

PROPERTY OWNERS
POLICY BOOKLET



THE KEY TO
PROPERTY OWNERS COVER

Business Advice Service

These helplines are provided for Your use whilst Your Policy is in force.

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

Eurolaw Commercial Legal and UK Tax Advice

0345 878 5024

Unlimited access, over the telephone, to a team of legal advisors, for confidential legal advice and guidance on any commercial legal problem affecting the Business such as:

- employment
- VAT
- prosecution
- contract disputes
- landlord and tenant disputes.

Eurolaw Commercial Legal advice can only be offered in connection with the business in respect of matters subject to the laws of and within the jurisdiction of courts or tribunals of:

- the United Kingdom
- the Channel Islands and the Isle of Man
- any member country of the European Union
- Switzerland and Norway

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

DAS' legal advisors provide advice on the laws of England and Wales 24 hours a day, 7 days a week, 365 days a year. Where advice is sought in an area of law beyond this jurisdiction or in respect of very specialist matters, DAS will refer You to one of DAS' specialist advisors. This will include European law and certain areas of law for Scotland and Northern Ireland.

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

DAS offer confidential advice over the phone on any tax matters affecting the business, under the laws of the United Kingdom.

Tax advice is provided by tax advisors 9am – 5pm, Monday to Friday, excluding public and bank holidays. If calls are made outside these times, DAS will aim to call You back the next working day between 9am and 5pm.

This helpline is provided on Our behalf by DAS Legal Expenses Insurance Company Limited (DAS). All calls may be recorded.

Business Emergency Assistance Helpline

0345 878 5024

Assistance in the event of an emergency affecting the Business, such as:

- burst pipes or blocked drains causing flooding
- complete failure of the gas or electricity supply
- serious damage to the roof
- escape of water or oil from the central heating system

In the event of emergency assistance being required a reputable local contractor will be contacted but You must pay any call-out or repair charges. One telephone call will bring assistance as quickly as possible.

As the helpline is available 24 hours a day and seven days a week, You may call at any time. Please ensure that the Policy number is available when telephoning as this will be requested. This appears on the Policy Schedule.

This helpline is provided on Our behalf by DAS Legal Expenses Insurance Company Limited. All calls may be recorded.

Counselling Helpline

0345 878 5029

Available 24 hours each day, 7 days every week, all year round.

A confidential counselling service for any Insured Person (and their immediate family who permanently live with them) over the telephone, to all aged 18 or over and to 16 and 17 year olds, provided they are in full-time employment, assisting issues such as:

- stress
- relationship
- depression
- bereavement
- family

This service can also help with:

- onward referral to relevant voluntary, self-help groups or professional services
- details of face to face counsellors in the Insured Person's area

Any costs arising from the use of these referral services will not be paid by DAS.

This helpline is provided on Our behalf by DAS Legal Expenses Insurance Company Limited. All calls may be recorded.

Health and Medical Assistance Helpline

0345 878 5031

Health and medical information is provided by a medically qualified person 9am – 5pm, Monday to Friday, excluding public and bank holidays. If the Insured Person calls outside these times, a message will be taken and a return call arranged within the operating hours.

Advice and assistance concerning:

- exercise information
- changing doctors
- giving up smoking
- inoculations
- comprehensive doctor, clinic and treatment facility database
- sports injuries
- nutrition assessment
- complementary health

Bespoke fact sheets can be sent out if requested.

This helpline is provided on Our behalf by DAS Legal Expenses Insurance Company Limited. All calls may be recorded.

In addition to these helplines, DAS offer on Our behalf access to the following services:

DAS Employment Manual

The DAS Employment Manual offers comprehensive, up-to-date guidance on rapidly changing employment law. To view it, please visit www.dasinsurance.co.uk/employment-manual. All the sections of this web-based document can be printed off for Your own use.

If You would like DAS to let You know when the manual is updated in the future, email DAS at employmentmanual@das.co.uk quoting the Insured name and Policy number shown in the Schedule.

DASBusinesslaw

Using www.dasbusinesslaw.co.uk You can create ready-to-sign contracts, agreements and letters in minutes. Developed by solicitors and tailored by You using DAS' smart document builders. You can also buy legal documents from the site, ranging from simple debt recovery letters to employment contracts.

The service also provides useful tools, articles and information on matters such as new legislation, employment issues, property law and taxation all regularly updated by legal experts to help You keep your business one step ahead. To access DASBusinesslaw, You will need to register at www.dasbusinesslaw.co.uk.

When registering, please enter the following code which will provide You with access to a range of free documents: DASBNIG100.

Emergency Glazing & Security Assistance Helpline

0345 072 7110

Available 24 hours each day, 7 days every week, all year round.

Our glass replacement service provides an efficient replacement service for fixed internal and external glass.

In addition, replacement locks or emergency measures are also available.

Provided the Damage is covered by Your Policy, the cost will be settled with Our service providers. If, however, the Policy requires payment of the first amount of any claim, or if You are VAT registered, Our service provider will invoice You direct for this amount.

Note: Using any other repairer will not affect Your right to claim under this Policy.

This helpline is provided on Our behalf by Our approved supplier panel. All calls may be recorded.

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Property Owners Policy

NIG policies are underwritten by Royal and Sun Alliance Insurance Ltd. We will provide the insurance described in this Policy, which consists of individual Sections (subject to the terms, definitions, conditions, clauses and exclusions) for the Period of Insurance. The Policy should be read in conjunction with the Schedule, which confirms the Sections You are covered for.

How to Use Your Policy

Your Policy

Your Policy contains details of the extent of cover available to You, what is excluded from the cover and the conditions on which the Policy is issued.

We wish to provide You with a good standard of service. To help Us achieve this, it is important that You read this Policy carefully. If it does not meet Your requirements, or You have any comment or query about the Policy, please contact Us through Your insurance adviser or at the office which issued Your Policy.

Your Schedule

Your Schedule provides details of the insurance cover provided, the Sections of the Policy which are operative and the levels of cover You have.

Please examine Your Schedule to ensure it meets Your requirements.

Making a Claim

To make a claim, first read the Policy and Schedule and check that You are covered. Then follow the instructions provided under Claims Conditions 2 – Action by You.



You can tell Us about Your claim by visiting our website. You can do this at any time by scanning the QR code on the left-hand side or by visiting **nig.com/claims**.

Alternatively, you can contact Your insurance adviser for a claim form.

If You are dissatisfied with the way in which a claim or any other matter has been dealt with, please refer to Important Information at the back of this policy booklet.

General Definitions

These definitions apply to this Policy. In addition other more specific definitions apply under some of the Policy Sections and are stated in those Policy Sections.

Any word or expression to which a particular meaning has been given in the General Definitions in this Policy or in the Definitions within the Sections of this Policy will have that meaning wherever it appears when commencing with a capital letter in this Policy or the relevant Section respectively.

Bodily Injury

Bodily injury which includes death, disease or illness.

Business

The 'Business' as shown in the Schedule.

Computer System

Any computer, hardware, software, communication system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller, including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back-up facility, owned or operated by You or any other party.

Cyber Act

An unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

Cyber Incident

- a** Any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or
- b** any partial or total disruption to, unavailability of, or failure to access, process, use or operate any Computer System or a series of such related events.

Cyber Loss

Any loss, damage, liability, claim, cost or expense, of whatsoever nature, arising from or connected with any Cyber Act or Cyber Incident including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any Cyber Act or Cyber Incident.

Damage

Accidental loss, destruction or damage.

Data

Information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored, by a Computer System.

Data Processing Media

Any physical property insured by this Policy on which Data can be stored but not the Data itself.

Excess

The first amount of each and every claim for which You will be responsible.

Glass

All fixed external and internal glass (including shelves, showcases and mirrors) forming part of the structure of the Premises excluding any such glass in shop, showroom, or office fronts.

Index Linking

Whenever a Sum Insured is declared to be subject to Index Linking it is adjusted at monthly intervals in line with suitable indices of costs.

At each renewal of the Policy the premium will be based on the adjusted Sums Insured.

Period of Insurance

The period beginning with the Effective Date and ending with the Expiry Date (both stated in the New Business Schedule or latest effective Renewal Schedule as applicable) and any subsequent period for which You will pay and We will agree to accept Your premium.

Policy

This Policy including the Sections and the Schedule, all of which should be read together as one contract.

Premises

The part of the premises at the address or addresses specified in the Schedule belonging to You or for which You are responsible.

Unless otherwise stated the buildings at the Premises are:

- a** built of brick stone or concrete;
- b** roofed with slate tiles concrete asphalt metal or sheets or slabs composed entirely of incombustible mineral ingredients (with the exception of small outbuildings or flat roofs);
- c** as indicated by any plan numbers or letters shown in the Schedule or specification attached thereto referring to a plan of the Premises lodged with or maintained by Us.

Property

Physical property.

Reinstatement Basis

Whenever claims settlement is declared to be on a Reinstatement Basis, the basis upon which the amount payable in respect of the Property insured is to be calculated will be as follows:

- a** the rebuilding or replacement of Property 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 damaged may be carried out in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new.

Special Conditions

- i** Our liability for the repair or restoration of Property damaged in part only will not exceed the amount which would have been payable had such Property been wholly destroyed.
- ii** No payment beyond the amount which would have been payable in the absence of this Policy Definition will be made:
 - a** unless reinstatement commences and proceeds without unreasonable delay;
 - b** until the cost of reinstatement will have been actually incurred;
 - c** if the Property insured at the time of the Damage will be insured by any other insurance effected by You or on Your behalf which is not on the same basis of reinstatement.
- iii** All the terms and conditions of this Policy will apply:
 - a** in respect of any claim payable under the provisions of this Policy Definition except insofar as they are varied hereby;
 - b** where claims are payable as if this Policy Definition had not been incorporated.

Sanitary Ware

Fixed baths, washbasins, pedestals, bidets, shower trays, sinks, lavatory pans and cisterns.

Schedule

The schedule applicable to the Policy.

Shop Front Glass

All fixed external glass forming part of shop, showroom, or office fronts of the Premises.

Sum Insured

The sum insured as stated in the Schedule unless otherwise stated in this Policy.

Vacant or Disused

Buildings or any part thereof that have become unoccupied, untenanted or which have not been actively used for a period of more than 90 consecutive days.

We/Us/Our

Royal and Sun Alliance Insurance Ltd trading as NIG and/or such other authorised insurer as Royal and Sun Alliance Insurance Ltd may contract to underwrite any part of this Policy.

You/Your

The person, persons, Limited Liability Partnerships or Limited or Public Limited Company, shown as the Insured Name in the Schedule and, in respect of Section 6: Employers Liability, the Policyholder stated upon the Certificate of Employers Liability Insurance.

General Conditions

These Conditions apply to this Policy. You must comply with these Conditions. Where additional Conditions apply to a specific Section of this Policy, they are stated under that Section.

A Fair Presentation of the Risk

- a** You have a duty to make to Us a fair presentation of the risk before:
 - i** the inception of this Policy;
 - ii** an alteration made to this Policy, concerning changes in the risk which are relevant to the proposed alteration; and
 - iii** the renewal of this Policy; and
- b** In the event of a breach of such duty, if the breach is:
 - i** deliberate or reckless, We may:
 - a** in relation to an alteration made to this Policy, (despite the references to notice period and the refunding of premiums in General Condition D b) by notice to You at Your last known address treat this Policy as cancelled with effect from the time when the alteration was made and retain any premiums paid;
 - b** in relation to inception or renewal of this Policy, avoid this Policy and refuse all claims and retain any premiums paid;
 - ii** neither deliberate nor reckless and We would not have:
 - a** in relation to an alteration made to this Policy, agreed to the alteration on any terms, We may treat this Policy as if the alteration was never made, but in that event We:
 - i** will return any extra premium paid; or
 - ii** may (where the total premium was reduced as a result of the alteration), reduce proportionately the amount to be paid on a claim arising out of events after the alteration. We will pay on such claim a percentage of what We would otherwise have been liable to pay (whether on the original terms, or as varied), based on the total premium actually charged compared to the original premium charged; or
 - b** entered into this Policy on any terms, We may avoid this Policy and refuse all claims but will return any premiums paid; or

- iii** neither deliberate nor reckless and We:
 - a** would have entered into this Policy or agreed to the alteration made to this Policy, but on different terms (other than terms relating to the premium), this Policy or the alteration (as applicable) will be treated as if it had been entered into on those different terms if We require; and
 - b** In respect of an alteration made to this Policy:
 - i** would have agreed to the alteration, but would have charged an increased premium by more than We did or (in the case of an unchanged premium) would have increased the premium, We may reduce proportionately the amount to be paid on a claim arising out of events after the alteration.

We will pay on such claim a percentage of what We would otherwise have been liable to pay (whether on the original terms, or as varied, or under the different terms provided for by virtue of item **b iii a** above), based on the total premium actually charged compared to the premium that We would have charged;

- ii** (where the total premium was reduced as a result of the alteration), would have agreed to the alteration and We would have increased the premium, would not have reduced the premium, or would have reduced it by less than We did, We may reduce proportionately the amount to be paid on a claim arising out of events after the alteration.

We will pay on such claim a percentage of what We would otherwise have been liable to pay (whether on the original terms, or as varied, or under the different terms provided for by virtue of item **b iii a** above), based on the total premium actually charged compared to the original premium if We would not have changed it, and otherwise the increased or (as the case may be) reduced total premium We would have charged.

- c would have entered into this Policy (whether the terms relating to matters other than the premium would have been the same or different), but would have charged a higher premium, We may reduce proportionately the amount to be paid on a claim.

We will pay on such claim a percentage of what We would otherwise have been liable to pay (making provision for any different terms referred to in item **b iii a** above), based on the premium actually charged compared to the higher premium.

- c We will be entitled to vary the premium and any terms in respect of any ongoing acceptance of cover (where agreed by Us), in relation to a breach of the duty to make to Us a fair presentation of the risk.

B Reasonable Precautions

It is a condition precedent to Our liability that You must:

- a take all reasonable precautions to prevent or minimise loss, destruction, damage, accident or injury;
- b maintain the Premises, machinery, equipment and furnishings in a good state of repair;
- c exercise care in the selection and supervision of Employees; and
- d 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.

C Change of Risk or Interest

- a It is a condition precedent to Our liability that You will immediately notify Us if any alteration be made either in the Business or at the Premises or in any property therein or in any other circumstances whereby the risk is increased other than in accordance with:
 - i Extensions 5 Capital Additions, 11 Non-Invalidation, 38 Inadvertent Omission to Insure, 39 Newly Acquired/Newly Completed, Redeveloped or Refurbished Properties, 42 Third Party Failure to Insure and 46 Privity of Contract under Section 1: The Structure;
 - ii Extensions 9 Third Party Failure to Insure and 10 Privity of Contract under Section 4: Rent Receivable;
 - iii General Condition A;

at any time after the Effective Date (as stated in the Schedule) of the Period of Insurance.

- b This Policy will cease to be in force if:

- i Your interest in the Business ends, other than by death; or
- ii the Business is to be wound up or carried on by a liquidator or receiver or permanently discontinued,

at any time after the Effective Date (as stated in the Schedule) of the Period of Insurance, unless its continuance be agreed by Us.

D Cancellation

a Your Cancellation Rights

- i This Policy may be cancelled by You within 14 days of receipt of this Policy (this is known as the “cooling off” period). If You elect to cancel within this period You must return all documents to Your broker, intermediary or agent, who must return such documentation to Us and We will refund the full amount of premium paid by You. If a claim has been made or an incident advised that could give rise to a claim during the “cooling off” period, Your Policy will be treated by Us as in force and no refund of premium will be made.
- ii If You elect to cancel Your Policy after the “cooling off” period has expired but still during any Period of Insurance, You must give 14 days’ notice in writing to Your broker, intermediary or agent. You will be entitled to a proportionate refund of premium, based on the number of days remaining in the Period of Insurance, unless a claim has been made (or an incident advised that could give rise to a claim) during the Period of Insurance when no refund of premium for the Period of Insurance will be made.
- iii Where You pay by instalments any amount of premium returned under this condition will be reduced by any unpaid premiums or instalments due at the time of cancellation.

b Our Cancellation Rights

- i We may cancel Your Policy (or any Section of it) at any time and in any Period of Insurance by giving a minimum of 14 days’ notice to You in writing at Your last known address.

- ii If We cancel this Policy then You will be entitled to a proportionate refund of premium, based on the number of days remaining in the Period of Insurance, unless a claim has been made (or an incident advised that could give rise to a claim) during the Period of Insurance when no refund of premium will be made.
- iii Where You pay by instalments any amount of premium refunded under this General Condition will be reduced by any unpaid premiums or instalments due at the time of cancellation.

In relation to cancellation in any of the circumstances outlined above, You will immediately return to Us any current Employers' Liability Certificate(s) of Insurance.

The total amount refunded to You will be calculated by Us in accordance with the process set out above. The calculation made by Us will be final and binding.

E Instalments

- a Notwithstanding General Condition D b, where the premium under this Policy is payable by instalments and You fail to pay one or more instalments, We may cancel this Policy by giving 7 days' written notice at Your last known address, and You will immediately return to Us any current Certificate(s) of Employers Liability Insurance.
- b Any amount of premium returned under this General Condition will be reduced by any unpaid premiums or instalments due at the time of cancellation.

The total amount of premium refunded to You will be calculated by Us in accordance with the process set out in General Condition D above. The calculation made by Us will be final and binding.

F Choice of Law

You and We may choose which law will apply to this policy. Unless both parties agree otherwise, English law will apply. We've supplied this policy and other information to You in English and We'll continue to communicate with You in English.

G Unoccupancy

It is a condition precedent to Our liability that within 20 days of the Premises or any part thereof becoming unoccupied, untenanted or not having been actively used:

- a all services are to be turned off at the mains except electricity where needed to maintain any fire or intruder alarm system in operation and the water and heating system drained;

- b the Premises are to be adequately secured against unauthorised entry;
- c at least weekly inspections are to be made of the Premises by You or a responsible person acting on Your behalf; and
- d any accumulations of combustible materials such as junk mail and newspapers are to be removed during each inspection of the Premises.

H 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.

I Interest Clause

The interests of third parties 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.

J Fire Extinguishing Appliances

It is a condition precedent to Our liability that You will ensure that any fire extinguishing appliance kept at the Premises are maintained in efficient working order.

K Changes to Your cover

You must tell Us immediately if there are any changes that may affect Your insurance, such as the following:

- a If the address changes where the Premises is located; or
- b If Your Sums Insured change

We may then reassess Your cover and premium either immediately or at Your next renewal, depending on the information You have provided.

L Sanctions, Prohibitions or Restrictions

We will not be deemed to provide cover and We will not be liable to pay any claim or provide any benefit hereunder 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.

Claims Conditions

These Conditions apply to this Policy. You must comply with these Conditions. Where additional Conditions apply to a specific Section of this Policy, they are stated under that Section.

1 Conditions Precedent

Every condition precedent to which this Policy or any Section or item thereof is, or may be, made subject will, from the time the condition precedent attaches, apply and continue to be in force during the whole currency of this Policy.

2 Action by You

It is a condition precedent to Our liability that You will:

- a** immediately notify Us on the happening of any incident which could result in a claim under this Policy.
- b** immediately notify Us of, and deliver to Us at Your own expense, a claim with such detailed particulars and proofs as may reasonably be required by Us and (if demanded) by Us a statutory declaration of the truth of the claim and any matters connected therewith, within:
 - i** 7 days of the event giving rise to the claim, in the case of loss, destruction or damage, caused by riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or malicious persons;
 - ii** 30 days of the expiry of the Indemnity Period (as defined in Section 4: Rent Receivable, of this Policy) in respect of business interruption claims; or
 - iii** 30 days of the event giving rise to the claim in the case of any other claim, or such further time as We may allow; and

notwithstanding items **b i** to **iii** above, You will immediately forward any claim by a third party or notice of any proceedings or any other correspondence and information received by You relating to such claim on receipt;
- c** give immediate notification to the police in respect of:
 - i** vandalism;
 - ii** theft or any attempt thereat; or
 - iii** loss of money by any cause whatsoever, in relation to this Policy;
- d** make no admission of liability or offer, promise or payment, without Our written consent;
- e** inform Us immediately of any impending prosecution, inquest or fatal accident enquiry or civil proceedings and send to Us immediately every relevant document;

- f** take all reasonable action to minimise any interruption or interference with the Business;
- g** produce to Us such books of account or other business books or documents or such other proofs, as may reasonably be required by Us for investigating or verifying the claim; and
- h** in respect of Damage to the property insured under Policy Extension 1: Equipment Breakdown discontinue use of any damaged property unless We authorise otherwise until such property has been repaired to Our satisfaction. Any damaged parts that are replaced will be kept for inspection by Us.

3 Our Rights

We will be entitled:

- a** on the happening of any loss, destruction or damage in respect of which a claim is made under this Policy, and without thereby incurring any liability or diminishing any of Our rights under this policy to enter take and keep possession of any building where destruction or damage has occurred and to take possession of, or require to be delivered to Us any property insured by this Policy and deal with such property for all reasonable purposes and in a reasonable manner;
- b** at Our discretion to take over and conduct in Your name the defence or settlement of any claim and to prosecute at Our expense and for Our own benefit any claim for indemnity or damages against any other persons in respect of any event insured by this Policy and You will give all information and assistance required;
- c** to any property for the loss of which a claim is paid hereunder and You will execute all such assignments and assurances of such property as may be reasonably required but You will not be entitled to abandon any property to Us;
- d** in the event of any Contingency (as defined in Section 3 Public Liability and Section 6 Employers Liability of this Policy) resulting in any claim(s) under Sections 3 and 6 to pay to You the amount of the Indemnity Limit for such Contingency (less any sums already paid as damages in respect of such Contingency and in respect of Section 6 less costs and expenses incurred before the date of payment) or any lesser amount for which the claim(s) can be settled after which We will have no further responsibility in connection with such claim(s) except in respect of Section 3 for costs and expenses incurred before the date of payment; and

- e in the case of death of the Person Insured by Section 7 to have a post-mortem examination at Our own expense.

