
2. You shall maintain at Your own expense the gas flooding system in accordance with the suppliers and/or manufacturers recommendations
3. Our liability under this Extension shall not exceed £25,000 in any one Period of Insurance

Extensions of Cover applicable to Hardware Sub-Section and Reinstatement of Data only

In addition to the cover provided under Hardware Sub-Section and Reinstatement of Data of this Section the following extensions will apply subject to all other terms conditions and exceptions of this Policy

Incompatibility of Records

Where Reinstatement of Data Sub-Section is insured We will indemnify You in respect of

1. the cost of modifying the Hardware insured under Hardware Sub-Section, or
2. the cost of replacing the Data Carrying Materials together with Reinstatement of Data whichever is the lesser

as a result of an indemnifiable Damage to achieve equivalent compatibility with that existing immediately prior to the Damage due to undamaged Data Carrying Materials being incompatible with the replacement Hardware

Provided that

1. the replacement Hardware is the nearest equivalent to that lost or damaged
2. the amount payable under this Extension shall not exceed 50% of the aggregate of the Sums Insured under Hardware Sub-Section and Reinstatement of Data Sub-Section or £50,000 whichever is the lesser

Extensions of Cover Applicable to Reinstatement of Data Sub-Section

In addition to the cover provided under Reinstatement of Data Sub-Section the following extensions will apply subject to all other terms conditions and exceptions of this Policy

Research and Development Costs

Costs of re-writing data processing research or development projects to the stage reached immediately prior to the occurrence of an indemnifiable Accident but excludes any benefit to You which would have been obtained from the completion of the project had the Accident not occurred provided that Our liability under this Extension shall not exceed £25,000

Extensions of Cover Applicable to Increased Costs Of Working Sub-Section

In addition to the cover provided under Increased Costs Of Working Sub-Section the following extensions will apply subject to all other terms conditions and exceptions of this Policy

Auditors Fees

Reasonable fees payable by You to Your auditors for producing and certifying any particulars or details contained in their books of account or other Business books or documents or such other information as may be requested by Us

Additional Rental Charge

Additional lease or hire fees incurred following the replacement of an existing lease or hire agreement by a similar new agreement in consequence of Damage to the Hardware insured under Hardware Sub-Section

Provided that

1. You will be indemnified for the unexpired portion of the lease/hire contract only
2. payment shall cease at the expiry of the lease/hire contract in force at the time of Damage or twenty four months after the date of the Damage whichever is the sooner
3. additional fees payable under this Extension shall not exceed £25,000 in respect of any one Accident or series of Accidents arising out of any one occurrence

Conditions

The following Conditions apply to this Section and should be read in conjunction with the General Conditions applying to the whole Policy

Access

We or our representatives shall have the right of access to the Insured Property at reasonable times

Arbitration

If any difference arises as to the amount to be paid under this Section (liability having been accepted) the difference shall be referred to an arbitrator to be appointed by both parties in accordance with the statutory provisions applicable

The making of an award against Us shall be a Condition Precedent to any right of action against Us

Observance

The observance and fulfilment of the terms and Conditions of this Section or Endorsements shall be Conditions Precedent to liability

Conditions applicable to Hardware Sub-Section

The following Conditions apply to this Cover and should be read in conjunction with the General Conditions applying to the whole Policy

Declaration of Values

You shall prior to each renewal supply Us with declarations of the new replacement value of each of the categories of Hardware

Basis Of Settlement

In the event of a claim for which liability is accepted under this Section the basis upon which the amount payable is to be calculated shall be

1. Where any item of Hardware is lost or damaged to the extent that repair is uneconomic or impractical its replacement by new Hardware of equal performance and/or capacity or if such be impossible its replacement by Hardware having the nearest higher performance and/or capacity to the Hardware lost or damaged
2. Where the Hardware is damaged the repair of the damage and the restoration of the damaged portion of the Hardware to a working condition substantially the same as but not better or more extensive than its condition when new

Provided that

1. Our liability for Damage to Hardware shall not exceed the Sum Insured stated in the Schedule or additionally provided under the Automatic Cover Extension
2. The work of repair or replacement must be commenced and carried out with reasonable dispatch and in any case must be completed within six months after the destruction or damage or within any further period of time as We may allow
3. No payment beyond the amount which would have been payable if this Condition had not been incorporated shall be made until the cost of repair or replacement has been incurred
4. No payment beyond the amount which would have been payable if this Condition had not been incorporated shall be made if at the time of any destruction or damage to the Hardware it shall be covered by any other insurance held by You or on Your behalf which differs in basis of settlement from this insurance
5. Where by reason of the above provisions no payment is made beyond the amount which would have been payable if this Condition had not been incorporated the rights and liability of Us and You in

respect of the destruction or damage shall be subject to the terms Conditions and Exceptions of this Policy as if this Condition had not been incorporated