4 Fraudulent Claims

In the event of any claim under the Policy being submitted which in any respect is intentionally exaggerated or fraudulent or if any fraudulent means or devices are used by You or anyone acting on Your behalf to obtain benefit under this Policy, We:

- a will not be liable to pay the claim;
- b may recover from You any sums paid by Us to You in respect of the claim; and
- c may (despite the references to notice period and the refunding of premiums in General Condition D b) by notice to You at Your last known address treat this Policy as having been cancelled with effect from the time of the fraudulent act and may:
 - i refuse all liability to You under this Policy in respect of any event that gives rise to Our liability occurring after the time of the fraudulent act; and
 - ii retain any premiums paid under this Policy.

5 Subrogation

We will be subrogated to Your rights of recovery against any third party. Accordingly, it is a condition precedent to Our liability that any claimant under this Policy will, at Our request and expense, take and permit to be taken all necessary steps for Us to enforce any rights against any other party in Your name before or after any payment is made by Us.

6 Other Insurances

Unless otherwise stated in this Policy:

- a if at the event of any Contingency (as defined in Section 3: Public Liability, Section 6: Employers Liability, of this Policy respectively), incident, loss, destruction or damage, which gives rise to a claim, there is any other insurance effected by or on Your behalf applicable to such Contingency, incident, loss, destruction or damage, Our liability will be limited to its rateable proportion thereof; and
- b if any other such insurance is subject to any provision whereby it is excluded from ranking concurrently with this Policy, whether in whole or in part or from contributing rateably, then Our liability hereunder will be limited to any excess beyond the amount which would have been payable under such other insurance had this Policy not been effected.

7 Arbitration

If any differences arise as to the amount to be paid under this Policy (liability being otherwise admitted) such difference will be referred to an arbitrator in England who will decide the matter in dispute according to English law and will be appointed by the parties in accordance with the relevant English statutory provisions for the time being in force. Where any difference is to be referred to arbitration under this Condition, the making of an Award will be a condition precedent of any right of action against Us.

8 Excesses

If We agree to indemnify You under more than one of Sections 1, 2 and 5 of this Policy as a result of the happening of a single event and if an Excess applies under more than one of these Sections then only one Excess being the highest of those which would have applied separately under each Section will be deducted from the total claim payment.

General Exclusions

These General Exclusions set out what is not covered under this Policy (other than in respect of Section 9: Terrorism, of this Policy). Where additional exclusions apply to a specific Section of this policy, they are set out in that Section.

This Policy does not cover:

1 War, Government Action and Terrorism

- a loss, destruction or damage, to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any other costs directly or indirectly caused by or contributed to by or arising from:
 - i War, Government Action or Terrorism (or any action taken in controlling, preventing, suppressing or in any way relating to Terrorism); or
 - ii civil commotion in Northern Ireland,

except:

- a where directly or indirectly caused by or contributed to by or arising from the detonation of munitions of war, or parts thereof, within one mile of the property insured by this Policy, provided that the presence of such munitions does not result from a state of war current at the time of loss, destruction or damage.

This exception shall not apply to:

- i property insured which is outside the United Kingdom, the Channel Islands or the Isle of Man; or
- ii Policy Extension 1: Equipment Breakdown, of this Policy; and

- b to the extent stated in Section 9: Terrorism, of this Policy, where insured;

- b legal liability of whatsoever nature or any costs or expenses whatsoever directly or indirectly caused by or contributed to by or arising from:

- i War, Government Action or Terrorism (or any action taken in controlling, preventing, suppressing or in any way relating to Terrorism); or
- ii civil commotion in Northern Ireland,

except to the extent stated in the Terrorism Liability Provisions relating to this General Exclusion as set out below.

For the purpose of this General Exclusion:

War means 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 means martial law, confiscation, nationalisation, requisition or destruction of or damage to 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 means any act or acts of any person or persons acting on behalf of, or in connection with, any organisation which carries out activities directed towards the overthrowing or influencing, by force or violence and/or the threat thereof, of HM Government in the United Kingdom or any other government de jure or de facto.

In any action suit or other proceedings where We allege that by reason of this General Exclusion as far as it relates to Terrorism any loss, destruction or damage or resulting loss or expense or other costs either directly or indirectly caused by or contributed to by or arising from such event is not covered by this insurance the burden of proving that such loss, destruction, damage, expense or costs is covered will be Your responsibility.

Terrorism Liability Provisions

Subject otherwise to the terms definitions conditions clauses and exclusions of this Policy, in respect of legal liability:

- i caused by or contributed to by or arising from an act or acts of Terrorism (as defined above but excluding any act or acts consisting solely of the threat of force or violence); and
- ii such act or acts occurring in England, Scotland or Wales but not in the territorial sea adjacent thereto as defined by the Territorial Sea Act 1987,

We will indemnify You:

- 1 under Section 6: Employers Liability, where insured, provided that in respect of any one event or all events of a series consequent on one original cause Our liability in respect of all legal liability costs and expenses directly or indirectly caused by or contributed to by or arising from such act or acts of Terrorism will not exceed £5,000,000;
- 2 under Section 3: Public Liability, where insured, against legal liability costs and expenses directly or indirectly caused by or contributed to by or arising from such act or acts of Terrorism provided that Our liability for all compensation (excluding costs) will not exceed:

- a** in respect of any one event or all events of a series consequent on one original cause £2,000,000 or the amount of the Indemnity Limit stated in the Schedule whichever is the lower; and
- b** in respect of all Pollution or Contamination (as defined in Section 3 of this Policy) consequent upon such act or acts of Terrorism and which is deemed to have occurred during any one Period of Insurance £2,000,000 in the aggregate or the amount of the Indemnity Limit stated in the Schedule whichever is the lower.

2 Sonic Bangs

loss, destruction or damage caused by pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds.

3 Radioactive Contamination

loss, destruction or damage, to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any other costs directly or indirectly caused by such loss, destruction or damage, or any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from:

- a** ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel; or
- b** the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.

NOTE: As far as this General Exclusion concerns Bodily Injury (as defined in the relevant Sections of this Policy) caused to any Employee, if such Bodily Injury arises out of and in the course of employment or engagement of such person by You, this General Exclusion will apply only in respect of:

- i** the liability of any principal; or
- ii** liability assumed by You under agreement and which would not have attached in the absence of such agreement.

4 Pollution or Contamination

loss, destruction or damage, caused by pollution or contamination, except (unless otherwise excluded) destruction of or damage to the property insured caused by:

- a** pollution or contamination which itself results from a Defined Contingency;

- b** a Defined Contingency which itself results from pollution or contamination; or
- c** a Hazardous Substance (as defined in Policy Extension 1: Equipment Breakdown) causing Damage to Covered Equipment as defined and insured thereunder.

This Exclusion will not apply to Section 3: Public Liability and Section 6: Employers Liability, of this Policy.

NOTE: Defined Contingencies

For the purposes of this General Exclusion, Defined Contingencies are:

fire, lightning, explosion, earthquake, 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, storm, flood, escape of water or oil from any tank apparatus or pipe, sprinkler leakage, theft or impact by any vehicle or animal.

5 Date Recognition

any claim which arises directly or indirectly from or consists of the failure or inability of any:

- a** electronic circuit, microchip, integrated circuit, microprocessor, embedded system, hardware, software, firmware, program, computer, data processing equipment, telecommunication equipment or systems, or any similar device; or
- b** media or systems used in connection with anything referred to in **a** above,

whether or not Your property, at any time to achieve any or all of the purposes and consequential effects intended by the use of any number, symbol or word to denote a date and this includes without any limitation the failure or inability to recognise, capture, save, retain or restore and/or correctly to manipulate, interpret, transmit, return, calculate or process any date, data, information, command, logic or instruction as a result of:

- i** recognising, using or adopting any date, day of the week or period of time, otherwise than as, or other than, the true or correct date, day of the week or period of time; or
- ii** the operation of any command or logic which has been programmed or incorporated into anything referred to in **a** and **b** above.

In respect of Section 1: The Structure, Section 2: Landlords Contents and Section 4: Rent Receivable, this Exclusion will not exclude subsequent Damage not otherwise excluded which itself results from fire, lightning,

explosion, aircraft or other aerial devices or articles dropped from them, 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.

NOTE: General Exclusion 5 will not apply to Section 6: Employers Liability.

6 Cyber

- a** Cyber Loss; or
- b** loss, damage, liability, claim, cost, expense of whatsoever nature, arising from or connected with any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data, including any amount pertaining to the value of such Data.

Provided that:

- a** the exclusion at item **a** above will not apply to:
 - i** any Damage to property insured and resulting business interruption, where insured by this Policy and which is not otherwise excluded under this Policy, which results from fire, lightning, explosion, earthquake, aircraft or other aerial devices or articles dropped therefrom, riot, civil commotion, strikes, locked out workers, persons taking part in labour disturbances, the acts of 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 from any tank or apparatus or pipe, leakage of fuel from any fixed oil heating installation, leakage of beverages from storage containers, pipes and apparatus, sprinkler leakage or impact by any vehicle or animal; or
 - ii** any liability not otherwise excluded under Section 3: Public Liability of this Policy, where insured, for ensuing Bodily Injury or Damage to Property, which results from a Cyber Incident unless that Cyber Incident is arising from or connected with a Cyber Act; and
- b** the exclusion at item **b** above will not apply where Data Processing Media owned or operated by You suffers physical loss or physical damage. In no event will cover under this Policy exceed the cost of repairing or replacing the Data Processing Media itself plus the costs of copying the Data from back-up or from originals of a previous generation. These costs will not include research and engineering nor any costs of recreating, gathering or assembling the Data.

If such media is not repaired, replaced or restored the basis of valuation will be no higher than the cost of the blank Data Processing Media. However, this Policy excludes any amount pertaining to the value of such Data, to You or any other party, even if such Data cannot be recreated, gathered or assembled.

We will not indemnify You for any action taken in controlling, preventing, suppressing or remediating a Cyber Incident or a Cyber Act.

This General Exclusion will not apply to Section 6: Employers Liability and Policy Extension 1: Equipment Breakdown, of this Policy.

7 Infectious or Contagious Disease

- a** loss, destruction or damage, to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom; or
- b** any other losses, costs or expenses whatsoever; or
- c** any legal liability of whatsoever nature,

directly or indirectly caused by or contributed to by or in any way arising from infectious or contagious disease and/or the fear or threat (actual or perceived) of infectious or contagious disease.

In this General Exclusion, the expression “infectious or contagious disease” shall mean any such disease whatsoever without limitation based upon its nature or characteristics (including, without limitation, the nature of any infective agent, any means of infection or transmission and/or any effects of the disease).

This General Exclusion shall not apply to:

- i** items **i a-c** of sub-paragraph **b** Disease, Vermin, Defective Sanitary Arrangements, Murder and Suicide in Extension 7 Contingency Rent Extensions for Landlords Protection, under Section 4: Rent Receivable; and
- ii** Section 3: Public Liability, Section 6: Employers Liability, Section 7: Personal Accident and Section 8: Commercial Legal Expenses,

of this Policy.

Section 1: The Structure

Definitions

Buildings

Structures at the Premises including landlords fixtures and fittings swimming pools, tennis courts, walls, gates, fences, patios, terraces, drives, yards, car parks, car ports, roads, pavements and associated underground pipes and cables belonging to You or for which You are responsible. Buildings also include shop fronts and all fixed glass therein blinds and fittings thereon and internal decorations on ceilings and walls for which You are responsible as owner of the Premises.

Contingencies

- 1 **a Fire** but excluding Damage caused by:
 - i explosion resulting from fire;
 - ii earthquake or subterranean fire;
 - iii **a** its own spontaneous fermentation or heating; or
b it undergoing any heating process or any process involving the application of heat; or
- b Lightning.**
- 2 **Explosion**
 - a** of boilers or of gas, used for domestic purposes only but excluding Damage caused by earthquake or subterranean fire; or
 - b** otherwise but excluding Damage caused by or consisting of the bursting by steam pressure, of a boiler, economiser or other vessel, machine or apparatus, in which internal pressure is due to steam only and belonging to or under Your control.
- 3 **Aircraft** or other aerial devices, or articles dropped therefrom.
- 4 **Earthquake, Subterranean Fire.**
- 5 **Riot, civil commotion**, strikers, locked out workers, persons taking part in labour disturbances or malicious persons acting on behalf of or in connection with any political organisation, excluding Damage:
 - a** caused by cessation of work; or
 - b** due to confiscation, requisition or destruction, by or by order of the government or any public authority.
- 6 **Malicious Persons** or vandals, excluding Damage:
 - a** caused by such malicious persons or vandals, acting on behalf of or in connection with any political organisation;
 - b** caused by cessation of work;
 - c** due to confiscation, requisition or destruction by or by order of the government or any public authority;
- d** caused by Theft as defined in Contingency 7;
- e** when the Premises are Vacant or Disused;
- f** in respect of property in the open unless agreed otherwise by Us;
- g** in respect of property in any structure which is incapable of being locked; or
- h** caused by Your Employees, tenants or any other persons lawfully in Your premises.
- 7 **Theft or any attempt thereat**, excluding Damage:
 - i** in respect of property in the open unless agreed otherwise by Us;
 - ii** when the Premises are Vacant or Disused;
 - iii** which You are able to recover from another source or which is more specifically insured; or
 - iv** caused by Your Employees tenants or any other persons lawfully in Your premises.
- 8 **Storm, Tempest**, excluding Damage:
 - a** caused by the escape of water from the normal confines of any natural or artificial water course, lake, reservoir, canal or dam;
 - b** caused by inundation from the sea whether resulting from storm or otherwise;
 - c** caused by frost, subsidence, ground heave or landslip;
 - d** attributable solely to change in the water table level; or
 - e** to walls (not forming part of the structure), fences, gates or moveable property in the open or in open sided structures, unless there is Damage to structural parts of the Buildings at the same time.
- 9 **Flood** excluding Damage:
 - a** caused by storm or tempest;
 - b** caused by escape of water from any tank, apparatus or pipe;
 - c** caused by frost, subsidence, ground heave or landslip;
 - d** attributable solely to change in the water table level; or
 - e** to walls (not forming part of the structure), fences, gates or moveable property in the open or in open sided structures, unless there is Damage to structural parts of the Buildings at the same time.

10 Escape of Water from any tank, apparatus or pipe or escape of oil from any oil-fired heating installation, excluding Damage:

- a caused by water discharged or leaking, from any automatic sprinkler installations;
- b when the Premises are Vacant or Disused; or
- c from any portable oil-fired heating installation.

11 Leakage of beverages from storage containers, pipes and apparatus but excluding Damage to any portion of the Building which is Vacant or Disused.

12 Impact by:

- a falling trees or boughs, excluding Damage caused by lopping, pruning or felling;
- b collapse or breakage of television or radio receiving aerials or satellite dishes; or
- c vehicles or animals.

13 Accidental Discharge or Leakage of Automatic Sprinkler Installations, excluding

Damage caused by or attributable to:

- a heat caused by fire;
- b freezing when the Premises are Vacant or Disused;
- c repairs, alterations or extensions to the structures and/or sprinkler installations; or
- d defects in construction or condition, of which You are aware.

14 Subsidence, Ground Heave or Landslip

Subsidence or ground heave, of any part of the site on which the Premises stand or landslip, but excluding:

- a Damage to yards, car parks, roads, pavements, swimming pools, walls, gates and fences, unless also affecting a structure insured hereby;
- b Damage caused by or consisting of:
 - i the normal bedding down or settlement of new structures;
 - ii the settlement or movement of made-up ground;
 - iii coastal or river erosion;
 - iv defective design or workmanship or the use of defective materials; or
 - v fire, subterranean fire, explosion, earthquake or the escape of water from any tank, apparatus or pipe;
- c Damage which commenced prior to the Effective Date (as stated in the Schedule); or
- d Damage resulting from:

- i demolition, construction, structural alteration or repair of any property; or
- ii groundworks or excavation, at the same Premises.

15 Any Accidental Cause excluding:

a Damage:

- i caused by or specifically excluded in the Contingencies 1–14; or
- ii caused by theft or any attempt thereat, not involving:
 - a entry to or exit from structures, at the Premises by forcible and violent means; or
 - b violence or threat of violence, to You or any director or any partner or Employee of Yours, or their families;

b Damage to the Property insured caused by or consisting of:

- i inherent vice, latent defect, gradual deterioration, wear and tear, frost, change in water table level, its own faulty or defective design or materials; or
- ii faulty or defective workmanship, operational error or omission, on the part of You or any of Your Employees,

but this will not exclude subsequent Damage which results from a cause not otherwise excluded by this Policy;

c Damage caused by or consisting of:

- i corrosion, rust, wet or dry rot, shrinkage, evaporation, leakage, loss of weight, dampness, contamination, fermentation, dryness, marring, scratching, vermin or insects; or
- ii change in temperature, colour, flavour, texture or finish, or action of light,

Damage consisting of:

- iii 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; or
- iv mechanical or electrical breakdown or derangement, in respect of the particular machines, apparatus or equipment, in which such breakdown or derangement originates,

but this will not exclude:

- i such Damage not otherwise excluded by this Policy which itself results from any other Damage not otherwise excluded by this Policy; or

- ii subsequent Damage which itself results from a cause not otherwise excluded by this Policy (unless more specifically insured);
- d Damage caused by or consisting of:
 - i subsidence, ground heave or landslide;
 - ii normal settlement or bedding down of new structures;
 - iii acts of fraud or dishonesty;
 - iv disappearance, unexplained or inventory shortage, misfiling or misplacing of information; or
 - v electrical or magnetic injury, disturbance or erasure, of electronic records;
- e destruction of or damage to a building or structure, caused by its own collapse or cracking;
- f Damage in respect of movable property in the open or in open-sided structures, walls (not forming part of the structure), fences and gates, caused by wind, rain, hail, sleet, snow or dust;
- g Damage to the Property insured:
 - i caused by fire resulting from its undergoing any heating process or any process involving the application of heat; or
 - ii (other than by fire or explosion) resulting from its undergoing any process of production, packing, treatment, testing, commissioning, servicing, adjustment or repair;
- h Damage:
 - i caused by freezing; or
 - ii to Glass, Sanitary Ware or Shop Front Glass, in respect of any building which is Vacant or Disused;
- i Damage in respect of:
 - i jewellery, precious stones, precious metals, bullion or furs;
 - ii property in transit;
 - iii money, cheques, stamps, bonds, credit cards or securities of any description; or
 - iv Glass, Sanitary Ware or Shop Front Glass:
 - a due to repairs or alterations, being carried out at the Premises;
 - b during installation or removal, of such Glass, Sanitary Ware or Shop Front Glass; or
 - c which was broken or cracked prior to the Effective Date (as stated in the Schedule);
- j Damage in respect of:
 - i vehicles licensed for road use (including accessories thereon), caravans, trailers, railway locomotives, rolling stock, watercraft or aircraft;
 - ii property or structures in the course of construction or erection and materials or supplies in connection with all such property in course of construction or erection;
 - iii land, roads, piers, jetties, bridges, culverts or excavations; or
 - iv livestock, growing crops or trees, unless specifically mentioned as insured by this Section; or
- k Damage occasioned by delay, embargo, nationalisation, confiscation, requisition, seizure or destruction, by or by order of the government or any public authority.

Cover

In the event of Damage at the Premises to any Property insured in connection with the Business occurring during the Period of Insurance and caused by any of the Contingencies (where stated in the Schedule), We will pay to You the value of such Property insured or the amount of the Damage at the time of such Damage or, at Our own option, reinstate or replace such property.

Provided that:

- a Our liability under this Section in total for all claims or series of claims, arising out of any one original cause, will not exceed the Sum Insured for each item (or any other stated limit of liability); and
- b unless otherwise stated, the Sum Insured (or any other stated limit of liability) applies in the aggregate to property collectively described by each item under this Section.

Extensions

The insurance provided by this Section is extended to include the following:

1 Underground Services

Damage for which You are legally liable, by any of the Contingencies 1–15 inclusive (whether operative or otherwise under this Section) 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 the public supply lines, mains and sewers.

2 Ground Rent

Up to 2 years ground rent if the Premises are rendered temporarily uninhabitable but only during the period necessary for reinstatement and up to a maximum of 10% of the Buildings Sum Insured.

3 Public Authorities

The cost of reinstatement of any Damage to the Property insured and portions thereof not subject to Damage (other than foundations), incurred solely by reason of the necessity to comply with legislation and regulations under Acts of Parliament or local authority bye-laws, provided that:

- a You receive a notice from the relevant body to comply after the Damage occurs;
- b the work of reinstatement is completed within 12 months of the date of the Damage or within such further time as We may allow; and
- c the total amount payable under this Extension and this Section, for any item, will not exceed:
 - i in respect of the property subject to Damage, its Sum Insured; and
 - ii in respect of portions of the property not subject to Damage, 15% of the total amount for which We would have been liable had the property been wholly destroyed,

subject to the total amount payable in respect of i and ii above under this Extension and this Section, in total for all claims or series of claims, arising out of any one original cause, for any item, not exceeding its Sum Insured.

4 Fees

Architects, Surveyors, Legal and Consulting Engineers Fees necessarily and reasonably incurred in the reinstatement or repair of the Property insured consequent upon its Damage, which will only include the reasonable fees of managing agents incurred with Our consent when:

- a they are in respect of work of benefit to Us;
- b they relate to work which is necessary for repair or reinstatement of Buildings; and
- c they have been agreed with Us in advance,

but will not include fees which are incurred as part of the managing agents general administrative duties or in the preparation or administration of any claim.

5 Capital Additions

- a any newly acquired and/or newly erected Buildings or Buildings in course of erection (excluding any

property for which a building contractor is responsible) insofar as the same are not otherwise insured; and

- b alterations, additions and improvements to Buildings but not in respect of any appreciation in value,

anywhere in the United Kingdom the Channel Islands or the Isle of Man.

Provided that:

- i at any one situation this cover will not exceed 20% of the Buildings Sum Insured or £2,000,000 whichever is the less;
- ii You undertake to give particulars of such extension of cover as soon as practicable and to pay any additional premium required; and
- iii following payment of such additional premium the provisions of this Extension are fully reinstated.

6 Removal of Debris

Costs and expenses necessarily incurred by You with Our consent in:

- a removing debris from the site of the Premises and the area immediately adjacent;
- b dismantling and/or demolishing; or
- c shoring up or propping;

of the portion or portions of the Property sustaining Damage by any of the Contingencies.

We will not pay for any costs or expenses:

- i incurred in removing debris except from the site of such Property sustaining Damage and the area immediately adjacent to such site; or
- ii arising from pollution or contamination of Property not insured by this Section.

7 Damage by Emergency Services

The cost of restoring any Damage caused to gardens by the Emergency Services in attending the Premises as a result of the operation of any Contingency insured under this Section up to a maximum of £50,000 any one claim.

8 Contracting Purchasers Interest

If at the time of Damage You have contracted to sell Your interest in any Buildings hereby insured and the purchase is subsequently completed, the purchaser, on completion of the purchase, will be entitled to benefit under this Policy in respect of such Damage (if and so far as the property is not otherwise insured against such Damage by You or on Your behalf) without prejudice to the rights and liabilities of You or Us until completion.

9 Trace and Access

In the event of Damage by Contingencies 10 or 11 the insurance by this Section extends to include costs necessarily and reasonably incurred in locating the source of the Damage to effect repairs and the costs of making good up to a limit of £50,000 in respect of any one claim.

10 Subrogation Waiver

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

- a** any Company standing in the relation of Parent to Subsidiary (or Subsidiary to Parent) to You as defined in the Companies Act current at the time of Damage;
- b** 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 Act current at the time of the Damage;
- c** any tenant or lessee of the Buildings insured provided that Damage has not been caused by the criminal fraudulent or malicious act of the tenant or lessee;
- d** a property manager in respect of Damage to the Buildings, but only if requested to do so by You after a claim under the Policy and the Damage does not arise out of a fraudulent or criminal act.

11 Non-Invalidation

This insurance will not be invalidated by any act or omission or by any alteration whereby the risk of Damage is increased unknown to You or beyond Your control provided that You immediately give notice to Us as soon as You become aware of the above and pay an additional premium if required.

12 Workmen

Workmen are allowed on the Premises for the purpose of making minor structural and other alterations from time to time without prejudice to this insurance.

13 Mortgage

The act or neglect of any mortgagor, leaseholder, lessee or occupier of any Building insured by this Policy whereby the risk is increased without the authority or knowledge of any mortgagee, freeholder or lessor will not prejudice the interest of the latter parties in this insurance provided they notify Us immediately on becoming aware of such increased risk and pay an additional premium if required.

14 Clearing of Drains

Expenses necessarily incurred in clearing, cleaning and/or repairing drains, gutters, sewers and the like in

consequence of Damage caused by any of the Contingencies insured occurring at the Premises belonging to You or for which You are responsible.

15 Extinguishment and Alarm Resetting Expenses

Costs incurred by You following Damage with Our consent in:

- a** refilling fire extinguishing appliances;
- b** recharging gas flooding systems;
- c** replacing used sprinkler heads;
- d** refilling sprinkler tanks where costs are metered; and/or
- e** resetting fire and intruder alarms and closed-circuit television equipment.

16 Additional Sprinkler Upgrade Costs

Costs incurred with Our consent to upgrade an automatic sprinkler installation in order to comply with current Loss Prevention Council (LPC) rules following Damage providing the installation conformed to LPC rules at the time of installation and the system has a complete service record up to the time of the Damage, Our liability under this Extension will not exceed £25,000.

17 Metered Water and Heating Oil

Cost of metered water and heating oil following Damage provided that Our liability under this Extension will not exceed £25,000 in respect of any one claim.

18 Unauthorised Use of Electricity Gas or Water

The cost of metered electricity, gas or water for which You are legally responsible arising from its unauthorised use by persons taking possession or occupying Your Premises without Your consent provided that Our liability in respect of this Extension will not exceed £25,000 for any one claim and You will take all practical steps to terminate such unauthorised use immediately You become aware of it.

19 Alternative Accommodation Costs

Costs reasonably and necessarily incurred with Our consent in respect of alternative accommodation whilst the residential Building or residential portion of the Building is uninhabitable following Damage resulting from an insured Contingency provided that the maximum period during which payment will be made under this Extension will not exceed 36 months from the date of the Damage and Our liability will not exceed 20% of the Sum Insured applicable to the residential Building or residential portion of the Building that has been damaged.

20 Fly Tipping

Costs reasonably and necessarily incurred with Our consent in respect of the clearing and removal of any property illegally deposited in or around the Premises.

Provided that Our liability in respect of this Extension will not exceed £25,000 for any one claim.

21 Removal of Nests

Costs reasonably and necessarily incurred with Our consent in respect of removing bees, wasps and hornets nests from the Premises.

Provided that Our liability in respect of this Extension will not exceed £2,500 for any one claim.

22 Contractors Interest

Where You are required to effect insurance on the Property in the joint names of Yourself and the contractor under the terms of a condition in the contract between You and the contractor then the interest of the contractor in the Property as a joint insured is hereby noted provided You will advise Us of details of any single contract valued in excess of £100,000 excluding VAT or 10% of the Sum Insured on the property insured, whichever is the less, and pay any additional premium We may require.

23 Further Investigation Expenses

Where a Property has suffered Damage and in the opinion of a competent construction professional there is a reasonable possibility of other Damage to portions of the same Property which is not immediately apparent, We will pay the reasonable costs incurred by You with Our prior consent in establishing whether or not such Damage has occurred.

We will pay the reasonable costs incurred by You in establishing whether or not other Property in the vicinity owned or leased by You or for which You are responsible have suffered Damage in the same incident as that causing Damage to the Property but only if such Property is subsequently found to have suffered such Damage for which We are liable.

24 Removal of Tenants Debris

Costs necessarily and reasonably incurred by You following Damage in respect of the removal of tenants debris subject to such costs being agreed with Our consent and not otherwise recoverable by You subject to Our liability not exceeding £25,000 for any one claim.

25 Temporary Removal

Any parts of the Buildings temporarily removed for cleaning renovation or repair or display or similar purposes but only to the extent that they are not otherwise insured.

26 Loss of or Duplication of Keys

The reasonable cost of replacement locks and keys in respect of doors and windows for which You are responsible and which are necessary to maintain the security of the Property:

- a following the accidental loss of Keys; or
- b where there is reasonable evidence that such Keys have been copied by an unauthorised person;

subject to Our liability not exceeding £15,000 any one claim.

For the purpose of this Extension the definition of Keys is:

Any device used to open a lock including but not restricted to any electronic device key card or remote control transmitter.

27 Theft and Malicious Damage by Tenants

In the event of Damage by Contingencies 6 and 7 the insurance by this Section extends to include Damage by tenants and other persons lawfully on Your Premises, which cannot be recovered from any security deposit lodged by the tenant, up to a maximum amount of £10,000 any one claim.

This Extension will not include any Damage as a result of the illegal cultivation of drugs at the Premises.

28 Emergency Access

We will indemnify You for the costs incurred following Damage to the Buildings caused by the Police or persons acting under their control in gaining access to the Buildings as a result of concern for the welfare of the tenant(s) or to combat Damage caused by an insured Contingency to the Premises subject to an aggregate maximum of £5,000 in any one Period of Insurance.

This Extension will not include any criminal investigation or as a result of unlawful activities at the Premises.

29 Archaeological Discoveries

We will pay reasonable costs necessarily incurred following Damage as a direct result of Your compliance with statutory obligations following the discovery of archaeological finds during site excavation.

Provided always that:

- a Our liability will not exceed £50,000 any one occurrence; and
- b You do not have any pre-existing knowledge of the presence of archaeological remains prior to commencement of works.

30 Obsolete Building Materials

Costs reasonably and necessarily incurred with Our consent due to the additional cost incurred to repair Damage to materials which given consideration to the knowledge at the time of installation, construction or fitting were deemed fit for purpose but at the date of loss are no longer deemed fit for purpose and will be replaced with alternative materials currently considered appropriate for purpose.

31 Reinstatement to Match

Costs reasonably and necessarily incurred with Our consent of replacement or modification of undamaged parts of the Buildings that form part of a suite, common design or function where the Damage is restricted to a clearly identifiable area or to a specific part. Provided always that Our liability will in no case exceed the amount stated in the Schedule any one occurrence or the amount that would have been payable had the suite, common design or function been wholly destroyed whichever is the lesser.

32 Illegal Cultivation of Drugs

a the costs reasonably and necessarily incurred with Our consent in the event of any Damage resulting from the illegal cultivation of drugs in Your Premises by Your tenant.

It is a condition precedent to Our liability that You or a responsible person acting on Your behalf have:

i carried out internal and external surveys of the premises at least every 3 months and maintained a written log of inspections;

ii obtained satisfactory written references for the tenant from:

a a previous managing agent or landlord; or

b an employer;

prior to the letting proceeding; and

iii collected at least one payment from the tenants, bank account.

b the costs incurred following Damage to the Buildings caused by the police or persons acting under their control in gaining access to the Buildings as a result of the actual or suspected illegal cultivation of drugs subject to an aggregate maximum of £5,000 in any one Period of Insurance.

33 Involuntary Betterment

In the event that new property of the like, kind and quality is not obtainable following Damage, property which is as similar as possible to that which has sustained Damage

and which is capable of performing the same function will be deemed to be new property of the like, kind and quality and will not be considered to be betterment.

In the event of replacement with new property We will pay the cost of purchasing and installing technologically current equipment which is necessitated by incompatibility between:

- a** new equipment installed to replace equipment which has sustained Damage; and
- b** undamaged existing equipment at the same or an independent location.

Provided always that such substitution of materials is with Our prior written consent.

34 Gardening Equipment

Costs reasonably and necessarily incurred with Our consent in respect of Damage to gardening equipment owned by You and used in connection with the Business at the Premises. The maximum We will pay in respect of any one claim is £10,000.

35 Tree Felling or Lopping

We will pay reasonable costs and expenses necessarily incurred in felling, lopping and removing trees for which You are legally responsible and which are an immediate threat to the safety of life or property. Provided always that We will not be liable:

- a** for legal or local authority costs involved in removing trees;
- b** for costs incurred solely to comply with a Preservation Order;
- c** for the costs incurred in respect of routine maintenance.

Our liability will not exceed £2,500 any one occurrence and in all in any one Period of Insurance.

36 Removal of Vermin

We will pay the reasonable costs incurred by You where You are required by a local authority or similar body to have vermin removed from any Buildings insured by this Policy.

37 Seventy Two Hours Clause

In respect of Contingencies 8, 9 and 10, where insured by this Section, Damage occurring continuously or intermittently during any period of 72 hours will be deemed to constitute one claim under this Section for the purpose of the payment of any Excess for which We shall not be liable.

38 Inadvertent Omission to Insure

For the purposes of this Extension, sub-paragraph **a** of General Condition C (Change of Risk or Interest) of this Policy does not apply.

You having notified Us of Your intention to insure all property in which You have an interest, under this Section, from the Effective Date (as stated in the Schedule) of the Period of Insurance and it being Your belief that all such property is insured under this Section then if thereafter it is found that You inadvertently omitted to insure any property in which You have an interest (whether at the Premises or at other premises in the occupation of the Insured within the United Kingdom, Channel Islands or Isle of Man) during the Period of Insurance, then We will deem such property to be insured under this Section subject to the payment of an additional premium required by Us on all such property from the Effective Date (as stated in the Schedule) of the Period of Insurance or from the start date of Your interest in such property during the Period of Insurance if it was purchased after the Effective Date.

Provided that:

- a** You carry out an annual check to ensure that effective insurance is in place for all property in which You have an interest;
- b** You undertake to advise Us immediately an omission is discovered;
- c** in respect of any buildings:
 - i** purchased for refurbishment or redevelopment, then Reinstatement Basis of Settlement will not apply; and
 - ii** due for demolition, Our liability will be limited to the costs associated with clearing and securing the buildings;
- d** this Extension will not apply in addition to any cover provided by Extension 5 of this Section or in respect of any appreciation in value;
- e** the value of the property which has been inadvertently omitted will for the purpose of Reinstatement Basis, be added to the Sum Insured on the Item to which the property relates; and
- f** the maximum liability under this Extension will not exceed £500,000 in the aggregate during any one Period of Insurance.

39 Newly Acquired/Newly Completed Redeveloped or Refurbished Properties

This insurance is extended to include cover:

- a** from the date of exchange of contracts for Premises newly acquired by You; or

- b** from the date of practical completion for Premises previously insured under a construction policy within Great Britain, Northern Ireland, the Channel Islands and the Isle of Man, to the extent that Your interest is not protected by any other more specific insurance.

Provided that:

- i** as soon as reasonably practicable You will notify Us in writing of each premises and arrange specific cover with Us;
- ii** the cover under this Extension will operate for a maximum period of 30 days from the date set out in **a** or **b** above, as applicable;
- iii** this insurance will not apply in respect of any cause or cover otherwise excluded from this Section of the Policy;
- iv** Our liability for all losses or series of losses arising directly from the same originating cause will not exceed £500,000 any one Premises;
- v** in respect of any Premises purchased for refurbishment or redevelopment, then Reinstatement Basis of Settlement will not apply in respect of Buildings and in respect of any Premises purchased and due for demolition the basis of settlement will be the additional costs associated with clearing and securing the Buildings; and
- vi** the insurance under this Extension will be subject to all the terms, definitions, conditions and exclusions of the Policy.

40 Debris Recycling Costs

We will indemnify You for costs reasonably and necessarily incurred by You with Our consent to sort, segregate and transport recyclable debris to recycling facilities anywhere in the United Kingdom, the Channel Islands or the Isle of Man, following Damage to the Building.

Provided that Our liability will not exceed 25% of the total amount paid or payable under Extension 6.

41 Energy Performance and Sustainable Buildings

This insurance is extended to include the following:

- a** Costs reasonably and necessarily incurred with Our consent to comply with the recommendations made under any current Energy Performance Certificate following Damage to the Building
- b** Costs reasonably and necessarily incurred with Our consent arising from the use of alternative materials or sources of materials in accordance with the principles of the BRE Environmental and Sustainability Standard.

Provided that:

- i We will not be liable for any undamaged portions of the Building
- ii Our liability in respect of this Extension will not exceed £50,000 any one claim.

42 Third Party Failure to Insure

The insurance provided by this Section of this Policy extends to include any premises within Great Britain, Northern Ireland, the Channel Islands and the Isle of Man, owned or leased by You which by virtue of lease requirements are required to be insured by another party and where that party has:

- a failed to insure against all the Contingencies insured by this Policy; or
- b failed to insure for a sufficient amount to provide for reinstatement of the Buildings and/or for Loss of Rent as specified in the lease; or
- c invalidated the Policy or the claim

provided that:

- a immediately on becoming aware of:
 - i any Premises not insured for all the Contingencies insured by this Policy You will arrange insurance for the uninsured Contingencies;
 - ii any Premises not insured for a sufficient amount to provide for reinstatement of the Buildings and/or Loss of Rent as specified in the lease You will arrange insurance for the reinstatement of the Buildings and/or Loss of Rent as specified;
 - iii any facts or circumstances that might invalidate the Policy or a claim You will notify Us accordingly;
- b this Extension will not apply to any Premises covered under the Capital Additions or Inadvertent Omission to Insure clauses and in respect of Premises under a above will apply only for the Contingencies not insured by the third party's policy;
- c Our liability for all losses or series of losses arising directly from the same originating cause for Sections 1 and 4 will not exceed £1,000,000 any one Premises but in no case will Our liability exceed:
 - i the difference between the amount payable under any insurance effected by the third party or any other insurance on the Premises and the total cost of reinstatement and Loss of Rent as provided by this Policy; or
 - ii the value of Your interest in the premises whichever is less;

- d there will be in force at the time of Damage a valid and enforceable lease requiring the property to be insured against some or all of the Contingencies insured hereby;
- e You have procedures in place to ensure that the third party effects and maintains adequate insurance and wherever possible Your interest is noted and protected by a non-invalidation clause and lapse/cancellation notification undertaking;
- f the insurance under this Extension will be subject to all the terms, definitions, conditions and exclusions of the Policy.

43 Incombustible Reinstatement

Following Damage the Policy extends to include the additional costs of reinstatement incurred with Our prior written consent in utilising alternative materials that are incombustible or are Loss Prevention Council approved.

Provided that:

- 1 We will not be liable for
 - a any undamaged portions of the Buildings insured;
 - b the amount of any charge or assessment arising out of capital appreciation which may be payable in respect of the Buildings or by the owner thereof of the works funded by the application of this Extension;
 - c the cost incurred in complying with prevailing building or other regulations under or framed in pursuance of any Acts of Parliament or local authority bye-laws under which notice has been served upon You prior to the happening of the Damage;
 - d the cost of any improvements scheduled by You to take place at the Premises prior to the happening of the Damage; and
 - e the first 10% of all costs otherwise payable under the terms of this Extension
- 2 no payment beyond the amount that would have been payable in the absence of this Extension will be made:
 - a unless reinstatement commences and proceeds without unreasonable delay and in any case must be commenced within 12 months of the date of the Damage or within such further time as We may allow during the said 12 months;
 - b until the cost of reinstatement has actually been incurred; and

- 3** Our liability under this Extension in respect of any one occurrence will not exceed:
- a** an amount equivalent to 100% of the actual amount paid or payable by Us to reinstate the Damage to the said Buildings in the absence of this Extension; or
 - b** £250,000,
- whichever is the lesser.

44 Loss Minimisation

In the event of Damage the insurance by this Section extends to include all costs and expenses necessarily and reasonably incurred by You for the sole purpose of avoiding or diminishing the amount of a loss following Damage which but for that expenditure would have occurred including temporary additional security protection which may include but is not limited to boarding, temporary doors, weatherproofing, making secure and securing the site.

Provided that We will not be liable to pay:

- a** more than would have been payable had such costs not been incurred;
- b** more than £25,000 in total for all claims or series of claims, arising out of any one original cause.

45 Preservation of Undamaged Property

We will pay costs necessarily and reasonably incurred by You with Our consent in dismantling and/or moving undamaged portions of any Property insured within or to and from alternative premises for safekeeping.

46 Privity of Contract

The Policy is extended to provide indemnity to You:

- a** against legal liability as former landlord or tenant to any landlord or tenant to insure repair or reinstate Damage to Premises which:
 - i** arises from a breach by any subsequent landlord or tenant of its obligations under a lease to insure repair or reinstate Damage to the Premises such that You are also thereby in breach of those obligations; and
 - ii** arises out of any claim which is first made in writing to You during any Period of Insurance and notified to Us during or within 30 days after expiry of the Period of Insurance;
- b** against legal liability for claimant's costs and expenses in connection with **a** above; and

- c** in respect of:
 - i** costs of legal representation at proceedings in any court arising out of any occurrence specified in **a** above which may be the subject of indemnity under this Extension; and
 - ii** all other costs and expenses in relation to any matter which may form the subject of a claim for indemnity under **a** above incurred with Our written consent.

Provided that:

- i** the indemnity will not apply to legal liability arising out of any cause happening before the Effective Date stated in the Policy New Business Schedule.
- ii** Our liability for all losses or series of losses arising directly from the same originating cause for Sections 1 and 4 will not exceed £2,000,000 any one premises; and
- iii** notwithstanding proviso **i** above in no case will Our liability exceed the lesser of:
 - a** the difference between:
 - 1** the amount payable under any insurance effected by any other landlord, former landlord, tenant, former tenant or any other insurance of this type; and
 - 2** the total cost of insurance repairs or reinstatement as provided by this Policy except in cases which fall within **b** below;
 - b** the difference between:
 - 1** the amount payable under any insurance effected by any other landlord, former landlord, tenant, former tenant or any other insurance of this type; and
 - 2** the amount payable on an indemnity basis, being the cost incurred in rebuilding the Buildings (or of restoring the damaged parts of other items specified) to a condition substantially the same as but not better or more extensive than their condition when new less an appropriate reduction for wear and tear, if at the date of the occurrence or event giving rise to such liability the premises is intended for renovation, refurbishment or redevelopment;
- c** in either of **a** or **b** above Our rateable portion of the Damage calculated according to the number of persons (whether or not insured) who have at the time held or who hold the reversion of the lease of the premises;

- iv You must take all reasonable steps including but not limited to making or joining in any necessary application to court to obtain release from its liabilities as former landlord or tenant of the premises following disposal; and
- v the insurance under this Extension, will be subject to all the terms, definitions, conditions and exclusions of the Policy.

For the purposes of this Extension premises will mean Buildings of which You were previously the landlord but no longer the landlord at the date of occurrence or event giving rise to such liability.

Exclusions

We will not be liable under this Section for:

- 1 Property more specifically insured by You or on Your behalf:
- 2 Damage to Glass, Sanitary Ware and Shop Front Glass other than breakage by or arising out of fire, lightning or explosion or salvage operations consequent thereon:
- 3 Damage to any particular piece of plant or fittings of the electrical installation or appliances by self-ignition, short circuit, excessive pressure, self-heating or leakage of electricity unless more specifically insured under the Policy Extensions.

Conditions

1 Index Linking

The Sum Insured by each item of this Section 1 is subject to Index Linking.

2 Limit of Liability

The maximum amount payable in respect of any item insured under this Section is the Sum Insured stated in the Schedule for each item plus Index Linking.

3 Basis of Claims Settlement

The Basis of Settlement for each and every Item under this Section will be on a Reinstatement Basis.

4 Designation

For the purpose of determining where necessary the heading under which property is insured, We agree to accept the designation under which such property has been entered in Your records.

5 Automatic Reinstatement of Sum Insured

Unless there is written notice by Us to the contrary in the event of Damage under this Section We will automatically reinstate the Sum Insured provided that You agree to pay the additional premium.