Back Up Programs

Where legally permissible You shall maintain a regularly updated and Verified back-up copy of all insured software and programs

Unattended Vehicles

Whenever Hardware is being transported by vehicle and the vehicle is left unattended the Hardware shall be kept out of sight in a securely locked luggage compartment glove compartment or secure container and all windows or openings are to be closed and all doors locked

Additionally when Hardware is left in an unattended vehicle overnight the vehicle shall be kept in a secure or attended garage compound or yard

Unattended Premises

The Premises must not be left unattended unless

1. all locks bolts and other protective devices are in full operation
2. all keys are removed from the Premises or placed in a locked safe or strong room the keys to which are removed from the Premises
3. all Portable Computer Equipment including but not limited to laptop computers palmtop computers digital cameras and digital projectors insured under this Section are locked in cupboards drawers or other secure storage the keys for which must be stored in accordance with 2. above

Where We require the Premises to be protected by an Intruder Alarm System the Premises must not be left unattended unless the alarm system is tested and checked set in its entirety and where the equipment permits any central station to which the alarm is connected has acknowledged the setting signal

Conditions applicable to Reinstatement of Data Sub-Section Increased Costs Of Working Sub-Section and Virus Hacking And Denial Of Service Attack Sub-Section only

The following Conditions apply to Reinstatement of Data Sub-Section Increased Costs Of Working Sub-Section and Virus Hacking And Denial Of Service Attack Sub-Section and should be read in conjunction with the General Conditions applying to the whole Policy

Back Up Records

You shall maintain a minimum of 2 generations of Verified back-up computer records taken at intervals no less frequently than 48 hours one copy as a minimum being held off site and take all reasonable precautions to store and maintain records in accordance with the makers recommendations

Section Exceptions

The following Exceptions apply to this Section and should be read in conjunction with the General Exceptions

We shall not be liable for

1. Interruption or Damage to Hardware data programs or software due to theft or attempted theft unless such interruption or Damage is accompanied by visible signs of forcible and violent entry to or exit from the perimeter protections of the Premises in which the Hardware is situated (or transporting vehicle in the case of Portable Computer Equipment or Computer Equipment covered under the Temporary Removal Extension).
2. Loss of use deterioration of stock loss of revenue loss caused by interruption to the Business increased costs of working restoration of data or any other indirect loss or damage unless specifically provided for within this Policy
3. Interruption or Damage to Hardware data programs or software due to theft or attempted theft unless such Damage is accompanied by visible signs of forcible and violent entry to or exit from the perimeter protections of the Premises in which the Hardware is situated (or transporting vehicle in the case of Portable Computer Equipment or Computer Equipment covered under the Temporary Removal Extension)

4. One Excess shall be applied to any one loss across all Cover other than where the provisions of Exception Increased Excess – Non Maintained Hardware applicable to Increased Costs Of Working Sub-Section apply
5. Damage arising from corruption or Damage to bespoke software or individually tailored packages unless You have in force a software support agreement with the supplier or a third party maintainer approved by the supplier
6. Damage interruption or interference directly or indirectly due to correct operation of safety or protective devices
7. Damage interruption or interference directly or indirectly due to failure of any part requiring periodic renewal
8. Damage caused by or arising out of
 - a. any intentional act or wilful omission of the Policyholder (other than an act or omission the purpose of which is an exceptional measure to prevent Injury loss or damage) which having regard to the nature and circumstances of the act or omission could reasonably be expected to cause contribute to or exacerbate any Damage
 - b. intentional overloading
 - c. testing or experiments involving the imposition of any abnormal conditions
9. Damage caused directly by
 - a. wear and tear gradual deterioration or rust
 - b. gradually developing defects
 - c. scratching or chipping of painted or polished surfaces
 - d. erosion or corrosion

but this shall not exclude resultant Damage not otherwise excluded
10. Damage caused by or arising out of the direct application of any tool or process during the course of repair maintenance inspection modification or overhaul
11. Liquidated damages penalties for delay or detention or in connection with guarantees of performance or efficiency
12. Any cost or loss caused by or resulting from the failure or interruption of any electrical power supply network or telecommunication network not owned and operated by you.
This exclusion shall not apply to any cost or loss caused by or resulting from physical damage, if otherwise insured by your policy, to the electrical power supply network, telecommunication network or other property.
Telecommunication networks include, but are not limited to,
 - a. the internet,
 - b. internet service providers,
 - c. Domain Name System service providers
 - d. cable and wireless providers
 - e. internet exchange providers,
 - f. search engine providers,
 - g. internet protocol networks (and similar networks that may have different designations) and other providers of telecommunications or internet infrastructure