6 Excess

This Section does not cover and We will not be liable for the amount of the Section Excess stated in the Schedule being the first part of each and every claim, for Damage caused by any of the following Contingencies:

- a Contingencies 6, 7, 8, 9, 12 and 15.
- b Contingency 10
- c Contingency 14

All claims or series of claims, arising out of any one original cause, will be treated as one claim.

7 Roof Condition

It is a condition precedent to Our liability that any:

- i felt on timber roof; or
- ii flat roof; or
- iii roof with a pitch of 12.5 degrees or less,

is subject to the following inspection periods by a competent roofing contractor and evidence of the inspections must be retained with any recommendations implemented within 28 days of the inspection.

Unless under a guarantee the roof must be inspected every 2 years and have been inspected no more than two years prior to the Policy inception. If under a guarantee then following installation the inspection is to be undertaken every 5 years and then inspected every 2 years from the end of the guarantee.

Notwithstanding any other Excess applicable under this Section, We will not be liable for the first £500 of each and every claim for Damage to Property insured under this Section caused by Contingency 8 Storm, Tempest as defined within this Section in respect of any portion of the Premises with any roof listed within this Condition.

All claims or series of claims arising out of any one original cause will be treated as one claim.

8 Subsidence

It is a condition precedent to Our liability in respect of any Damage insured under this Section caused by Contingency 14, that You will notify Us immediately of any demolition, groundwork, excavation or construction, being carried out on any adjoining site and We will then have the right to vary the terms or cancel this cover.

Section 2: Landlords Contents

Definitions

The definitions which apply to this Section are in addition to the General Definitions.

Contingencies

- 1 **a Fire** but excluding Damage caused by:
 - i explosion resulting from fire;
 - ii earthquake or subterranean fire;
 - iii **a** its own spontaneous fermentation or heating; or
b it undergoing any heating process or any process involving the application of heat; or
- b Lightning.**
- 2 **Explosion**
 - a** of boilers or of gas, used for domestic purposes only but excluding Damage caused by earthquake or subterranean fire; or
 - b** otherwise but excluding Damage caused by or consisting of the bursting by steam pressure, of a boiler, economiser or other vessel, machine or apparatus, in which internal pressure is due to steam only and belonging to or under Your control.
- 3 **Aircraft** or other aerial devices, or articles dropped therefrom.
- 4 **Earthquake, Subterranean Fire.**
- 5 **Riot, civil commotion,** strikers, locked out workers, persons taking part in labour disturbances or malicious persons acting on behalf of or in connection with any political organisation, excluding Damage:
 - a** caused by cessation of work; or
 - b** due to confiscation, requisition or destruction, by or by order of the government or any public authority.
- 6 **Malicious Persons** or vandals, excluding Damage:
 - a** caused by such malicious persons or vandals, acting on behalf of or in connection with any political organisation;
 - b** caused by cessation of work;
 - c** due to confiscation, requisition or destruction by or by order of the government or any public authority;
 - d** caused by Theft as defined in Contingency 7 below;
 - e** when the Premises are Vacant or Disused;
 - f** in respect of property in the open unless agreed otherwise by Us;
 - g** in respect of property in any structure which is incapable of being locked; or
 - h** caused by Your Employees, tenants or any other persons lawfully in Your premises.
- 7 **Theft or any attempt thereat** excluding Damage:
 - i** in respect of property in the open unless agreed otherwise by Us;
 - ii** when the Premises are Vacant or Disused;
 - iii** in respect of property in any outbuilding detached from the main Building;
 - iv** caused by Your Employees, tenants or any other persons lawfully in Your premises; or
 - v** which You are able to recover from another source or which is more specifically insured.
- 8 **Storm, Tempest,** excluding Damage:
 - a** caused by the escape of water from the normal confines of any natural or artificial water course, lake, reservoir, canal or dam;
 - b** caused by inundation from the sea whether resulting from storm or otherwise;
 - c** caused by frost, subsidence, ground heave or landslip;
 - d** attributable solely to change in the water table level; or
 - e** to walls (not forming part of the structure), fences, gates or moveable property in the open or in open sided structures, unless there is Damage to structural parts of the Buildings at the same time.
- 9 **Flood** excluding Damage:
 - a** caused by storm or tempest;
 - b** caused by escape of water from any tank, apparatus or pipe;
 - c** caused by frost, subsidence, ground heave or landslip;
 - d** attributable solely to change in the water table level; or
 - e** to walls (not forming part of the structure), fences, gates or moveable property in the open or in open sided structures, unless there is Damage to structural parts of the Buildings at the same time.
- 10 **Escape of Water** from any tank, apparatus or pipe or escape of oil from any oil-fired heating installation, excluding Damage:
 - a** caused by water discharged or leaking, from any automatic sprinkler installations;

- b when the Premises are Vacant or Disused; or
- c from any portable oil-fired heating installation.

11 Leakage of beverages from storage containers pipes and apparatus but excluding Damage:

- a occasioned by leakage of beverages from bottled stock; or
- b to Property in any portion of the Premises which is Vacant or Disused.

12 Impact by:

- a falling trees or boughs, excluding Damage caused by lopping, pruning or felling;
- b collapse or breakage of television or radio receiving aerials or satellite dishes; or
- c vehicles or animals.

13 Accidental Discharge or Leakage of Automatic Sprinkler Installations, excluding

Damage caused by or attributable to:

- a heat caused by fire;
- b freezing when the Premises are Vacant or Disused;
- c repairs, alterations or extensions to the structures and/or sprinkler installations; or
- d defects in construction or condition, of which You are aware.

14 Subsidence, Ground Heave or Landslip

Subsidence or ground heave, of any part of the site on which the Premises stand or landslip, but excluding:

- a Damage to yards, car parks, roads, pavements, swimming pools, walls, gates and fences, unless also affecting a structure insured hereby;
- b Damage caused by or consisting of:
 - i the normal bedding down or settlement of new structures;
 - ii the settlement or movement of made-up ground;
 - iii coastal or river erosion;
 - iv defective design or workmanship or the use of defective materials; or
 - v fire, subterranean fire, explosion, earthquake or the escape of water from any tank, apparatus or pipe;
- c Damage which commenced prior to the Effective Date (as stated in the Schedule); or
- d Damage resulting from:
 - i demolition, construction, structural alteration or repair of any property; or

- ii groundworks or excavation, at the same Premises.

15 Any Accidental Cause excluding:

a Damage:

- i caused by or specifically excluded in the Contingencies 1–14; or
- ii caused by theft or any attempt thereat, not involving:
 - a entry to or exit from structures, at the Premises by forcible and violent means; or
 - b violence or threat of violence, to You or any director of or any partner of or Employee of Yours, or their families;

b Damage to the Property insured caused by or consisting of:

- i inherent vice, latent defect, gradual deterioration, wear and tear, frost, change in water table level, its own faulty or defective design or materials; or
- ii faulty or defective workmanship, operational error or omission, on the part of You or any of their Your Employees,

but this will not exclude subsequent Damage which results from a cause not otherwise excluded by this Policy;

c Damage caused by or consisting of:

- i corrosion, rust, wet or dry rot, shrinkage, evaporation, leakage, loss of weight, dampness, contamination, fermentation, dryness, marring, scratching, vermin or insects; or
- ii change in temperature, colour, flavour, texture or finish, or action of light,

Damage consisting of:

- iii 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; or
- iv mechanical or electrical breakdown or derangement, in respect of the particular machines, apparatus or equipment, in which such breakdown or derangement originates,

but this will not exclude:

- i such Damage not otherwise excluded by this Policy which itself results from any other Damage not otherwise excluded by this Policy; or

- ii subsequent Damage which itself results from a cause not otherwise excluded by this Policy (unless more specifically insured);
- d** Damage caused by or consisting of:
 - i subsidence, ground heave or landslide;
 - ii normal settlement or bedding down of new structures;
 - iii acts of fraud or dishonesty;
 - iv disappearance, unexplained or inventory shortage, misfiling or misplacing of information; or
 - v electrical or magnetic injury, disturbance or erasure, of electronic records;
- e** destruction of or damage to a building or structure, caused by its own collapse or cracking;
- f** Damage in respect of movable property in the open or in open-sided structures, walls (not forming part of the structure), fences and gates, caused by wind, rain, hail, sleet, snow or dust;
- g** Damage to the Property insured:
 - i caused by fire resulting from its undergoing any heating process or any process involving the application of heat; or
 - ii (other than by fire or explosion) resulting from its undergoing any process of production, packing, treatment, testing, commissioning, servicing, adjustment or repair;
- h** Damage:
 - i caused by freezing; or
 - ii to Glass, Sanitary Ware or Shop Front Glass, in respect of any building which is Vacant or Disused;
- i** Damage in respect of:
 - i jewellery, precious stones, precious metals, bullion or furs;
 - ii property in transit;
 - iii money, cheques, stamps, bonds, credit cards or securities of any description; or
 - iv Glass, Sanitary Ware or Shop Front Glass:
 - a due to repairs or alterations, being carried out at the Premises;
 - b during installation or removal, of such Glass, Sanitary Ware or Shop Front Glass; or
 - c which was broken or cracked prior to the Effective Date (as stated in the Schedule);

- j** Damage in respect of:
 - i vehicles licensed for road use (including accessories thereon), caravans, trailers, railway locomotives, rolling stock, watercraft or aircraft;
 - ii property or structures in the course of construction or erection and materials or supplies in connection with all such property in course of construction or erection;
 - iii land, roads, piers, jetties, bridges, culverts or excavations; or
 - iv livestock, growing crops or trees, unless specifically mentioned as insured by this Section; or
- k** Damage occasioned by delay, embargo, nationalisation, confiscation, requisition, seizure or destruction, by or by order of the government or any public authority.

Landlords Contents

Fixture and fittings (not integrated, fitted or fixed such that removal would cause damage to the structure or remove the purpose to serve the structure or not forming a permanent part of the structure by attachment that there must be an intention to be a permanent feature of the structure) furniture, furnishings, utensils and domestic appliances belonging to You or for which You are responsible as landlord excluding:

- a** stock and materials in trade;
- b** bills of exchange, promissory notes, money, securities, stamps, deeds, bonds or documents of any description;
- c** business books, plans, specifications, designs and computer records;
- d** jewellery, watches, furs, precious metals, precious stones or articles made from them;
- e** curios, works of art, antiques, sculptures or rare books where the value of any one article exceeds £5,000; or
- f** property more specifically insured.

Contents of Common Parts

Landlords Contents in the common parts of the Buildings to which all tenants have access.

Floor Coverings

Materials used to cover entire floors within rooms and other internal areas of the Premises.

Cover

In the event of Damage to the Landlords Contents, Contents of Common Parts and Floor Coverings insured at the Premises occurring during the Period of Insurance and caused by any of the Contingencies (where stated in the Schedule), We will pay to You the value of such Property insured or the amount of the Damage at the time of such Damage or, at Our own option, reinstate or replace such property.

Provided that:

- a** Our liability under this Section in total for all claims or series of claims, arising out of any one original cause, will not exceed the Sum Insured for each item (or any other stated limit of liability); and
- b** unless otherwise stated, the Sum Insured (or any other stated limit of liability) applies in the aggregate to property collectively described by each item under this Section.

Extensions

The insurance provided by this Section is extended to include the following:

1 Temporary Removal

Contents of Common Parts whilst temporarily removed from or in transit to or from the Premises for cleaning renovation repair or similar purposes but remaining in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man, but excluding:

- a** any amount exceeding £50,000; or
- b** property otherwise insured.

2 Replacement Locks

The cost of changing locks on doors, windows, safes and strongrooms, at the Premises following theft, where insured by this Section, of keys from the Premises or from Your home or that of any of Your partners or any of Your directors or any Employee entrusted with keys, provided that Our maximum liability under this Extension as a result of any one event of such theft will not exceed £25,000 in the aggregate.

3 Removal of Debris of Tenants Contents

Irrecoverable costs and expenses necessarily incurred by You with Our consent in removing from the Premises the debris of contents (not being Your property) sustaining Damage by any of the Contingencies insured up to a limit of £25,000 in respect of any one Premises.

We will not pay for any costs or expenses:

- a** incurred in removing debris except from the site of such Property sustaining Damage and the area immediately adjacent to such site; or
- b** arising from pollution or contamination of Property not insured by this Section.

4 Metered Water and Heating Oil

The loss of metered water or heating oil contained in a fixed installation at the Premises following Damage up to a limit of £25,000 in any one Period of Insurance.

5 Alternative Accommodation Costs

Costs reasonably and necessarily incurred with Our consent in respect of alternative accommodation whilst the residential Building or residential portion of the Building is uninhabitable following Damage resulting from an insured Contingency provided that the maximum period during which payment will be made under this Extension will not exceed 36 months from the date of the Damage and Our liability will not exceed £100,000 in total for all claims or series of claims, arising out of any one original cause.

6 Theft and Malicious Damage by Tenants

In the event of Damage by Contingencies 6 and 7 the insurance by this Section extends to include Damage by tenants and other persons lawfully on Your Premises, which cannot be recovered from any security deposit lodged by the tenant, up to a maximum amount of £10,000 any one claim.

This Extension will not include any Damage as a result of the illegal cultivation of drugs at the Premises.

7 Documents

Damage resulting from an insured Contingency to documents belonging to or held in trust by You whilst temporarily at premises not in Your occupation or whilst in transit by road, rail or inland waterway in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man, subject to a maximum of £25,000 for any one loss.

8 Seventy Two Hours Clause

In respect of Contingencies 8, 9 and 10, where insured by this Section, Damage occurring continuously or intermittently during any period of 72 hours will be deemed to constitute one claim under this Section for the purpose of the payment of any Excess for which We will not be liable.

Exclusions

This Section does not cover:

- 1 Property more specifically insured by You or on Your behalf;
- 2 Damage due to cessation of work or by confiscation or detention by customs or other officials or authorities;
- 3 Damage to any particular piece of plant or fittings of the electrical installation or appliances by self-ignition, short circuit, excessive pressure, self-heating or leakage of electricity unless more specifically insured under the Policy Extensions;
- 4 Damage to Glass, Sanitary Ware or Shop front Glass other than breakage by or arising out of fire, lightning or explosion or salvage operations consequent thereon; or
- 5 Damage to any electrical sign or its installation.

Conditions

1 Index Linking

The Sums Insured by this Section are subject to Index Linking.

2 Limit of Liability

The maximum amount payable in respect of any Item insured under this Section is the Sum Insured stated in the Schedule for each item plus Index Linking.

3 Basis of Claims Settlement

The Basis of Settlement for each and every Item under this Section will be on a Reinstatement Basis. We may at Our option reinstate or replace the property or any part thereof.

4 Automatic Reinstatement of Sum Insured

We will 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:

- a You agree to pay the appropriate additional premium; and
- b You will take immediate steps to carry out any alterations to the protections of the Premises which We may require.

5 Excess

This Section does not cover and We will not be liable for the amount of the Section Excess stated in the Schedule being the first part of each and every claim, for Damage caused by any of the following Contingencies:

- a Contingencies 6, 7, 8, 9, 12 and 15.
- b Contingency 10.

All claims or series of claims, arising out of any one original cause, will be treated as one claim.

6 Roof Condition

It is a condition precedent to Our liability that any:

- i felt on timber roof; or
- ii flat roof; or
- iii roof with a pitch of 12.5 degrees or less,

is subject to the following inspection periods by a competent roofing contractor and evidence of the inspections must be retained with any recommendations implemented within 28 days of the inspection.

Unless under a guarantee the roof must be inspected every 2 years and have been inspected no more than two years prior to the Policy inception. If under a guarantee then following installation the inspection is to be undertaken every 5 years and then inspected every 2 years from the end of the guarantee.

Notwithstanding any other Excess applicable under this Section, We will not be liable for the first £500 of each and every claim for Damage to Property insured under this Section caused by Contingency 8 Storm, Tempest as defined within this Section in respect of any portion of the Premises with any roof listed within this Condition.

All claims or series of claims arising out of any one original cause will be treated as one claim.

7 Subsidence

It is a condition precedent to Our liability in respect of any Damage insured under this Section caused by Contingency 14, that You will notify Us immediately of any demolition, groundwork, excavation or construction, being carried out on any adjoining site and We will then have the right to vary the terms or cancel this cover.

Section 3: Public Liability

Definitions

The definitions which apply to this Section are in addition to the General Definitions.

Business

The Business as shown in the Schedule includes:

- a ownership, maintenance and repair of the Premises;
- b the provision and management of canteen sports social or welfare organisations for the benefit of Employees and fire, security, first aid, medical and ambulance services;
- c private work undertaken with Your prior consent by Employees for any of Your directors or senior officials; and
- d participation in trade shows or exhibitions.

Employee

Any person while working for You in connection with the Business who is:

- a under a contract of service or apprenticeship with You;
- b a person under a contract of service or apprenticeship with some other employer and who is hired to or borrowed by You;
- c a labour master or person supplied by a labour master;
- d a person engaged by a labour only sub-contractor;
- e a self-employed person performing work under a similar degree of control and direction by You as a person under a contract of service or apprenticeship with You;
- f a driver or operator of hired in plant;
- g a trainee or person undergoing work experience; or
- h a voluntary helper.

Pollution or Contamination

- a All pollution or contamination of buildings or other structures or of water or land or the atmosphere; and
- b all Damage or Bodily Injury, directly or indirectly caused by such pollution or contamination.

Territorial Limits

- a The United Kingdom, the Channel Islands and the Isle of Man; and
- b elsewhere in the world for visits in connection with the Business undertaken by You or any of Your directors or Employees normally resident in a above, in respect of the performance of non-manual work.

Cover

In the event of the Contingency described below We will indemnify You against the following:

- a all sums which You become legally liable to pay for compensation and claimants costs and expenses in respect of the Contingency in connection with the Business;
- b all costs and expenses of litigation incurred with Our prior written consent in respect of a claim against You to which the indemnity expressed in this Section applies; and
- c the payment of the solicitors fee incurred with Our written consent for representing You at proceedings in any Court of Summary Jurisdiction arising out of any alleged breach of statutory duty resulting in the Contingency which may be the subject of indemnity under this Section or at any Coroner's Inquest or Fatal Accident Inquiry in respect of such Contingency.

Contingency

1 Public Liability and Property Owners Liability

- a accidental Bodily Injury to any person other than an Employee if such injury arises out of and in the course of their employment by You;
- b accidental Damage to Property not belonging to You or in Your charge or under Your control or that of any Employee;
- c accidental obstruction, trespass, nuisance or interference with any easement of air, light, water or way; or
- d wrongful arrest, detention, imprisonment or eviction of any person, malicious prosecution or invasion of the right of privacy,

occurring in connection with the Business during the Period of Insurance and within the Territorial Limits.

Our liability for all compensation (excluding costs) payable under Contingency 1 (Public Liability and Property Owners Liability) to any claimant or number of claimants in respect of or arising out of any one event or all events of a series consequent on one original cause will not exceed the Indemnity Limit stated in Section 3 of the Schedule.

Extensions

1 Cross Liabilities

Where You comprise more than one party, We will treat each party as if a separate Policy had been issued to each provided that nothing in this Extension will increase Our liability beyond the amount for which We would have been liable had this Extension not applied.

2 Motor Contingent Liability

Despite Exclusion 4 of this Section We will indemnify You in respect of liability arising out of the use of any motor vehicle not belonging to or provided by You whilst being used in the course of the Business anywhere in the United Kingdom, the Channel Islands and the Isle of Man.

Provided that this indemnity will not apply:

- a** in respect of Damage to the vehicle or any property contained therein;
- b** whilst the vehicle is being driven
 - i** by You;
 - ii** with Your consent by any person who does not hold a licence to drive such a vehicle;
 - iii** to liability which is insured or would but for the existence of this Section be insured under any other insurance.

3 Defective Premises Act 1972

The indemnity provided by this Section is extended to indemnify You under this Section in respect of legal liability incurred by You under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975, in connection with any business premises or land, disposed of by You.

Provided that this Extension will not apply to:

- a** the cost of rectifying any damage or defect, in the premises or land disposed of; or
- b** legal liability for which You are entitled to indemnity under any other policy.

4 Compensation for Court Attendance

In the event of any of the undernoted persons attending court as a witness at Our request in connection with a claim in respect of which You are entitled to indemnity under this Section We will provide compensation to You at the following rates per day for each day on which attendance is required:

- a** £750 for You or any of Your directors or Your partners;
- b** £250 for any Employee.

5 Additional Persons Insured

We will subject to the terms of this Section indemnify:

- a** in the event of the death of any person entitled to indemnity under this Section the deceased's legal personal representatives but only in respect of liability incurred by such deceased person;
- b** at Your request:
 - i** any principal in respect of liability arising out of the performance by You of any agreement entered into by You with the principal to the extent required by such agreement;
 - ii** any of Your directors Your partners or Employees in respect of 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.

- iii** any officer committee or member of Your canteen sports social or welfare organisations, fire, security, first aid, medical or ambulance services in their respective capacities as such;
- iv** any of Your directors or senior officials in respect of private work undertaken by any Employee for that director or senior official.

Provided that:

- i** such persons are not entitled to indemnity under any other policy covering such liability;
- ii** each person will as though they were You observe fulfil and be subject to the terms of this Policy insofar as they can apply;
- iii** We will retain sole conduct and control of any claim; and
- iv** where We are required to indemnify more than one party Our total liability will not exceed the relevant Indemnity Limit.

6 Worldwide Personal Liability

We will subject to the terms of this Section indemnify any person mentioned in Extension 5 paragraph **b** above or his or her spouse/civil partner during temporary visits anywhere in the world in connection with the Business but excluding liability arising from such a person owning or occupying land or buildings, or carrying on any trade or profession.

7 Contractors Contingent Liability

We will subject to the terms of this Section indemnify You in respect of liability arising out of minor work carried out

by bona fide contractors in the form of decorations, repairs and routine maintenance.

Provided that:

- a** such persons are not entitled to indemnity under any other policy covering such liability; and
- b** Our maximum liability will not exceed the Indemnity Limit stated in Section 3 of the Schedule.

8 Contractual Liability

If You, by agreement, assume liability which would not otherwise have attached, the cover under this Section will only apply if We have sole conduct and control of all claims but excluding liability:

- a** for liquidated damages or under any penalty clause;
- b** arising from any contract which involves work outside the United Kingdom, the Channel Islands and the Isle of Man; or
- c** for Damage to property caused by those risks against which You are required to effect insurance by reason of Clause 21.2.1. of the Standard Form of Building Contract issued by the Joint Contracts Tribunal or any subsequent revision or substitution or any other contract condition incorporating a similar requirement.

9 Health and Safety at Work etc. Act 1974

We will indemnify You and at Your request any of Your directors or Your partners or any Employee against legal costs and expenses incurred in defending prosecutions for a breach of the Health and Safety at Work etc. Act 1974 or similar legislation in Northern Ireland, the Channel Islands or the Isle of Man, committed or alleged to have been committed in the course of the Business during the Period of Insurance.

We will also pay the prosecution costs You are legally liable to pay and any other costs in appealing against any judgment given.

Provided that:

- a** this indemnity will not apply to:
 - i** the payment of any costs or expenses incurred without Our written consent; or
 - ii** the payment of fines or penalties;
- b** the prosecution relates to the health safety and welfare of any person other than an Employee; and
- c** proceedings arise from an incident which relates to a claim or potential claim under this Section.

10 Corporate Manslaughter and Corporate Homicide Act 2007

We will indemnify You against legal costs and expenses, incurred with Our prior written consent, in defence of any criminal proceedings (including any appeal against conviction arising from such proceedings) brought in respect of a charge, or investigations in connection with a charge, of corporate manslaughter or corporate homicide, under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Channel Islands or the Isle of Man, committed or alleged to be committed in the course of the Business during the Period of Insurance.

Provided that:

- a** Our maximum liability under this Extension will not exceed the amount of £1,000,000 in the aggregate and in any one Period of Insurance;
- b** this Extension will only apply to proceedings brought in the United Kingdom, the Channel Islands or the Isle of Man;
- c** We must consent to the appointment of any solicitor or counsel, acting on Your behalf;
- d** You must immediately notify Us of receipt of any summons or other process, served upon You, which may give rise to proceedings arising from the cover under this Extension; and
- e** 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 Us will be supplied by You.

It is understood that We will have no liability under this Extension:

- i** if You have committed any deliberate or intentional criminal act that gives rise to a charge of corporate manslaughter or corporate homicide;
- ii** for any fines or penalties, of any kind; or
- iii** where You 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 You would have obtained indemnity from any other source or insurance.

11 Environmental Statutory Clean Up Costs

We will indemnify You in respect of all sums including Regulatory Debts that You are legally liable to pay in respect of Remediation or Clean Up costs arising from Environmental Damage caused by Pollution or

Contamination where such liability arises under an environmental directive statute or statutory instrument.

Provided that:

- a** liability arises from Pollution or Contamination caused by a sudden identifiable unintended and unexpected incident which takes place in its entirety at a specific time and place during any one Period of Insurance provided that all Pollution or Contamination which arises out of any one incident will be deemed to have occurred at the time such incident takes place;
- b** the maximum amount We will pay under this Extension in total for all claims in the aggregate and in any one Period of Insurance shall not exceed £100,000; and
- c** We will not be liable in respect of:
 - i** Remediation or Clean Up costs for Damage to Your land, Premises, watercourse or body of water:
 - a** whether owned, leased, hired or tenanted, to or by You; or
 - b** otherwise, in Your care, custody or control;
 - ii** primary, complementary or compensatory Remediation costs for Damage to Your land, Premises, watercourse or body of water:
 - a** whether owned, leased, hired or tenanted, to or by You; or
 - b** otherwise, in Your care, custody or control;
 - iii** removal of any risk of an adverse effect on human health on Your land, Premises, watercourse or body of water:
 - a** whether owned, leased, hired or tenanted, to or by You; or
 - b** otherwise, in Your care, custody or control;
 - iv** costs in achieving an improvement or alteration in the condition of the land, atmosphere or watercourse or body of water, beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences;
 - v** costs for prevention of imminent threat of Environmental Damage where such costs are incurred without there being Pollution or Contamination caused by a sudden identifiable unintended and unexpected incident which takes place in its entirety at a specific time and place during any one Period of Insurance;
 - vi** costs for the reinstatement or reintroduction of biota (combined flora and fauna) excluding special species and natural habitats;
 - vii** fines or penalties of any kind.

For the purposes of this Extension, the following definitions apply:

Environmental Damage

Impact on biodiversity being land, air, water, groundwater, drinking water supplies and fish, wildlife, biota (combined flora and fauna) and their habitats, excluding special species and natural habitats.

Regulatory Debt

Statutory Clean Up costs for Remediation of Your own sites and third party sites.

Clean Up

- a** Testing for or monitoring of Pollution or Contamination; and
- b** cleaning up, removing, containing, treating, detoxifying or neutralising Pollution or Contamination.

Remediation

Remedying the effects of Pollution or Contamination.

Excess applicable to this Extension

This Extension does not cover and We will not be liable for the first £1,000 of each and every claim.

All claims or series of claims, arising out of any one original cause, will be treated as one claim.

12 Leased or Rented Premises

Exclusion 1 of this Section will not apply to legal liability for Damage to any Premises (including their fixtures and fittings) leased, rented or hired to You.

Provided that this indemnity will not apply to Damage by any cause against which the lease or tenancy agreement stipulates that insurance will be effected by the lessee or tenant.

13 Legionellosis

For the purposes of this Extension, Exclusion 8 of this Section does not apply.

We will indemnify You or any person indemnified under Extension 5: Additional Persons Insured against:

- 1 a** all sums which You become legally liable to pay as damages (including interest thereon); and

- b** claimant's costs and expenses if You are ordered to pay them or paid with Our written consent

in respect of an Occurrence where:

- i** the claim is first made in writing to You or any person indemnified under Extension 5 during the Period of Insurance; or
- ii** You or any person indemnified under Extension 5 first becomes aware of any circumstance during the Period of Insurance which:
 - a** has caused or is alleged to have caused the Occurrence; or
 - b** can be reasonably expected to give rise to a claim which may be the subject of the indemnity provided above and is notified to Us:
 - 1** during; or
 - 2** within 30 days after expiry of; the same Period of Insurance;
- 2 a** all costs and expenses incurred by You with Our written consent in defending any claim under this Section; and
- b** the solicitors fees incurred by You with Our written consent for representation at proceedings in any court of summary jurisdiction in respect of any alleged act causing or relating to an Occurrence which may be the subject of indemnity under this Extension or at any coroner's inquest or fatal accident enquiry relating to any Occurrence;

Provided that:

- i** We may at any time pay up to the limit of liability stated in this Extension (less any sums already paid) or any lesser amount for which at Our absolute discretion the claim or claims can be settled. We will then relinquish control of such claims and be under no further liability in respect thereof;
- ii** all claims arising out of the same isolated, repeated or continuing incidence of Legionellosis will be deemed to be made in the Period of Insurance when:
 - a** the first claim was made in writing to You or any person indemnified under Extension 5 and notified to Us; or
 - b** the first notification of any circumstance was first made to Us; and

- 3** The indemnity provided by this Extension will not apply to:

- i** the first £2,500 or 10% (whichever is the greater) of each and every claim; or
- ii** any claim arising from an Occurrence prior to the Effective Date stated in the Policy New Business Schedule.

The total amount payable including all costs and expenses, under this Extension, in respect of all claims made in the aggregate during any one Period of Insurance is limited to £100,000.

Definitions

The definitions which apply to this Extension are in addition to the General Definitions and are as follows.

Legionellosis

Any discharge release or escape of legionella or other airborne pathogens from water tanks, water systems, air-conditioning plants, cooling towers and the like.

Occurrences

Accidental Bodily Injury to any person caused by Legionellosis in respect of the Business.

14 Data Protection Legislation 2018

We will indemnify You against any compensation claim in respect of material or non-material damage where such damage occurs during the Period of Insurance and happens in connection with the Business, provided that You:

- a** have complied in all respects with Your obligations under the Data Protection (Charges and Information) Regulations 2018;
- b** are not in business as a computer bureau; and
- c** were acting as a sole and independent controller in respect of the matter giving rise to the compensation claim.

Our liability under this Extension (including all compensation, costs and expenses) will be limited to a maximum amount of £1,000,000 in the aggregate and in any one Period of Insurance.

Provided that this indemnity will not apply to:

- i** any material or non-material damage caused by any deliberate act or omission, by You, where such material or non-material damage could reasonably have been expected by You having regard to the nature and circumstances of such act or omission;

- ii any material or non-material damage caused by any act of fraud or dishonesty;
- iii the costs and expenses of rectifying, rewriting or erasing data (including personal data);
- iv liability arising from the recording, processing or provision of data for reward or to determine the financial status of any person;
- v the payment by You of any regulatory fines or penalties;
- vi any material or non-material damage caused by:
 - a any deliberate, reckless or negligent act of any of Your Employees; or
 - b any failure by an Employee to act in accordance with Your internal policies, procedures and guidelines; or
- vii where You are covered by any other insurance.

For the purposes of this Extension:

- i “GDPR” means:
The retained European Union law version of the General Data Protection Regulation (EU) 2016/679.
- ii “compensation claim” means:
Any sums which You become legally liable to pay as compensation to any data subject under and in accordance with Article 82 of the United Kingdom GDPR, or any equivalent legislation in the Channel Islands or the Isle of Man, or any similar or successor legislation, including the Data Protection Act 2018 (as may be amended from time to time).
- iii “controller” will have the meaning given to it in Article 4 (7) of the United Kingdom GDPR.
- iv “material or non-material damage” will be interpreted in accordance with Article 82 of the United Kingdom GDPR.

Exclusions

This Section will not apply to liability in respect of:

- 1 the ownership, possession or use by You of any buildings not insured under Section 1 of this Policy unless otherwise stated in the Schedule;
- 2 the ownership, possession or use by You of any land unless We have agreed to provide cover in respect of such land;
- 3 accidental Bodily Injury or Damage arising out of manual work away from Your Premises, other than collection or delivery or the erection and dismantling of estate agency boards and signs;
- 4 accidental Bodily Injury or Damage arising from the ownership, possession or use by You or on Your behalf of:
 - a any mechanically propelled vehicle (including any type of machine on wheels or caterpillar tracks) licensed for road use or for which compulsory insurance or security is required by any road traffic legislation (except the loading or unloading of such vehicle or trailer or the delivery or collection of goods in connection with such vehicle or trailer when You are not entitled to indemnity under any other policy); or
 - b any vessel or craft (other than hand propelled boats) made or intended to float on or in or travel through water or air or space or the loading or unloading of such vessel or craft;
- 5 accidental Bodily Injury or Damage arising from or caused by any professional negligence, wrongful or inadequate treatment, examination, prescription, advice by You or anyone acting on Your behalf;
- 6 any goods which You supply, install, erect, repair, alter or treat;
- 7 the cost of rectifying or replacing defective work;
- 8 Pollution or Contamination other than caused by a sudden identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance.
 - a all Pollution or Contamination, which arises out of any one original cause, shall be deemed to have occurred at the time such original cause takes place;
 - b Our liability under this Section for all damages (including interest thereon) payable in respect of all Pollution or Contamination, which is deemed to have occurred during any one Period of Insurance, shall not exceed in the aggregate the Indemnity Limit stated in the Schedule; and
 - c this Exclusion does not apply to the United States of America and/or Canada and/or their dependencies or trust territories;
- 9 Pollution or Contamination, occurring in the United States of America and/or Canada and/or their dependencies or trust territories;
- 10 We will not be liable for the amount of the Excess stated in the Schedule for each and every claim in respect of Damage to Property.

Section 4: Rent Receivable

Definitions

The definitions which apply to this Section are in addition to the General Definitions.

Indemnity Period

The period beginning with the occurrence of the Damage and ending not later than the number of months stated in the Schedule during which the Rent Receivable is affected as a result of the Damage.

Rent Receivable

The money including service charges paid or payable to You from the letting of Premises specified in the Schedule.

Additional Expenditure

The additional expenditure necessarily and reasonably incurred with Our consent.

Outstanding Debit Balances

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

- a bad debts;
- b debit and credit amounts owed and not passed through the books during the period between the last record and the date of the Damage;
- c abnormal trading conditions affecting the Business;
- d Your last record of amounts owed by customers.

Cover

1 Loss of Rent

If any property owned by You or for which You are responsible sustains Damage, for which liability has been admitted under Sections 1 or 2, causing an interruption of the Business which results in loss of Rent Receivable We will indemnify You for the:

- a amount by which the Rent Receivable during the Indemnity Period, as a result of Damage, falls short of the Rent Receivable which would have been received during the Indemnity Period had no Damage occurred;
- b Additional Expenditure for the sole purpose of avoiding or diminishing the reduction in Rent Receivable during the Indemnity Period as a result of the Damage, not exceeding the amount of [the reduction in] Rent Receivable thereby avoided;

less any sum saved during the Indemnity Period in respect of charges or expenses payable out of Rent Receivable which cease or are reduced as a result of the Damage and provided that Our liability in respect of each Item on Rent Receivable will not exceed 200% of the Sum Insured;

- c the reasonable costs and expenses necessarily incurred with Our consent during the Indemnity Period in re-letting the Premises including legal fees in connection with the re-letting solely in consequence of the Damage.
- d the further Additional Expenditure necessarily and reasonably incurred with Our prior consent during the Indemnity Period solely in consequence of the Damage solely to avoid or minimise any loss of Rent Receivable not recoverable by You under this or any other policy during the period of twelve months immediately after the expiry of the Indemnity Period but not exceeding the loss of Rent Receivable thereby avoided by You, during that period of twelve months.

Extensions

Any loss in respect of Rent Receivable as insured by this Section is extended to include interruption of the Business as a result of:

1 Boiler Explosion

Damage resulting from the explosion of any boiler or economiser on the Premises belonging to You or under Your control.

2 Prevention of Access

Damage to property:

- a within one mile of the Premises caused by any of the Contingencies insured under Section 1 or Section 2 which prevents or hinders use of or access to the Premises;
- b at the premises of Your managing agents in the United Kingdom, the Channel Islands or the Isle of Man.

3 Loss of Book Debts

If Your account books or other Business books or records whilst on Your Premises or temporarily removed to any premises in the United Kingdom, Republic of Ireland, the Channel Islands or the Isle of Man, or in transit between them, sustain Damage from any of the Contingencies insured under Section 1 of this Policy which results in Your inability to trace or establish the Outstanding Debit Balances We will pay You:

- a the difference between the Outstanding Debit Balances and the total of the amounts received or traced in respect thereof; and

- b** the additional expenditure incurred with Our consent in tracing and establishing customers debit balances after the Damage.

Provided Our liability will not exceed the Sum Insured stated in the Schedule.

This Loss of Book Debts Extension does not cover loss as a result of:

- i** erasure or distortion of information on Computer Systems or other records:
 - a** due to the presence of a magnetic flux or whilst mounted in or on any machine or data processing apparatus unless caused by Damage to said machine or apparatus;
 - b** due to defects in such records;
- ii** deliberate falsification of business records;
- iii** mislaying or misfiling of tapes and records;
- iv** the deliberate act of the public supply undertaking in restricting or withholding electricity supply;
- v** wear and tear and gradual deterioration vermin rust damp or mildew; or
- vi** dishonest or fraudulent acts by any of Your employees.

Condition applicable to this Extension

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

- a** in a locked, fire resistant safe or cabinet at the Premises; or
- b** away from the Premises.

4 Professional Accountants Charges

Any particulars or details in Your books of account or other information or evidence which We may require under the conditions of this Policy for the purpose of investigating or verifying any claim may be produced by professional accountants if, at any time, they are regularly acting as such for You and their report will be prima facie evidence of the particulars and details to which such report relates.

We will pay the reasonable charges payable by You to the accountants for producing such information.

5 Automatic Rent Review

Where the Rent Receivable is subject to a rent review during the Period of Insurance the relevant Sum Insured will be automatically increased to reflect the revised Rent Receivable earned up to a maximum increase of 100% of the Loss of Rent Sum Insured stated on the Schedule.

No additional premium will be charged for this increase in cover during the Period of Insurance provided that You advise Us, prior to renewal, of the revised Rent Receivable for the next Period of Insurance.

6 Waiver of Subrogation Rights

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:

- a** any company standing in the relation of parent to subsidiary (or subsidiary to parent) to You;
- b** any company which is a subsidiary of a parent company of which You are a subsidiary, in each case as defined by current legislation;
- c** any tenant of the Buildings unless the Damage:
 - i** has been occasioned or contributed to the fraudulent or criminal or malicious act of such tenant;
 - ii** has been caused by impact by any road vehicle belonging to or under the control of the tenant or his employees; or
 - iii** has occurred to parts of the Premises not leased or rented by such tenant (other than common parts which may be used by all tenants).
- d** a property manager in respect of Damage to the Buildings, but only if requested to do so by You after a claim under the Policy and the Damage does not arise out of a fraudulent or criminal act.

7 Contingency Rent Extensions for Landlords Protection

Where there is provision in the lease agreed between You and lessee of the Premises for an abatement of rent in the event of any loss as described below or where the Rent Receivable is reduced as a direct consequence of the turnover of the lessees business being reduced by any such loss or in respect of any Premises where there are no leases or licences in force at the date of any such loss the insurance by the item on Rent Receivable is extended to include the following subject to Our liability not exceeding £500,000 for all losses or series of losses arising directly from the same originating cause:

a Denial of Access

Loss as insured caused by prevention or hindrance of access to the Premises or prevention of use of the Premises in consequence of any property or rights of way within one mile of the Premises being;

- i** unlawfully occupied by third parties except in the course of a dispute between any employer and employee or group of workers;

- ii thought to contain or actually containing a harmful device, provided that the police are immediately informed; or
- iii closed down or sealed off in accordance with instructions issued by the police or by any other statutory body except where the cause of such closure or sealing is due to:
 - a the condition of the Premises or the business carried on within the Premises;
 - b Your or the lessee's non-compliance with a prior order of the police or any statutory body; or
 - c action taken as a result of drought or other hazards to health.

Provided that:

- i We will not be liable for loss arising from any cause within Your control or the control of any lessee or loss which is a direct result of repairs or maintenance being carried out to property as a result of inherent defect or wear and tear; and
- ii the Indemnity Period under Extension 7 a Denial of Access, shall not exceed 3 months;

b Disease, Vermin, Defective Sanitary Arrangements, Murder and Suicide

Loss as insured arising from the closure of the Premises or any part thereof on the order or advice of any local or governmental public authority due to any occurrence of the following at the Premises:

- i
 - a acute encephalitis, acute poliomyelitis, anthrax, chickenpox, cholera, diphtheria, dysentery, legionellosis, legionnaires disease, leprosy, leptospirosis, malaria, measles, meningococcal infection, mumps, ophthalmia neonatorum, paratyphoid fever, bubonic plague, rabies, rubella, scarlet fever, smallpox, tetanus, tuberculosis, typhoid fever, viral hepatitis, whooping cough or yellow fever;
 - b any discovery of an organism likely to result in the occurrence of a disease listed in **a** above; or
 - c a disease listed in **a** above attributable to food or drink supplied from the Premises;
- ii the discovery of vermin or pests;
- iii any accident causing defects in the drains or other sanitary arrangements; or
- iv any occurrence of murder or suicide;

Provided that:

- i for the purposes of this Extension the Indemnity Period will commence from the date on which the Premises or any part thereof is closed on the order or advice of the local or governmental public authority; and
- ii We will not be liable under this Extension:
 - a for any costs incurred in the cleaning, repair, replacement, recall or checking of property;
 - b for loss arising at Premises which are not wholly or partially closed on the order or advice of the local governmental public authority;

c Failure of Utilities

Loss as insured caused by the failure of the supply of:

- i electricity at the terminal ends of the supply authority's service feeders at the Premises;
- ii gas at the supply authority's meters at the Premises;
- iii water at the supply authority's main stop cock serving the Premises; or
- iv land-based telecommunications;

by any accidental cause other than the deliberate act of any supply authority or by any such authority exercising its power to withhold or restrict supply or by drought.

8 Loss of Attraction

Damage to buildings or other property within one mile of the Premises which would have such an effect on the business carried on at the Premises that:

- a an agreement to lease the Premises or any part of the Premises in course of negotiation or review is avoided or amended and the Rent Receivable is reduced; or
- b the turnover of any lessee's business is affected and Rent Receivable is reduced;

subject to Our liability not exceeding £250,000 for all losses or series of losses arising directly from the same originating cause.

9 Third Party Failure to Insure

The insurance provided by this Section of this Policy extends to include any premises within Great Britain, Northern Ireland, the Channel Islands and the Isle of Man,

owned or leased by You which by virtue of lease requirements are required to be insured by another party and where that party has:

- a** failed to insure against all the Contingencies insured by this Policy; or
- b** failed to insure for a sufficient amount to provide for reinstatement of the Buildings and/or for Loss of Rent as specified in the lease; or

c invalidated the policy or the claim,

provided that:

- i** immediately on becoming aware of:
 - a** any premises not insured for all the Contingencies insured by this Policy You will arrange insurance for the uninsured Contingencies;
 - b** any premises not insured for a sufficient amount to provide for reinstatement of the Buildings and/or Loss of Rent as specified in the lease You will arrange insurance for the reinstatement of the Buildings and/or Loss of Rent as specified;
 - c** any facts or circumstances that might invalidate the policy or a claim You will notify Us accordingly;
- ii** this Extension will not apply to any premises covered under the Newly Acquired/Newly Completed Redeveloped or Refurbished Properties or Inadvertent Omission to Insure Extensions and in respect of premises under **a** above will apply only for the Contingencies not insured by the third party's policy;
- iii** Our liability for all losses or series of losses arising directly from the same originating cause for Sections 1 and 4 will not exceed £1,000,000 any one premises but in no case will Our liability exceed:
 - a** the difference between the amount payable under any insurance effected by the third party or any other insurance on the Premises and the total cost of reinstatement and Loss of Rent as provided by this Policy; or
 - b** the value of Your interest in the premises whichever is less;
- iv** there will be in force at the time of Damage a valid and enforceable lease requiring the property to be insured against some or all of the Contingencies insured hereby;
- v** You have procedures in place to ensure that the third party effects and maintains adequate insurance and wherever possible Your interest is noted and protected by a non-invalidation clause and lapse/cancellation notification undertaking;

- vi** the insurance under this Extension will be subject to all the terms, conditions and exclusions of the Policy.