Exceptions applicable to Hardware Sub-Section only

The following Exceptions apply to Hardware Sub-Section and should be read in conjunction with the General Exceptions

We shall not be liable for

1. Damage recoverable under the Maintenance Agreement or any warranty or guarantee
2. Damage to Hardware whilst hired out or loaned out

Section Endorsements

Subject otherwise to the terms Conditions and Exceptions of this Policy the following Endorsements will only apply if specified in the Schedule

Residual Breakdown Limitation

We shall not be liable for loss or damage caused by or arising out of

1. fire lightning explosion earthquake flood inundation storm tempest escape of water from water containing apparatus I leakage from sprinkler installations aircraft and other aerial devices or articles dropped therefrom or malicious damage
2. theft or any attempt thereat
3. accidental damage
4. failure or fluctuation of power supply

Subject otherwise to the terms Conditions and Exceptions of this Policy

Residual Breakdown Cover

We shall not be liable for loss or damage caused by or arising out of Breakdown unless a Maintenance Agreement is in force at the time of the loss or Damage

Subject otherwise to the terms Conditions and Exceptions of this Policy

Loss of Licence Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear in the Section they should also be read in conjunction with the General Definitions at the of the Policy

Loss of Licence

shall mean temporary or permanent

1. forfeiture of a Licence
2. refusal to renew a Licence by the licensing authority

due to reasons beyond Your control

Licence

Licence granted under the Licensing Act 2003 or any subsequent legislation in respect of the Premises for the sale by retail of alcohol

Cover

We will pay the reduction in the value during the Period of Insurance of Your interest in

1. the Premises or
2. the Business

following Loss of Licence

The most We will pay is the Limit of Liability stated in the Schedule in addition We will also pay for costs and expenses incurred with Our written consent where You appeal against the Loss of Licence

Exceptions

We will not pay You where

1. You are entitled to obtain payment of compensation under any legislation or Bye-law in respect of the refusal to renew the Licence
2. Where the Loss of Licence arises out of
 - a. any town planning improvement or redevelopment
 - b. a change in law
 - c. compulsory purchase or surrender
 - d. a reduction or redistribution of Licences

Conditions Precedent

It is a Condition Precedent to Our liability to make payment under this Section that

1. You shall notify Us in writing immediately and supply such additional information and give assistance as We may reasonably require if You become aware of any
 - a. complaint against the Business and/or Premises
 - b. proceedings against or conviction of the Licence holder manager tenant or occupier of the Business and/or Premises for any breach of any relevant licencing law or regulation or any other matter whatsoever where the character or reputation of the person concerned is affected or called into question with respect to their honesty moral standing or sobriety
 - c. change in the tenancy or management of the Business and/or Premises
 - d. transfer or proposed transfer of the Licence
 - e. alteration in the purpose for which the Premises is used
 - f. objection to renewal or other circumstances which may endanger the Licence or its renewal
2. In the event of death bankruptcy or incapacity or desertion of the Premises or conviction for any offence (where such conviction affects the character or reputation of the convicted person with respect to his honesty moral standing or sobriety) of the Licence holder tenant manager or occupier You will where practicable and at Our request procure a suitable person to replace him and one to whom the Licence will be transferred or a new licence will be granted by way of renewal
3. In the event of the Licence being forfeited or refused renewal You must
 - a. give notice in writing to Us within 48 hours of receiving knowledge of such event stating the grounds upon

- b. which the licence was forfeited or refused renewal
- c. give all assistance as We may require for the purpose of an appeal against such forfeiture or refusal to renew and allow Our solicitors and Us full discretion in the conduct of such proceedings
- d. apply if practicable and if required by Us for the grant of such new Licence for the same or alternative premises as may enable You to continue the Business in a similar or alternative form
- e. provide a statement of Your loss if any together with such documents statements and accounts as may be reasonably required by Us to verify the same and also if required by Us make a statutory declaration as to the truth accuracy and comprehensiveness thereof and give Us free access to the Premises and the books and accounts of the Business as may be necessary for ascertaining the value of any loss