10 Privity of Contract

The Policy is extended to provide indemnity to You:

- a** against legal liability as former landlord or tenant to any landlord or tenant to insure repair or reinstate Damage to Premises which:
 - i** arises from a breach by any subsequent landlord or tenant of its obligations under a lease to insure repair or reinstate Damage to the Premises such that You are also thereby in breach of those obligations; and
 - ii** arises out of any claim which is first made in writing to You during any Period of Insurance and notified to Us during or within 30 days after expiry of the Period of Insurance;
- b** against legal liability for claimant's costs and expenses in connection with **a** above; and
- c** in respect of:
 - i** costs of legal representation at proceedings in any court arising out of any occurrence specified in **a** above which may be the subject of indemnity under this Extension; and
 - ii** all other costs and expenses in relation to any matter which may form the subject of a claim for indemnity under **a** above incurred with Our written consent.

Provided that:

- i** the indemnity will not apply to legal liability arising out of any cause happening before the Effective Date stated in the Policy New Business Schedule.
- ii** Our liability for all losses or series of losses arising directly from the same originating cause for Sections 1 and 4 will not exceed £2,000,000 any one premises; and
- iii** notwithstanding proviso **i** above in no case will Our liability exceed the lesser of:
 - a** the difference between:
 - 1** the amount payable under any insurance effected by any other landlord, former landlord, tenant, former tenant or any other insurance of this type; and
 - 2** the total cost of insurance repairs or reinstatement as provided by this Policy except in cases which fall within **b** below;

- b** the difference between:
 - 1** the amount payable under any insurance effected by any other landlord, former landlord, tenant, former tenant or any other insurance of this type; and
 - 2** the amount payable on an indemnity basis, being the cost incurred in rebuilding the Buildings (or of restoring the damaged parts of other items specified) to a condition substantially the same as but not better or more extensive than their condition when new less an appropriate reduction for wear and tear, if at the date of the occurrence or event giving rise to such liability the premises is intended for renovation, refurbishment or redevelopment;
- c** in either of **a** or **b** above Our rateable portion of the Damage calculated according to the number of persons (whether or not insured) who have at the time held or who hold the reversion of the lease of the premises;
- iv** You must take all reasonable steps including but not limited to making or joining in any necessary application to court to obtain release from its liabilities as former landlord or tenant of the premises following disposal; and
- v** the insurance under this Extension, will be subject to all the terms, definitions, conditions and exclusions of the Policy.

For the purposes of this Extension premises will mean Buildings of which You were previously the landlord but no longer the landlord at the date of occurrence or event giving rise to such liability.

11 Loss of Investment Income on Late Payment of Rent

If solely in consequence of Damage We are paying indemnity under this Policy in respect of Loss of Rent and the payment by Us to You is made later than the date upon which You would normally have expected to receive the Rent Receivable from a lessee, We will pay a further sum representing the investment interest lost to You during the delay period.

Conditions

1 Limit of Liability

The maximum amount payable in any one Period of Insurance in respect of any item insured under this Section is the Sum Insured stated under Section 4 in the Schedule for each item.

2 Automatic Reinstatement of Sum Insured

Unless there is written notice by Us to the contrary in the event of Damage under this Section We will automatically reinstate the Sum Insured provided that You undertake to pay the appropriate additional premium.

3 First Financial Year

In the event of Damage occurring before the first financial year of the Business the results of the Business to the date of the Damage will be used as a basis on which to assess what the Rent Receivable for the first financial year would have been had the Damage not occurred.

4 Payment on Account

In the event of Damage We will if requested by You make payments on account during the Indemnity Period.

5 Unoccupied Buildings

Where the Buildings or any part of them are unoccupied and sustain Damage during the Period of Insurance Our maximum liability will be the loss of Rent Receivable during the period of reinstatement or repair and will be calculated based solely on any tenancy agreement in respect of such Building in existence at the time of the Damage occurring.

6 Buildings Awaiting Sale

If at the time of the Damage You have contracted to sell Your interest in the Buildings or have accepted an offer in writing to purchase Your interest in the Buildings subject to contract and the sale is cancelled or delayed solely in consequence of the Damage, provided that You will make all reasonable efforts to complete the sale of the Buildings as soon as practicable after the Damage, You may opt for the amount payable by Us to be:

- a** during the period prior to the date upon which but for the Damage the Buildings would have been sold, the Loss of Rent being the actual amount of the reduction in the Rent Receivable by You solely in consequence of the Damage; or
- b** during the period commencing with the date upon which but for the Damage the Buildings would have been sold and ending with the actual date of sale or with the expiry of the Indemnity Period if earlier, the loss in respect of interest being:

Section 5: Glass and Sanitary Ware

Sub-Section 1 Glass and Sanitary Ware

Cover

In the event of breakage of Glass or Sanitary Ware for which You are responsible at the Premises We will replace such property or at Our option pay You the cost of replacement.

We will not be liable to replace or pay for the replacement of such property exactly but only as nearly as circumstances permit.

Sub-Section 2 Glass in Shop Fronts

Cover

In the event of breakage of Shop Front Glass for which You are responsible at the Premises We will:

- a** replace such broken Shop Front Glass with glass of a similar manufacture and quality; or
- b** where required by legislation, replace with glass of a superior quality in accordance with the appropriate British Standard; or
- c** at Our option pay You the cost of replacement.

Extensions to Sub-Sections 1 & 2

We will also indemnify You in respect of:

- 1** any boarding up costs reasonably incurred following breakage of Glass or Shop Front Glass;
- 2** damage to frames or framework following breakage of Glass or Shop Front Glass;
- 3** the cost of removal or replacement of fixtures and fittings necessarily incurred to effect replacement of Glass or Shop Front Glass as a result of breakage;
- 4** the cost of replacing alarm foil lettering painting embossing silvering or other ornamental work on Glass or Shop Front Glass following breakage of Glass or Shop Front Glass; and
- 5** accidental damage to goods incidental to the Business in display windows caused by breakage of Glass or Shop Front Glass.

Provided that Our total liability under Extensions 2, 3, 4 and 5 will not exceed the Sum Insured shown in the Schedule for any one incident.

Exclusions to Sub-Sections 1 & 2

These Sub-Sections do not cover breakage or Damage:

- 1** by or arising out of fire lightning or explosion or preventive or salvage operations consequent thereon;
- 2** occurring during removal or installation or arising out of repairs or alterations being carried out at the Premises;
- 3** caused in connection with theft of property from the Premises unless We have agreed to indemnify You in respect of such theft under Section 1 or Section 2 of this Policy;
- 4** of any item flawed or broken at the commencement of this insurance; or
- 5** in any portion of the Building which is Vacant or Disused.

Condition Applicable to Sub-Sections 1&2

- 1** We will not be liable for the amount of the Excess stated in the Schedule for each and every claim.

Section 6: Employers Liability

Definitions

Business

The Business as shown in the Schedule includes:

- a** ownership, maintenance and repair of the Premises;
- b** the provision and management of canteen sports social; or welfare organisations for the benefit of Employees and fire, security, first aid, medical and ambulance services;
- c** private work undertaken with Your prior consent by Employees for any of Your directors or senior officials; and
- d** participation in trade shows or exhibitions.

Territorial Limits

- a** The United Kingdom, the Channel Islands and the Isle of Man; and
- b** elsewhere in the world for visits in connection with the Business undertaken by You or any of Your directors or Employees normally resident in **a** above, in respect of the performance of non-manual work.

Employee

Any person while working for You in connection with the Business who is:

- a** under a contract of service or apprenticeship with You;
- b** a person under a contract of service or apprenticeship with some other employer and who is hired to or borrowed by You;
- c** a labour master or person supplied by a labour master;
- d** a person engaged by a labour only sub-contractor;
- e** a self-employed person performing work under a similar degree of control and direction by You as a person under a contract of service or apprenticeship with You;
- f** a driver or operator of hired in plant;
- g** a trainee or person undergoing work experience; or
- h** a voluntary helper.

Cover

In the event of the Contingency described below We will indemnify You against the following:

- a** all sums which You become legally liable to pay for compensation and claimants costs and expenses in respect of the Contingency in connection with the Business;

- b** all costs and expenses of litigation incurred with Our written consent in respect of a claim against You to which the indemnity expressed in this Section applies; and
- c** the payment of the solicitors fee incurred with Our written consent for representing You at proceedings in any Court of Summary Jurisdiction arising out of any alleged breach of statutory duty resulting in the Contingency which may be the subject of indemnity under this Section or at any Coroner's Inquest or Fatal Accident Inquiry in respect of such Contingency.

Contingency

1 Employers Liability

Bodily Injury caused during the Period of Insurance to any Employee if such Bodily Injury arises out of and in the course of their employment by You.

Our liability for all compensation, legal costs and expenses and solicitors fees payable under Contingency 1 (Employers Liability) to any claimant or number of claimants in respect of or arising out of any one event or all events of a series consequent on one original cause will not exceed the Indemnity Limit stated in Section 6 of the Schedule.

Extensions

1 Additional Persons Insured

We will subject to the terms of this Section indemnify:

- a** in the event of the death of any person entitled to indemnity under this Section the deceased's legal personal representatives but only in respect of legal liability incurred by such deceased person;
- b** at Your request:
 - i** any principal in respect of liability arising out of the performance by You of any agreement entered into by You with the principal to the extent required by such agreement;
 - ii** any of Your directors Your partners or Employees in respect of 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.

- iii** any officer committee or member of Your canteen, sports, social or welfare organisations, fire, security, first aid, medical or ambulance services in their respective capacities as such;

- iv any of Your directors or senior officials in respect of private work undertaken by any Employee for that director or senior official.

Provided that:

- i such persons are not entitled to indemnity under any other policy covering such liability;
- ii each person will as though they were You observe fulfil and be subject to the terms of this Policy insofar as they can apply;
- iii We will retain sole conduct and control of any claim; and
- iv where We are required to indemnify more than one party Our total liability will not exceed the relevant Indemnity Limit.

2 Cross Liabilities

Where You comprise more than one party We will treat each party as if a separate Policy had been issued to each provided that nothing in this Extension will increase Our liability beyond the amount for which We would have been liable had this Extension not applied.

3 Health and Safety at Work, etc. Act 1974

We will indemnify You and at Your request any of Your directors or partners or any Employee against legal costs and expenses incurred in defending prosecutions for a breach of the Health and Safety at Work etc. Act 1974 or similar legislation in Northern Ireland, the Channel Islands or the Isle of Man, committed or alleged to have been committed in the course of the Business during the Period of Insurance.

We will also pay the prosecution costs You are legally liable to pay and any other costs in appealing against any judgment given.

Provided that:

- a this indemnity will not apply to:
 - i the payment of any costs or expenses incurred without Our written consent; or
 - ii the payment of fines or penalties;
- b the prosecution relates to the health safety and welfare of Employee(s); and
- c proceedings arise from an incident which relates to a claim or potential claim under this Section.

4 Unsatisfied Court Judgements

In the event of a judgement for damages being obtained by any Employee in respect of Bodily Injury caused during any Period of Insurance and arising out of and in the course of employment by You in the Business against any company or individual operating from premises within the United Kingdom, the Channel Islands or the Isle of Man, in any Court situate in those territories and remaining unsatisfied in whole or in part six months after the date of such judgement We will at Your request indemnify up to the Indemnity Limit the said Employee or their personal representative up to the amount of any such damages and any awarded costs to the extent that they remain unsatisfied.

Provided that:

- a there is no appeal outstanding; and
- b if any payment is made hereunder the Employee or the personal representative of the Employee will assign the judgement to Us.

5 Injury to Working Partners

In respect of Bodily Injury sustained by any working partner We will deem such partner to be an Employee provided that We will only be liable under this Extension where:

- a the injury is sustained whilst such partner is working in connection with the Business; and
- b the injury is caused by the negligence of another partner or Employee whilst working in the Business.

6 Compensation for Court Attendance

In the event of any of the undernoted persons attending court as a witness at Our request in connection with a claim in respect of which You are entitled to indemnity under this Section We will provide compensation to You at the following rates per day for each day on which attendance is required:

- a £750 for You or any of Your directors or Your partners;
- b £250 for any Employee.

7 Corporate Manslaughter and Corporate Homicide Act 2007

We will indemnify You against legal costs and expenses, incurred with Our prior written consent, in defence of any criminal proceedings (including any appeal against conviction arising from such proceedings) brought in respect of a charge, or investigations in connection with a charge, of corporate manslaughter or corporate homicide, under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Channel Islands or the Isle of Man, committed or alleged to be committed in the course of the Business during the Period of Insurance.

Provided that:

- a** Our maximum liability under this Extension will not exceed the amount of £1,000,000 in the aggregate and in any one Period of Insurance;
- b** this Extension will only apply to proceedings brought in the United Kingdom, the Channel Islands or the Isle of Man;
- c** We must consent to the appointment of any solicitor or counsel, acting on Your behalf;
- d** You must immediately notify Us of receipt of any summons or other process, served upon You, which may give rise to proceedings arising from the cover under this Extension; and
- e** 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 Us will be supplied by You.

It is understood that We will have no liability under this Extension:

- i** if You have committed any deliberate or intentional criminal act that gives rise to a charge of corporate manslaughter or corporate homicide;
- ii** for any fines or penalties, of any kind; or
- iii** where You 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 You would have obtained indemnity from any other source or insurance.

Conditions

1 Right of Recovery

The Indemnity granted by this Section is deemed to be in accordance with the provisions of any law relating to compulsory insurance of liability to Employees in the United Kingdom, the Channel Islands or the Isle of Man.

However, You will repay Us all sums paid by Us which We would not have been liable to pay but for the provisions of such law.

2 Certificate of Employers Liability Insurance

If this Policy or Section is cancelled, any Certificate of Employers Liability Insurance will be cancelled from the same date.

Exclusions

We will not be liable under this Section in respect of Bodily Injury:

- 1** caused to any Employee (other than the driver) being carried in or upon a vehicle or entering or getting onto or alighting from a vehicle where Bodily Injury is caused by or arises out of the use by You of a vehicle on a road. For the purpose of this Exclusion the expressions "vehicle", "use" and "road" will have the same meanings as in Part VI of the Road Traffic Acts 1988; or
- 2** arising in connection with any visits to or work on any offshore rig or platform. A visit to or work on any offshore rig or platform will be deemed to commence at the time of embarkation onto a conveyance at the point of final departure to such rig or platform and continue until the time of disembarkation from a conveyance onto land on return from an offshore rig or platform.

Section 7: Personal Accident

Definitions

Permanent Total Disablement

A disablement which permanently and continuously disables the Person Insured totally and absolutely from attending to their usual occupation, not being disablement following Loss of Limbs or Loss of Sight.

Temporary Total Disablement

A disablement which prevents the Person Insured from continuously attending to their usual occupation.

Person Insured

You or Your partners or Your directors or employees aged not less than 16 years nor more than 75 years when named in the Schedule.

Accident

Accidental bodily injury caused solely by violent accidental external and visible means.

Cover

In the event of any Accident happening to any Person Insured during the Period of Insurance which within 24 months of such Accident is the sole cause of any of the Contingencies, We will pay under this Section the benefit stated in the Schedule (unless otherwise stated in this Section), to the Person Insured or their legal representative.

Contingencies

- 1 Death (which will not be presumed by disappearance of the Person Insured).
- 2 Permanent Disablement being:
 - a Total loss by permanent loss of all sight in one or both eyes;
 - b Total loss by physical severance or total and permanent loss of use of one or both hands or feet;
 - c Total Permanent Disablement.
- 3 Temporary Total Disablement.

Conditions

1 Limit of Liability

Compensation for Contingency 3 will:

- a not exceed normal weekly net earnings;
- b be payable for a period not exceeding 104 weeks from the beginning of the second week after the commencement of the Contingency; or
- c 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 eight weeks after receipt by Us of Your written notice of the Accident.

When Compensation is payable for Contingency c We will also pay up to 15% of the amount of such Compensation in respect of charges of a qualified and registered medical practitioner for professional treatment reasonably incurred by the Person Insured.

Compensation will not be payable for more than one of the Contingencies described under 1 or 2 and when payable for one of those Contingencies will not be payable for Contingency 3 caused by the same Accident nor for any of the Contingencies caused by any subsequent Accident.

- 2 In the event of death of a Person Insured, We will be entitled to have a post mortem examination at Our expense.
- 3 In the event of disablement of a Person Insured, the Person Insured must immediately place himself under the care of a qualified medical practitioner and, as often as may be required, submit to medical examination at Our expense.
- 4 All certificates, information and evidence, required by Us, will be furnished at Your expense, under this section and will be in such form and of such nature as We prescribe.
- 5 Change in Circumstances

You will give immediate written notice to Us of any change in the business or duties or habits or pursuits of any Person Insured and pay any additional premium that may be required by Us and before each renewal of this Section will give written notice to Us of any injury or disease with which any Person Insured has been or is affected and of which You have become aware.

We will not be bound to notice or be affected by any notice of trust charge or alienation relating to this Section and Your receipt or that of Your legal personal representatives will in all cases effectually discharge Us.

Exclusions

We will not be liable under this Section in respect of an Accident or Contingency:

- 1 consequent upon the Person Insured being in or on or entering into or descending from any aircraft other than a fully licensed passenger carrying aircraft in which the Person Insured is travelling as a passenger other than as a member of the crew and not for the purpose of undertaking any trade or technical or sporting activity therein or thereon.

For the purposes of this Exclusion the term "aircraft" means any vessel craft or thing made or intended to float in or travel through the air other than a hovercraft;

- 2 consequent upon the Person Insured engaging in:
 - a winter sports, mountaineering requiring the use of guides or ropes, sub-aquatic or subterranean pursuits, aeronautic sports; or
 - b riding or driving in or practising for any race, polo playing, steeplechasing, hunting, showjumping, motor cycling (the term "motor cycling" includes motor scooters but not motor-assisted pedal cycles), pillion riding of any kind;
- 3 consequent upon the Person Insured suffering from illness or disease not resulting from bodily injury or suffering from bodily injury;
- 4 contributed to or accelerated by the influence of intoxicating liquor or drugs taken by the Person Insured (other than for drugs taken under medical supervision unless for the treatment of drug or alcohol addiction) or insanity (whether temporary or otherwise) or any sexually transmitted or communicable disease;
- 5 arising from or attributable to intentional self-injury, suicide or attempted suicide, provoked assault, fighting (except in bona fide self-defence), or wilful exposure to needless peril (except in an attempt to save human life);
- 6 attributable to or accelerated by any Person Insured suffering from any pre-existing physical or mental condition; or
- 7 Person Insured failing to obtain and follow proper medical or surgical advice as soon as practicable.

Section 8: Commercial Legal Expenses

Definitions

The definitions which apply to this Section are in addition to the General Definitions.

Appointed Representative

The Preferred Law Firm or tax consultancy, law firm, accountant or other suitably qualified person DAS will appoint on the Insured Person's behalf.

Costs and Expenses

- a All reasonable, proportionate and necessary costs chargeable by the Appointed Representative and agreed by DAS in accordance with the DAS Standard Terms of Appointment; and
- b The costs incurred by opponents in civil cases if the Insured Person has been ordered to pay them, or the Insured Person pays them with the agreement of DAS.

Countries Covered

- a For Insured Incidents B Legal Defence (excluding 5 Statutory Notice Appeals), and H Personal injury:
The United Kingdom, the European Union, the Channel Islands, the Isle of Man, Albania, Andorra, Bosnia Herzegovina, Gibraltar, Iceland, Liechtenstein, Monaco, Montenegro, North Macedonia, Norway, San Marino, Serbia, Switzerland and Turkey.
- b For Insured Incident K – Rent Arrears, The United Kingdom.
- c For all other Insured Incidents:
The United Kingdom, the Channel Islands and the Isle of Man.

DAS

DAS Legal Expenses Insurance Company Limited.

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 is currently £100 per hour. This amount may vary from time to time.

Date of Occurrence

- a For civil cases (other than as specified under c to f 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.)

- b For criminal cases, the date the Insured Person began, or is alleged to have begun, to break the law.
- c For Insured Incident C. 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.
- d For Insured Incident I. 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.
- e For Insured Incident B. Legal Defence 5. Statutory Notice Appeals, the date when the Insured Person is issued with the relevant notice and has the right to appeal.
- f For Insured Incident K. Rent Arrears, the Date of Occurrence is the first date that any of the rent due under the terms of the tenancy agreement (or any other amount agreed between You and Your tenant) is not paid, unless this event and any other event leading to a claim have arisen from the same originating cause, in which case the Date of Occurrence will be the first of these events.

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.

Holiday Home

A property used as a furnished holiday home and hired by third parties for leisure use for a fee and for a period used by third parties not exceeding 30 consecutive days.

Insured Incident

As set out in sub-sections A to K under the heading "Insured Incidents" of this Section 8 (Commercial Legal Expenses).

Insured Person

- a You and Your directors, partners, managers, employees and any other individuals declared to Us by You.
- b 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.

Let Property

The property or properties which are owned by You or are Your responsibility and insured as declared to us and let under a tenancy agreement which is in writing, properly executed and containing an enforceable forfeiture clause.

Preferred Law Firm

A law firm, barrister or tax expert DAS 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 the DAS agreed service standard levels, which DAS audit regularly. They are appointed according to the DAS Standard Terms of Appointment.

Reasonable Prospects

- a** For civil cases, 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 DAS have agreed to, including an enforcement of judgment), make a successful appeal or defence of an appeal, must be at least 51%. A Preferred Law Firm or tax consultancy on DAS' behalf, will assess whether there are Reasonable Prospects.
- b** For criminal cases there is no requirement for there to be prospects of a successful outcome.
- c** For civil and criminal appeals the prospects of a successful outcome must be at least 51%.

Rent Arrears

Unpaid rent that is owed to You under a tenancy agreement, or would have been owed to You but for the breach of a tenancy agreement to let Your property: where DAS have accepted Your claim under Insured Incident J (b) Repossession.

Short Term Let

A property let under a short term tenancy agreement of less than 6 months either electronically or in writing and properly executed.

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:

- i** includes a request to examine any aspect of Your books and records; or
- ii** advises of a check of Your whole tax return.

Value Added Tax (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.

Making a Claim

Important information

Please do not ask for help from a lawyer, accountant or anyone else before DAS have agreed that the Insured Person does so. If they do, We will not pay the costs involved even if DAS accept the claim.

Reporting the claim

Please refer to the Helpline Services section in this Policy booklet for the legal advice services which are available.

If the issue cannot be dealt with through legal advice and needs to be dealt with as a potential claim under this Section of the Policy:

- Call DAS on **0345 878 5033**, available 24 hours a day, 7 days a week.
- Have the policy number ready (this is as shown on the Schedule) for when DAS ask for details about the claim.

DAS will assess the claim – to check the claim is covered by the policy.

If it is covered, it will be sent to a lawyer who specialises in that type of claim.

The lawyer will – assess the case and tell the Insured Person how likely it is that the claim will succeed.

If the Insured Person is 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 the Insured Person may have when they receive the claim, alternatively the Insured Person can visit www.das.co.uk/legal-protection/how-to-claim

Terms of the Agreement

Claims under this Section are administered and managed by DAS on Our behalf.

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 shown in the Schedule, subject to the terms, conditions, exclusions and limitations set out in this Section and 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, provided that:
 - i** the previous legal expenses insurance policy required You to report claims during its currency;
 - ii** You could not have notified a claim previously as You could not have reasonably been aware of the Insured Incident;
 - iii** cover has been continuously maintained in force;

- iv DAS will not cover any claim that should have been covered under a previously operative legal expenses insurance policy;
 - v the available limit of indemnity will 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 DAS agree to, within the Countries Covered;
 - 5 the Insured Incident happens within the Countries Covered.

What We Will Pay

We will pay an Appointed Representative, on Your behalf Costs and Expenses incurred following an Insured Incident, and any compensation awards that DAS have agreed to, provided that:

- 1 the most We will pay for 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, is £250,000;
- 2 the most We will pay for the total of all compensation awards under Insured Incident A 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 DAS 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 DAS 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, DAS 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, DAS 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;
- 7 in respect of Insured Incident B 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 We will pay Your Rent Arrears, payable by Us 30 days in arrears as shown under Insured Incidents K(1) and K(2) Rent Arrears of this Section.

What We will not pay

- 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 the Insured is registered for VAT, We will not pay the VAT element of any Costs and Expenses.
- 3 We will not be responsible for the first £500 of any contract dispute claim where the amount in dispute exceeds £5,000 (including VAT). If You are using a Preferred Law Firm, You will be asked to pay this within 21 days of Your claim having been assessed as having Reasonable Prospects. If You are using Your own law firm, this will be within 21 days of their appointment (following confirmation that Your claim has Reasonable Prospects). If You do not pay this amount the cover for Your claim could be withdrawn.
- 4 We will not pay any Costs and Expenses under Insured Incidents J. Commercial and Residential Leased or Let Property and K. Rent Arrears arising from the use of the Premises as a Holiday Home and/or Short Term Let.

Insured Incidents

A Employment Disputes and Compensation Awards

1 Employment Disputes

We will pay Costs and Expenses to defend Your legal rights:

- a before the issue of legal proceedings in a court or tribunal:
 - i following the dismissal of an employee; or
 - ii where an employee or ex-employee has contacted ACAS ('Advisory, Conciliation and Arbitration Service') to commence the Early Conciliation procedure; or
- b in unfair dismissal disputes under the ACAS Arbitration Scheme; or
- c in legal proceedings in respect of any dispute relating to:
 - i a contract of employment with You; or
 - ii an alleged breach of the statutory rights of an employee, ex-employee or prospective employee under employment legislation.

Exclusions

We will not pay any 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 commencement of cover under 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 date of inception of this Section of the Policy, if the Date of Occurrence was within the first 180 days of the inception of cover under this Section of the Policy and the dispute relates directly to the same matter(s) which gave rise to that warning; or
- c any notice of redundancy or alleged redundancy or unfair selection for redundancy arising within the first 180 days of the inception of cover under this Section of the Policy;

- 2 employee internal disciplinary or grievance procedures;
- 3 damages for personal injury;
- 4 Transfer of Undertakings (TUPE) or the Transfer of Employment (Pension Protection) Regulations; or
- 5 pursuing Your legal rights.

2 Compensation Awards

We will pay:

- a any basic and compensatory award; and/or
- b an order for compensation or damages following a breach of Your statutory duties under employment legislation,

in respect of a claim DAS have accepted under insured incident A1 Employment Disputes.

Provided that:

- a 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 DAS legal advice service (telephone 0345 878 5024);
- b for an order of compensation following Your breach of statutory duty under employment legislation You have at all times sought and followed advice from DAS legal advice service since the date when You

should have known about the employment dispute (telephone 0345 878 5024);

- c for any compensation award for redundancy or alleged redundancy or unfair selection for redundancy, You have sought and followed advice from DAS before starting any redundancy process or procedure with Your employees (telephone 0345 878 5024);
- d the compensation is awarded by a tribunal or through the ACAS Arbitration Scheme, under a judgment made after full argument and otherwise than by consent or default, or is payable under settlement approved in writing in advance by DAS;

The total amount payable by Us for all compensation awards and sums of money in settlement of a dispute, shall not exceed £1,000,000 in the aggregate and in any one Period of Insurance.

Exclusions

We will not pay any 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; or
 - 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; or
- 5 a settlement agreed and payable following conciliation under the ACAS Early Conciliation procedure.

3 Employee Civil Legal Defence

We will pay Costs and Expenses to defend the Insured Person's (other than Your) legal rights if:

- a an event arising from their work as an Employee leads to civil action being taken against them under legislation for unlawful discrimination; or

- b** civil action is being taken against them as trustee of a pension fund set up for the benefit of Your Employees.

We will only provide cover under this Insured Incident for an Insured Person (other than You) at Your request.

4 Service Occupancy

We will pay Costs and Expenses to recover possession of premises owned by, or for which You are responsible from Your employee or ex-employee.

Exclusion

We will not pay any claim relating to defending Your legal rights other than defending a counter-claim that is an Insured Incident under this Section of the policy.

B Legal Defence

Provided that for each of the following sections 1 to 6 of Insured Incident B Legal Defence cover You request Us to provide cover for the Insured Person, We will pay Costs and Expenses to defend the Insured Person's legal rights for:

1 Criminal Pre-proceedings Cover

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 for claims relating to the Health and Safety at Work etc. Act 1974, the Territorial Limits 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. Please see Terms of the Agreement section of this Section.

Exclusions

We will not pay any claim relating to the following:

- 1** any criminal investigation or enquiry by, with or on behalf of HM Revenue & Customs; or
- 2** investigations due to alleged infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.

2 Criminal Prosecution Defence

Following an event which leads to the Insured Person being prosecuted in a court of criminal jurisdiction,

Provided that:

- a** for claims relating to the Health and Safety at Work etc. Act 1974, the Countries Covered will be any place where the Act applies; and

- b** We will only cover criminal investigations and/or prosecutions which arise in direct connection with the activities of the Business shown in the schedule. Please see Terms of the Agreement section of this Section.

Exclusion

We will not pay any claim relating to the prosecution due to alleged infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.

3 Data Protection

If civil action is taken against You for compensation under data protection legislation, when handling personal data in Your capacity as a data controller and/or a data processor by:

- a** an individual. We will also pay any compensation award in respect of such a claim; or
- b** 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. We will not pay any compensation award in respect of such a claim.

Provided that in respect of **a** above 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 DAS.

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 General Exclusion 3 Court awards and fines under this Section.

Exclusions

We will not pay any claim relating to:

- 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,

resulting 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.

4 Wrongful Arrest

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.

5 Statutory Notice Appeals

In an appeal against the imposition or terms of any statutory notice issued under legislation affecting Your business.

Exclusions

We will not pay any 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; or
- 2 a statutory notice issued by an Insured Person's regulatory or governing body.

6 Jury Service and Court Attendance

In the event of an Insured Person's absence from work:

- a to perform jury service; or
- b 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.

Exclusion

We will not pay any claim if You or the Insured Person are unable to prove the loss.

C Statutory Licence Appeal

We will pay Costs and Expenses in 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.

Exclusions

We will not pay any 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.

D Contract Disputes

We will pay Costs and Expenses in 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 services.

Provided that:

- a the amount in dispute exceeds £250 (including VAT);
- b if the amount in dispute exceeds £5,000 (including VAT), You must pay the first £500 of any claim. If You are using a Preferred Law Firm, You will be asked to pay this within 21 days of Your claim having been assessed as having Reasonable Prospects. If You are using Your own law firm, this will be within 21 days of their appointment (following confirmation Your claim has Reasonable Prospects). If You do not pay this amount the cover for Your claim could be withdrawn;
- c if the amount in dispute is payable in instalments, the instalments due and payable at the time of making the claim exceed £250 (including VAT); and
- d if the dispute relates to money owed to You, the claim is made under this Section within 90 days of the money becoming due and payable.

Exclusions

We will not pay any claim relating to the following:

- 1 a dispute arising from an agreement entered into prior to inception of cover under this Section if the Date of Occurrence is within the first 90 days of inception of cover under this Section unless equivalent legal expenses insurance was continuously in force immediately prior to inception of the cover provided by this Section;
- 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 other than 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;
 - d a motor vehicle owned by, or hired or leased to You other than agreements relating to the sale of motor vehicles where You are engaged in the business of selling motor vehicles;

- 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 A 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 purchase or hire of computer hardware, software, systems or services tailored by a supplier to Your own specification;
- 5 a dispute arising from a breach or alleged breach of professional duty by an Insured Person; or
- 6 the recovery of money and interest due from another party, other than disputes where the other party indicates that a defence exists.

E Tenancy Disputes

We will pay Costs and Expenses in a civil action relating to a tenancy dispute between You and Your landlord under the terms of the lease or tenancy agreement applying to the Premises.

Exclusions

We will not pay any claim relating to the following:

- 1 the negotiation, review or renewal of the lease or tenancy agreement; or
- 2 a dispute arising from or relating to rent or service charges.

F Debt Recovery

We will pay Costs and Expenses in 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:

- a the debt exceeds £250 (including VAT);
- b a claim for debt recovery is made within 90 days of the money becoming due and payable; and
- c DAS have the right to select the method of enforcement, or to forego enforcing judgement if DAS are not satisfied that there are, or will be, sufficient assets available to satisfy judgement.

Exclusions

We will not pay any claim relating to the following:

- 1 any debt arising from an agreement entered into prior to inception of cover under this Section if the debt is due within the first 90 days of inception of cover under this Section, unless equivalent legal expenses insurance was continuously in force immediately prior to inception of the cover provided by this Section;

- 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; or
 - d a motor vehicle owned by, or hired or leased to You other than agreements relating to the sale of motor vehicles where You are engaged in the business of selling motor vehicles;
- 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; or
- 5 any dispute which arises from debts You have purchased from a third party.

G Property Protection

We will pay Costs and Expenses in a civil dispute relating to physical property which is owned by You, or is Your responsibility following:

- 1 any event which causes or could cause 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.

Exclusions

We will not pay any claim relating to the following:

- 1 a contract You have entered into (please refer to Insured Incident D 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 policy;

- 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); or
- 7 the enforcement of a covenant by or against You.

H Personal Injury

At Your request, We will pay Costs and Expenses for an Insured Person's and their family members' legal rights following a specific or sudden accident that causes them bodily injury or results in their death.

Exclusions

We will not pay any 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 the defence of an Insured Person's or their family members' legal rights other than in defence of a counter-claim which is an Insured Incident under this Section of the Policy; or
- 4 clinical negligence.

I Tax Protection

We will pay Costs and Expenses for:

- 1 a Tax Enquiry;
- 2 an Employer Compliance Dispute;
- 3 a VAT Dispute.

Provided that:

- a You have taken reasonable care to ensure that all returns are complete and correct and are submitted within the statutory time limits allowed; and
- b any tax claim arises in direct connection with the activities of the Business. See the Terms of Agreement section of this Section.

Exclusions

We will not pay any 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 import or excise duties and import VAT; or
- 5 any investigation or enquiry by HM Revenue & Customs into alleged dishonesty or alleged criminal offences.

J Commercial and Residential Leased or Let Property

a Dilapidations & Maintenance

We will pay Costs and Expenses to pursue Your legal rights:

- 1 In a dispute with a tenant arising from a breach or alleged breach of the tenancy agreement which relates to the use or maintenance of the Let Property, excluding repossession, recovery of money and dilapidations; or
- 2 In a dispute relating to dilapidations to the Let Property.

Provided that:

- a the amount in dispute relating to dilapidations exceeds £1,000;
- b prior to the tenancy beginning, a detailed inventory, which notes the condition of all items on the inventory is prepared by You; and
- c after the tenant has vacated the Let Property, a detailed Schedule of Dilapidations is prepared by You.

b Repossession

We will pay Costs and Expenses to:

- 1 obtain possession of the Let Property, provided that, where appropriate, all statutory and contractual notices have been correctly served by You on the tenant;
- 2 with the prior agreement of DAS, to cover:
 - a the costs of Your hotel accommodation for a maximum of 30 days up to £150 per day;
 - b storage costs up to £10 per day for storage of Your personal possessions for a maximum of four weeks after termination of the tenancy agreement,
 while You are seeking possession of and are unable to reoccupy the Let Property.

c Rent Recovery

We will pay Costs and Expenses to pursue Your legal rights to recover money and interest due from a lease, licence or tenancy of the Let Property, including enforcement of judgment.

Provided that:

- a a claim is made within 90 days of the money becoming due and payable or, if it is rent that is owed, it must have been overdue for at least one calendar month;
 - b if You accept payment (or part payment) of any Rent Arrears from the tenant, You must provide proof You have warned the tenant this does not prevent You taking further action against them to recover monies owed;
 - c where the tenant is a limited company, You must have sought and followed advice from the Appointed Representative before accepting payment of Rent Arrears;
 - d the other party does not intimate that a defence exists.
- d Nuisance and Eviction of Squatters**

We will pay Costs and Expenses to pursue Your legal rights:

- 1 In defending any allegation of nuisance arising from the Let Property used solely for residential purposes.
- 2 To evict anyone who is not Your tenant or ex-tenant from the Let Property and who has not got Your permission to be there. Please note, for England, Wales and Scotland squatting in residential properties is a criminal offence and therefore please contact the police in the first instance.

Exclusions

We will not pay any claim under this Insured Incident J (a to d inclusive) relating to the following:

- 1 A dispute where the originating cause of action arises within 90 days of inception of cover under this Section unless equivalent legal expenses insurance was continuously in force immediately prior to inception of the cover provided by this Section;
- 2 A dispute arising from or relating to:
 - a the negotiation, review or renewal of the lease or tenancy agreement;
 - b the use of the Let Property as a Holiday Home and/or Short Term Let;
 - c any matter relating to service charges;
 - d rent, tax or building regulations or decisions or compulsory purchase orders or restrictions or controls placed on Your

material property by any government or public or local authority;

- e any claim relating to registering rents, reviewing rents, buying the freehold of the Let Property or any matter that relates to rent tribunals, the leasehold valuation tribunal, land tribunals or rent assessment committees;
 - f any planning application, review or decision;
 - g mining subsidence; or
- 3** Any claim relating to:
- a land or premises used for agricultural purposes;
 - b any arbitration or Agricultural Land Tribunal hearing relating to any dispute arising out of a contract of tenancy or lease regulated by the 1986 Agricultural Holdings Act or 1995 Agricultural Tenancies Act or at hearings of the Scottish Land Court relating to disputes arising out of a contract of tenancy or lease regulated by the 1991 Agricultural Holdings (Scotland) Act or 2003 Agricultural Holdings (Scotland) Act under the terms of the tenancy or lease or as directed by statute.

The following Insured Incident is only operative if stated as operative in the Schedule.

K Rent Arrears

This element of cover is only available if stated as operative in the Schedule for a residential property in the UK You have let under the following specific agreements:

- a an assured shorthold tenancy or assured tenancy under the Housing Act 1988; or
 - b a standard contract under the Renting Homes (Wales) Act 2016; or
 - c an assured tenancy or short assured tenancy under the Housing (Scotland) Act 1988; or
 - d a private residential tenancy under the Private Housing (Tenancies) (Scotland) Act 2016; or
 - e a private residential tenancy to which the Private Tenancies (Northern Ireland) Order 2006 applies; or
 - f any equivalent tenancy agreement created due to any amending legislation in the future applying to this definition.
- 1** We will pay Your Rent Arrears while Your tenant or ex-tenant still occupies the Let Property up to a maximum of 12 months for any one claim.

- 2** If after vacant possession the Let Property needs damage repaired to enable You to re-let it We will pay 50% of Your Rent Arrears for a maximum of three months or until the Let Property is re-let, whichever happens first.

Provided that:

in both **1** and **2** You have

- i** obtained a satisfactory reference* for each tenant and each guarantor from a referencing service before the tenancy started; and
- ii** kept clear and up-to-date rental records;

and provided that DAS have accepted Your claim under J (b) Repossession.

We will pay Rent Arrears only if it is always more likely than not that Your claim for repossession of the Let Property will succeed.

*The reference must include: written references from a previous managing agent or landlord; an employer (or any other financial source); and a credit history check (including the Enforcement of Judgments Office, County Court Judgments and bankruptcy).

Please note that:

If You receive payment or part payment of Rent Arrears from the tenant at any time following the notification of a claim, DAS must be notified. Any part payments received must be applied against the earliest Rent Arrears. If We have already made a payment in respect of Rent Arrears You must repay the sum received to Us immediately.

What is not covered

We will not pay any claim under this Insured Incident K relating to the following:

- 1** any claim for Rent Arrears which accrue during a period where any legislation, government or court guidance, court systems or court rules result in:
 - i** any or part of the possession proceedings relating to the Let Property being halted or delayed; or where
 - ii** any court action for possession of the Let Property is prevented from being started.
- 2** Any Rent Arrears or any rent deferred prior to the start of this policy, and any reduction in rent agreed at any time.
- 3** Rent Arrears once the Let Property is re-let.
- 4** Rent Arrears for any Let Property in the Channel Islands and the Isle of Man.
- 5** a claim for Rent Arrears reported to DAS more than 90 days after the date You should have known about the Insured Incident.
- 6** any dispute arising from or relating to the use of the Let Property as a Holiday Home and/or Short Term Let.
- 7** unless equivalent legal expenses insurance was continuously in force immediately prior to the start of cover under Insured Incident K, any disagreement with Your tenant when the Date of Occurrence is within the first 90 days of the first Period of Insurance of this Insured Incident and the tenancy agreement started before the start of this Insured Incident.
- 8** any claim relating to registering rents, reviewing rents, rent control, buying the freehold of the Let Property or any matter that relates to rent tribunals, rates tribunals, land tribunals, rent assessment committees and rent officers.
- 9** any claim relating to someone legally taking Your Let Property from You, whether You are offered money or not, or restrictions or controls placed on Your Let Property by any government or public or local authority unless the claim is for accidental physical damage caused by any of the above.
- 10** any claim relating to subsidence, mining or quarrying.

General Exclusions applicable to this Section

We will not pay any claim relating to the following:

- 1 Late reported claims**
any claim reported to DAS more than 180 days after the date the Insured Person should have known about the Insured Incident;
- 2 Costs DAS have not agreed**
Costs and Expenses incurred before expressed acceptance of a claim by DAS;
- 3 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 A Employment Disputes and Compensation Awards and B Legal Defence;
- 4 Legal action DAS has not agreed**
legal action an Insured Person takes which DAS or the Appointed Representative have not agreed to, or where the Insured Person does anything that hinders Us, DAS or the Appointed Representative;

5 Intellectual property rights

any claim relating to patents, copyrights, trademarks, merchandise marks, registered designs, intellectual property, secrecy and confidentiality agreements;

6 Wilful acts

any wilful act or omission of an Insured Person deliberately intended to cause a claim under this Policy;

7 Franchise or agency agreements

any claim relating to rights under a franchise or agency agreement entered into by You;

8 A dispute with DAS

any claim under this Section of the Policy for a dispute with DAS. For disagreements with DAS about the handling of a claim refer to Condition 8 Arbitration, under this section;

9 Shareholding or partnership disputes

any claim relating to a shareholding or partnership share, in the business;

10 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;

11 Bankruptcy

any claim where either at the start of, or during the course of a claim:

- a** You are declared bankrupt;
- b** You have filed a bankruptcy petition;
- c** You have filed a winding-up petition;
- d** You have made an arrangement with Your creditors;
- e** You have entered into a deed of arrangement;
- f** You are in liquidation; or
- g** part or all of Your affairs or property are in the care or control of a receiver or administrator;

12 Defamation

any claim relating to written or verbal remarks that damage the Insured Person's reputation; or

13 Litigant in person

any claim where an Insured Person is not represented by a law firm, barrister or tax expert.

Conditions applicable to this Section**1 Your representation**

- a** On receiving a claim, if representation is necessary, DAS 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.
- b** 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 choose a law firm or tax expert to act as the Appointed Representative. DAS will choose the Appointed Representative to represent You in any proceedings where We are liable to pay a compensation award or Rent Arrears.
- c** If You choose a law firm as Your Appointed Representative who is not a Preferred Law Firm or tax consultancy, DAS 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 Your Appointed Representative refuse to act on this basis, the most We will pay is the amount DAS 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.
- d** The Appointed Representative must co-operate with DAS at all times and must keep DAS up to date with the progress of the claim.