Terrorism Section

Section Definitions

The following Definitions apply to this Section and shall keep the same meaning wherever they appear within the Section and they should also be read in conjunction with the General Definitions at the start of the Policy

Act of Sabotage

means a subversive act or series of such acts committed for political, religious or ideological purposes including the intention

to influence any government and/or to put the public in fear for such purposes

Act of Terrorism

means an act or series of acts including the use of force or violence of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) committed for political religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes

Business Interruption

means loss resulting from interruption of or interference with Your Business carried on by You in consequence of Damage caused by an Act of Terrorism or an Act of Sabotage to Property Insured used by You at the Premises for the purpose of Your Business

Damage

means physical loss or damage to material property

Occurrence

shall mean any one loss or series of losses arising out of and directly occasioned by any one act or series of Acts of Terrorism or Acts of Sabotage for the same purpose or cause sustained by You at the Premises during any period of 72 consecutive hours arising out of the same purpose or cause.

However no such period of 72 consecutive hours may extend beyond the expiration of this Policy unless You shall first sustain direct physical damage by an Act of Terrorism or an Act of Sabotage prior to expiration and within said period of 72 consecutive hours nor shall any period of 72 consecutive hours commence prior to the attachment of this Policy

Property Insured

All property as detailed in the Schedule

Territorial Limits

United Kingdom, Isle of Man and the Channel Islands but not the territorial seas adjacent thereto as defined by the Territorial Seas Act 1987. This shall include the Channel Tunnel up to the frontier with the Republic of France as set out by the treaty of Canterbury.

Cover

We will indemnify You for any one Occurrence of loss or Damage to Property Insured caused by an Act of Terrorism or Act of Sabotage during the Period of Insurance within the Territorial Limits in accordance with the provisions of this Section.

Limit of Liability

The maximum We will pay under this Section in any one Period of Insurance for any one Occurrence and in the aggregate will not exceed

1. the Sum Insured on each Item or
2. The total Sum Insured or
3. Any other maximum amount payable or limit of liability specified in any extension under the Property Damage, Business Interruption or Business Machines All Risks (Specified Items) Sections

Extensions

The following shall apply subject to all other terms conditions limits exceptions of this Policy.

Loss of Rent and Alternative Accommodation

We will indemnify You if a Premises cannot be lived in or if access to it is denied as a result of an Act of Terrorism or an Act of Sabotage at or within 3 miles of the Premises to the extent that they are not otherwise insured in respect of

1. loss of rent including ground rent and management charges You should have received but have lost
 - a. the cost of reasonable alternative accommodation incurred by any owner or lessee if this is necessary
 - b. the cost of reasonable accommodation in kennels and/or catteries for dogs and/or cats belonging to any Tenant where such pets are not permitted in any alternative accommodation
2. temporary storage of Your furniture

Provided that the maximum we will pay in respect of any one Occurrence is 20% of the Sum Insured on the Buildings of the Premises unless specified differently on the Policy Schedule

Brand Rehabilitation

We will pay reasonable costs and expenses for advertising costs and/or costs of a public relations consultancy company following Business Interruption caused by an Act of Terrorism or an Act of Sabotage at or within 1 mile of the Premises for up to a maximum amount of 60 consecutive days for the sole purpose of avoiding or diminishing a reduction in turnover or resuming or maintaining normal business.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £100,000

whichever is the lesser

Claims Preparation Costs

We will indemnify You for reasonable costs incurred by You for the preparation, presentation, certification, negotiation or verification of a specified claim under this Section of Your Policy subject to prior written consent from Us

For the purposes of this extension a specified claim means any claim in excess of £50,000

Provided that

1. We have the right to review and audit all documentation relating to the costs
2. the costs are not otherwise covered under Your Policy
3. these costs will not include the fees and costs of lawyers, loss assessors and loss appraisers including any of their subsidiaries, related or associated entities either partially or wholly owned by them or retained by them for the purpose for assisting them

Our liability under this extension will not exceed £100,000 for all claims arising in any one Period of Insurance

Full Failure of Utilities

We will indemnify You for Business Interruption as a result of failure in consequence of Damage caused by an Act of Terrorism or an Act of Sabotage at the premises of Your supply of

1. electricity or
2. water or
3. gas or

at the terminal ends of Your suppliers feed or incoming line terminals or receivers to or at the Premises

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £1,000,000

whichever is the lesser

We will not indemnify You in respect of failure

1. lasting less than 4 consecutive hours
2. other than in Great Britain Northern Ireland the Channel Islands or the Isle of Man

Looting

We will indemnify You for looting to Property Insured at the Premises during the Period of Insurance following an Act of Terrorism or an Act of Sabotage.

Loss of Attraction

We will indemnify You for Business Interruption commencing during the Period of Insurance caused by an Act of Terrorism or an Act of Sabotage within 1 mile of the Premises that constitute an attraction to Your Business which causes a loss of custom to the Business directly due to a reduction in customers visiting the area.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £1,000,000

whichever is the lesser

Prevention of Access – Damage and Non Damage

We will indemnify You for Business Interruption commencing during the Period of Insurance caused by an Act of Terrorism or an Act of Sabotage within 1 mile of the Premises which by order or action of civil or military authority prevents or prohibits access to the Premises.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £500,000

whichever is the lesser, or

3. £1,000,000 following Damage

We will not indemnify You in respect of failure lasting less than 24 consecutive hours

Property Stored

We will indemnify You in respect of Business Interruption during the Period of Insurance caused by an Act of Terrorism or an Act of Sabotage to Your property whilst stored in any premises within Great Britain Northern Ireland the Channel Islands or the Isle of Man.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed £500,000

We will not indemnify You in respect of property stored in any premises You partially or fully occupy

Specified Suppliers and Customers

We will Indemnify You for Business Interruption commencing during the Period of Insurance caused by an Act of Terrorism or an Act of Sabotage to property at the premises of Your suppliers or customers as named in the Business Interruption Section of the Schedule

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £1,000,000

whichever is the lesser

Unspecified Suppliers and Customers

We will indemnify You for Business Interruption commencing during the Period of Insurance caused by an Act of Terrorism or an Act of Sabotage to property at the premises of Your suppliers or customers within the United Kingdom the Channel Islands or the Isle of Man but excluding the premises of any supply undertaking from which You obtain gas water electricity of telecommunications services

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £500,000

Whichever is the lesser

Telecommunications

We will indemnify You for Business Interruption commencing during the Period of Insurance as a result of failure in consequence of Damage caused by an Act of Terrorism or an Act of Sabotage to property at any land

based premises of Your telecommunications supplier in Great Britain, Northern Ireland the Channel Islands or the Isle of Man.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed

1. 10% of the Sum Insured or
2. £1,000,000

whichever is the lesser.

We will not indemnify You in respect of failure lasting less than 24 consecutive hours

Threat or Hoax

We will indemnify You for Business Interruption as a result of threat or hoax of an Act of Terrorism and/or Sabotage commencing during the Period of Insurance caused by

1. prevention of access to and/or from; or
2. evacuation of; or
3. emergency lockdown of

the Premises by order or action of any lawfully constituted authority provided that such order is a direct result of either of the following:

- a. a specific threat or hoax to inflict Injury to a person or persons; and/or
- b. a specific threat or hoax to damage or destroy any property.

In the event of that a. and/or b. above occur at a Premises or are made against the Insured (including its employees, directors, partners and/or officers), their owners and/or tenants or the Premises, then this insurance will cover 2. and 3. above without a prior order by a lawfully constituted authority, provided that the Insured subsequently reports such activity or threat to a lawfully constituted authority, as soon as reasonably practicable, and such threat or hoax is confirmed in writing by the lawfully constituted authority. However, nothing in this extension shall give any cover for Injury.

The maximum We will pay for any one Occurrence and in the aggregate for this extension will not exceed £500,000.

We will not indemnify You in respect of failure lasting less than 4 consecutive hours.

Exceptions

We will not indemnify You

1. for any loss whatsoever or any Business Interruption directly or indirectly occasioned by or happening through or in consequence of riot civil commotion war invasion act of foreign enemy hostilities (whether war be declared or not) civil war rebellion revolution insurrection or military or usurped power
2. for any loss or damage by electronic means including but not limited to computer hacking or the introduction of any form of computer virus or corrupting or unauthorised instructions or code or the use of any electromagnetic weapon
3. in respect of damage or any other loss or expense resulting or arising from damage to any property or any Business Interruption directly or indirectly caused by or contributed to by or in connection with or arising from biological or chemical pollution or contamination
4. in respect of loss or damage arising directly or indirectly from nuclear detonation nuclear reaction nuclear radiation or radioactive contamination however such nuclear detonation nuclear reaction nuclear radiation or radioactive contamination may have been caused
5. the Excess applicable to the Property Damage Section

Conditions

All the terms Conditions Exclusions and Extensions of this Section or Policy apply except in so far as they are hereby expressly varied



Arch UK Regional Division

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