2 Your responsibilities

An Insured Person must:

- a** co-operate fully with Us, DAS and the Appointed Representative; and
- b** give the Appointed Representative any instructions that DAS ask You to.

3 Offers to settle a claim

- a** An Insured Person must tell DAS if anyone offers to settle a claim and must not negotiate or agree to any settlement without DAS' expressed consent.
- b** If an Insured Person does not accept a reasonable offer to settle a claim, We will not pay further Costs and Expenses.
- c** DAS 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 DAS to

take over and pursue or settle a claim in their name. An Insured Person must allow DAS to pursue at their expense and for DAS' benefit, any claim for compensation against any other person and an Insured Person must give DAS all the information and help DAS need to do so.

4 Assessing and recovering costs

- a An Insured Person must instruct the Appointed Representative to have Costs and Expenses taxed, assessed or audited if requested by DAS.
- b An Insured Person must take every step to recover Costs and Expenses and court attendance and jury service expenses that DAS have to pay and must pay DAS any amounts that are recovered.

5 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 DAS agrees to appoint another Appointed Representative.

6 Withdrawing cover

- a 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 DAS on Our behalf have paid.
- b 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.

7 Expert opinion

If there is a disagreement between an Insured Person and DAS on the merits of the claim or proceedings, or on a legal principle, DAS 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 DAS and the cost expressly agreed in writing between the Insured Person and DAS. Subject to this We will pay the cost of obtaining 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 DAS have agreed to) or make a successful defence.

This does not affect the Insured Person's rights under Condition 8, under this section.

8 Arbitration

If there is a disagreement about the handling of a claim and it is not resolved through DAS' 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, DAS 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.

9 Keeping to the Section terms

An Insured Person must:

- a keep to the terms and conditions of this Section of the Policy;
- b take reasonable steps to avoid and prevent claims;
- c take reasonable steps to avoid incurring unnecessary costs;
- d send everything We or DAS ask for in writing; and
- e report to DAS full and factual details of any claim as soon as possible and give DAS any information that is needed.

10 Other insurances

Notwithstanding Claims Condition 6 under this Policy, if any claim covered under this Section is also covered by another policy, or would have been covered if this Section did not exist, We will only pay Our share of the claim even if the other insurer refuses the claim.

11 Applicable Law

Notwithstanding General Condition F Choice of Law of this Policy, this Section is governed by the law that applies in the part of the United Kingdom, Channel Islands or Isle of Man, where the Insured Person's business is registered. Otherwise the law of England and Wales applies.

All Acts of Parliament mentioned in this Policy include equivalent laws in Scotland, Northern Ireland, the Channel Islands and the Isle of Man, as appropriate.

How to make a complaint

DAS will always aim to give the Insured Person a quality service. If the Insured Person thinks DAS have let them down, they can contact DAS by:

- phoning **0344 893 9013**
- emailing **customerrelations@das.co.uk**
- writing to the Customer Relations Department at DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol BS1 6NH
- completing the DAS online complaint form at **www.das.co.uk/about-das/complaints**

Further details of the DAS internal complaint-handling procedures are available on request.

If the Insured Person is not happy with the complaint outcome or if DAS have been unable to respond to the Insured Person's complaint within 8 weeks, the Insured Person may be able to contact the Financial Ombudsman Service for help.

The Insured Person can contact them by:

- phoning **0800 023 4567** (free from mobile phones and landlines) or **0300 123 9123**
- emailing **complaint.info@financial-ombudsman.org.uk**
- writing to:

The Financial Ombudsman Service
Exchange Tower
London E14 9SR

Further information is available on their website:
www.financial-ombudsman.org.uk.

Using this service does not affect the Insured Person's right to take legal action.

Data Protection

DAS holds data in accordance with the current Data Protection Regulations and Legislation.

DAS Legal Expenses Insurance Company Limited (DAS) Group will use any personal information, including sensitive personal information as defined in the Data Protection Act 2018 for the purpose of dealing with the Insured Person's claim. It will also be used, if required, for the purpose of administering and underwriting your policy, for giving advice and assistance, and to update DAS Group records.

For full information on how DAS will process your data please visit **www.das.co.uk/legal/privacy-statement**.

DAS Regulatory Information

DAS Head and Registered Office

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**

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.

Financial Services Compensation Scheme

DAS are covered by the Financial Services Compensation Scheme (FSCS).

Compensation from the scheme may be claimed if DAS cannot meet their obligations. This will be dependent on the type of business and the circumstances of the claim. More information on the compensation scheme arrangements can be found on the FSCS website, **www.fscs.org.uk**

Section 9: Terrorism

Definitions

The definitions which apply to this Section are in addition to the General Definitions.

Act of Terrorism

Acts of persons 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 HM Government in the United Kingdom or any other Government de jure or de facto.

Computer System

For the purpose of this Section only, a Computer System will mean a computer or other equipment or component or system or item which processes, stores, transmits or receives Data.

Covered Loss

All losses:

- a arising under any of the Heads of Cover (other than Non-Damage Business Interruption Head of Cover) as a result of damage to or the destruction of Property insured occurring in the Territory, the proximate cause of which is an Act of Terrorism;
- b arising under the Non-Damage Business Interruption Head of Cover, provided that business interruption losses which results from such prevention of access and/or loss of attraction are insured by this Policy.

Data

For the purpose of this Section only, Data will mean data of any sort whatever, including without limitation, tangible or intangible data and any programs or software, bandwidth, cryptographic keys, databases, documents, domain names or network addresses or anything similar, files, interfaces, metadata, platforms, processing capability, storage media, transaction gateways, user credentials, websites, or any information whatever.

Denial of Service Attack

Any actions or instructions constructed or generated with the ability to damage, interfere with or otherwise affect the availability or performance of networks, network services, network connectivity or Computer Systems. Denial of Service Attacks include, but are not limited to, the generation of excess traffic into network addresses, the exploitation of system or network weaknesses, the generation of excess or non-genuine traffic between and amongst networks and the procurement of such actions or instructions by other Computer Systems.

Hacking

Unauthorised access to any Computer System whether or not Your property.

Head of Cover

Any of the following five types of insurance cover:

- a buildings and completed structures.
- b other property (including contents, engineering, contractors and computers).
- c business interruption.
- d book debts.
- e Non-Damage Business Interruption.

Provided always that each Head of Cover will be deemed to be a separate Head of Cover whether the item insured is insured under this or separate policies, under separate terms of a policy or under separate sections of combined or package policies.

Non-Damage Business Interruption

All losses arising as a result of interruption or interference with Your Business in consequence of:

- a access to, exit from or use of any Premises located within the Territory occupied by You, being impaired or prevented due to the actions of the police, competent authority or any other statutory authority, the proximate cause of which is an Act of Terrorism; or
- b an Act of Terrorism in the vicinity of, but in no event further than one mile from, any Premises within the Territory occupied by You which results in the Business having a diminished attraction to customers and solely in consequence of thereof, an identifiable reduction in Your Business, provided that the Indemnity Period in no event irrespective of what is shown in the Schedule shall exceed three months.

Nuclear Installation

Any installation of such class or description as may be prescribed by regulations made by the relevant Secretary of State from time to time by statutory instrument, being an installation designed or adapted for:

- a the production or use of atomic energy;
- b the carrying out of any process which is preparatory or ancillary to the production or use of atomic energy and which involves or is capable of causing the emission of ionising radiations; or
- c the storage, processing or disposal of nuclear fuel or bulk quantities of other radioactive matter, being matter which

has been produced or irradiated in the course of the production or use of nuclear fuel.

Nuclear Reactor

Any plant (including any machinery, equipment or appliance whether affixed to land or not) designed or adapted for the production of atomic energy by a fission process in which a controlled chain reaction can be maintained without an additional source of neutrons.

Phishing

Any access or attempted access to Data made by means of misrepresentation or deception.

Private Individual

Any person other than a:

- a** beneficiary, trustee or body of trustees where insurance is arranged in accordance with the terms of a trust;
- b** person who owns or who has commercial insurance in place in respect of Residential Property for their business as a sole trader; or
- c** person who owns or who has commercial insurance in place in respect of a private residence which exceeds 20% commercial occupancy.

Provided that if the property is a private dwelling house or a self-contained unit insured as part of a block of flats, is subject to a trust or executorship of a will and is occupied as a private residence by a beneficiary or a trustee of the trust in question or sole trader or by a beneficiary or an executor of the will in question or the property is located in premises owned by any such person the property insured will be deemed to be insured in the name of a Private Individual.

The definition of Private Individual will include two or more persons where insurance is arranged in their several names and/or the Insured Name on the Schedule includes the name of a bank or building society or other financial institution for the purpose of noting their interest in the property insured.

Residential Property

Private dwelling houses and flats (including household contents and personal effects as insured).

Territory

England and Wales and Scotland but not the territorial sea adjacent thereto as defined by the Territorial Sea Act 1987.

Terrorism Insurance

Insurance for Acts of Terrorism under the terms of this insurance.

Virus or Similar Mechanism

Program code, programming instruction or any set of instructions constructed with the purpose and ability, or purposely used to damage, interfere with, adversely affect, infiltrate or monitor computer programs, Computer Systems, Data 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 and the exploitation of bugs or vulnerabilities in a computer program to damage, interfere with, adversely affect, infiltrate or monitor as above.

Cover

We will indemnify You for:

- 1** all losses under any of the Heads of Cover (other than the Non-Damage Business Interruption Head of Cover) as a result of damage to or destruction of the Property insured and loss consequent on interruption to or interference with the Business, in the Territory caused by or resulting from an Act of Terrorism; and
- 2** all losses arising under the Non-Damage Business Interruption Head of Cover within the Territory;

as insured by this Policy.

Provided that Our liability shall not exceed in any one Period of Insurance:

- 1** in all, the total Sum Insured; or
- 2** for any item its sum insured or any other stated limit of liability stated in the Schedule or elsewhere in the Policy,

whichever is the less.

Conditions

The following Conditions apply to this Section:

- 1** We will not indemnify You unless and until:
 - a** HM Treasury has certified that an event or events have been an Act of Terrorism; or
 - b** a Tribunal constituted under the terms of Schedule 3 to a Retrocession Agreement between Pool Reinsurance Company Ltd and HM Treasury has determined that an event or events have been an Act of Terrorism.
- 2** Any conditions or terms which provide for adjustments of premium based on declarations on expiry of the Period of Insurance will not apply to Terrorism Insurance.
- 3** Any long term agreement applying to this Policy will not apply to Terrorism Insurance.

Exclusions

The insurance provided by this Section is not subject to any of the exclusions of this Policy, however We will not be liable under this Section for:

- 1 any loss whatsoever directly or indirectly caused by or contributed to by or arising from 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 any loss whatsoever directly or indirectly caused by contributed to by or arising from or occasioned by or resulting from:
 - a Damage to or the destruction of any Computer System; or
 - b any alteration, modification, distortion, erasure or corruption of Data,

in each case whether or not Your property, where such loss is directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from Virus or Similar Mechanism or Hacking or Phishing or Denial of Service Attack.

Provided that Covered Loss (other than any loss arising under the Non-Damage Business Interruption Head of Cover) otherwise falling within this Exclusion 2 will not be treated as excluded by Exclusion 2 solely to the extent that such Covered Loss:

- i results directly (or, solely as regards ii c below, indirectly) from fire, explosion, flood, escape of water from any tank, apparatus or pipe (including any sprinkler system), impact of aircraft or any aerial devices or articles dropped from them, impact of any sea-going or water-going vessel or of any vehicle whatsoever or of any goods or cargo carried in or on such vessel or vehicle, destruction of, damage to or movement of buildings or structures, plant or machinery other than any Computer System; and
- ii comprises;
 - a the cost of reinstatement, replacement or repair in respect of damage to or destruction of Property insured by You; or
 - b the amount of business interruption loss suffered directly by You itself by way of loss of or reduction in profits, revenue or turnover or increased cost of working as a direct result of either damage to or destruction of Property insured by You or as a direct result of denial, prevention or hindrance of access to or use of the Property insured by You by

reason of an Act of Terrorism causing damage to other Property within one mile of the Property insured by You to which access is affected; or

- c the amount of loss caused by the cancellation, abandonment, postponement, interruption, curtailment or relocation of an event as a result of damage to or destruction of Property and any additional costs or charges reasonably and necessarily paid by You to avoid or diminish such loss; and
- iii is not proximately caused by an Act of Terrorism in relation to which the relevant organisation or any persons acting on behalf of or in connection with that organisation are controlled by, acting on behalf of or in part of any de jure or de facto government of any nation, country or state;

The meaning of "Property" for the purposes of this provision shall (in addition to Exclusions 3 and 4 under this Section) exclude:

- a any money (including "Money" as defined under this or separate policies), currency, electronic cryptographic or virtual currency including Bitcoin or anything similar, negotiable or non-negotiable instruments, financial securities or any financial instrument of any sort whatsoever; and
- b any Data;

Notwithstanding the exclusion of Data from "Property" in this provision, to the extent that damage to or destruction of Property within the meaning of sub-paragraph ii of this provision indirectly results from any alteration, modification, distortion, erasure or corruption of Data, because the occurrence of one or more of the matters referred to in sub-paragraph i of this provision results directly or indirectly from any alteration, modification, distortion, erasure or corruption of Data, that will not prevent cost or business interruption loss directly resulting from damage to or destruction of such Property and otherwise falling within sub-paragraphs i and ii of this provision from being recoverable under this Terrorism Insurance. In no other circumstances than the previous sentence, however, will any loss or losses directly or indirectly caused by, contributed to by or arising from or occasioned by or resulting from any alteration, modification, distortion, erasure or corruption of Data be recoverable under this Terrorism Insurance.

For the avoidance of doubt, the burden of proof will be on You to prove or establish all matters referred to in sub-paragraphs i to ii above;

- 3 Damage or any consequential loss arising from such Damage to any Nuclear Installation or Nuclear Reactor and all fixtures and fittings situated thereon and attached thereto and all pipes, wires, cables, drains or other conduits or service media of any description which are affixed or connected to or in any way serve such Nuclear Installation or Nuclear Reactor, but this Exclusion shall not exclude loss arising from Damage to other types of property arising from an Act of Terrorism occurring at the site of a Nuclear Installation or Reactor;
- 4 any Residential Property insured in the name of a Private Individual.

Policy Extensions

The following Policy Extension(s) automatically apply:

Policy Extension 1: Equipment Breakdown

Definitions

The definitions which apply to this Policy Extension are in addition to the General Definitions.

Accident

Means:

- a** electrical or mechanical Breakdown, including rupture or bursting caused by centrifugal force;
- b** artificially generated electrical current, including electric arcing, that disturbs electrical devices, appliances or wires;
- c** Explosion or Collapse of Covered Equipment operating under steam or other fluid pressure;
- d** Damage to Covered Equipment operating under steam or other fluid pressure caused by or resulting from any condition or event (not otherwise excluded) occurring inside such boilers or equipment;
- e** loss or damage to hot water boilers other water heating equipment oil or water storage tanks caused by or resulting from any condition or event (not otherwise excluded) occurring inside such equipment; or
- f** Damage caused by or due to operator error that results in the overloading of Covered Equipment.

If an initial Accident causes other Accidents, all will be considered one Accident. All Accidents that are the result of the same event will be considered one Accident.

Additional Expenses

Expenses incurred to clean up or dispose of the Covered Equipment resulting from contamination by a Hazardous Substance.

Biomass and Biogas Installations

Any equipment and machinery used in connection with running a biomass or biogas heating or power generation plant, including anaerobic digesters, storage tanks, augers, screeners, scrubbers, boilers, gas engines, generators, heat exchangers, pumps and motors.

Breakdown

- a** the actual breaking, failure, distortion or burning out of any part of the Covered Equipment whilst in ordinary use arising from defects in the Covered Equipment causing its sudden stoppage and necessitating repair or replacement before it can resume work; or

- b** fracturing of any part of the Covered Equipment by frost when such fracture renders the Covered Equipment inoperative; or
- c** the actual and complete severance of a rope but not breakage or abrasion of wires or strands even though replacement may be necessary; or
- d** Electronic Derangement.

Collapse

The sudden and dangerous distortion (whether or not attended by rupture) of any part of the Covered Equipment caused by crushing stress by force of internal steam or other fluid pressure (other than pressure of chemical action or ignited flue gases or ignition of the contents).

Computer Equipment

- a** electronic, computer or other data processing equipment;
- b** peripherals used in conjunction with **a**; or
- c** software or programs licensed to You and installed on **a** above.

Covered Equipment

Equipment at the Premises owned by You or for which You are responsible built to operate under vacuum or pressure, other than weight of contents, or used for the generation, transmission or utilisation of energy including but not limited to:

- a** heating systems and hot water heaters;
- b** air circulation, ventilation, air conditioning and refrigeration systems (other than blast freezers);
- c** electrical panels, emergency generators and electrical distribution systems;
- d** security, alarm and sound systems;
- e** lifts and escalators;
- f** office equipment including telephone systems, Computer Equipment, fax machines, copiers and printers;
- g** retail equipment, bar code scanners, credit and debit card payment systems and cash registers;
- h** forklift trucks on the Premises;
- i** domestic kitchen and food preparation equipment, laundry and cleaning equipment and Audio visual equipment.

Excluding:

- i** any structure, foundation, masonry, brickwork, cabinet, compartment or air supported structure or building;
- ii** any insulating or refractory material;
- iii** any sewer piping, underground vessels or piping, or piping forming a part of a sprinkler system;

- iv** any water piping other than boiler firewater piping, boiler condensate return piping or water piping forming a part of a refrigerating or air conditioning system;
- v** any vehicle, mobile equipment, aircraft, floating vessel including any equipment mounted on such vehicle, mobile equipment, aircraft or floating vessel;
- vi** any construction plant or equipment;
- vii** any tool, die, cutting edge, crushing surface, trailing cable, non-metallic lining, driving belt, or band, or any other part requiring periodic renewal;
- viii** any equipment manufactured by You for sale;
- ix** Production or Process equipment; or
- x** any electricity generating equipment other than emergency back-up power equipment or wind turbines less than 10kw or photovoltaic equipment less than 50kw;
- xi** any Biomass or Biogas Installation;
- xii** any Hydroelectric Installation; or
- xiii** equipment owned by Your tenants.

Cyber Event

- a** a failure of electronic equipment to correctly recognise, process or store any date;
- b** a hostile, malicious, illegal or transgressive act committed through electronic systems or, including but not limited to:
 - i** a virus (a program, code, programming instruction or any set of instructions, intended to damage, interfere with or have a negative effect on computer programs, data or operations);
 - ii** hacking (unauthorised access to any computer or other electronic equipment);
 - iii** a denial of service attack (any actions or instructions intended to damage, interfere with or affect the availability or performance of networks, network services, network connectivity or telecommunication systems).

Electronic Derangement

Malfunction of the Computer Equipment or electronic circuitry controlling or operating the Covered Equipment that is not accompanied by visible damage and requires replacement of one or more insured components of the Covered Equipment in order to restore it to its normal operation.

Electronic Derangement does not include:

- i** the rebooting, reloading or updating of software or firmware;
- ii** the incompatibility of Covered Equipment with any software or equipment installed, introduced or networked, within the previous 30 days;

- iii** the Covered Equipment being of insufficient size, specification or capacity;
- iv** malfunction resulting from causes excluded under Exclusion 2 below.

Explosion

The sudden and violent rending of the Covered Equipment 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 Covered Equipment together with forcible ejection of the contents.

Hazardous Substance

Any substance other than ammonia that has been declared to be hazardous to health by a governmental agency.

Hydroelectric Installations

Any equipment, machinery, dam and weir used in connection with running a hydroelectric-power station, including turbines, sluice gates, screens, screeners, pumps, motors, generators, gearboxes, engines, alternators and associated equipment. Hydroelectric Installations also include any substation and distribution transformer, switchgear, meter, cabling, telecommunication and monitoring device, building and converter housing (including fixtures and fittings), and security equipment.

Media

All forms of electronic, magnetic and optical tapes and discs for use in any electronic computer or electronic data processing equipment.

Production or Process Equipment

Any machine or apparatus (other than kitchen and food preparation and laundry equipment) which processes, forms, cuts, shapes, grinds or conveys raw materials, materials in process or finished product, including any equipment forming a part of the driving or controlling mechanism for such machine or apparatus.

Perishable Goods

Any perishable good which it is normal practice to place into a refrigeration unit for purposes of preservation.

Cover

The insurance by Sections 1 and 2 (if operative) of the Policy is extended to include cover for direct physical damage caused to Covered Equipment resulting from an Accident, subject to the terms, conditions, limitations and exclusions of the Policy and this Policy Extension.

Additional Cover and Sub-Limits

The following Additional Covers also apply under this Policy Extension. These Additional Covers do not increase the Limits or Sums Insured shown in the Schedule.

1 Hazardous Substances

We will cover You for Damage to Covered Equipment caused by contamination by a hazardous substance, including any Additional Expenses incurred.

Our maximum liability under this Additional Cover will not exceed £10,000 any one Accident.

2 Computer Equipment

We will be liable for Damage caused by or resulting from an Accident to Computer Equipment whilst at the Premises. Our maximum liability will not exceed £250,000 any one Accident.

Also this additional Cover applies to any portable computer equipment insured under Section 2 of this policy. Where the latter section is also extended in respect of such equipment to apply whilst the portable computer equipment is anywhere in the world then any Accident occurring worldwide will also be insured by this Policy Extension.

Our liability for portable computer equipment will not exceed £5,000 any one Accident.

Cover is also extended to include Damage caused by or resulting from an Accident to Computer Equipment occurring whilst such Equipment is at any situation in the United Kingdom, the Channel Islands, the Isle of Man, or in any member country of the EU, including whilst in transit to and from. Our maximum liability will not exceed £5,000 in total for all claims or series of claims arising out of any one original Accident, including if shown as operative, any actual loss under Section 4: Rent Receivable in respect of Damage to Computer Equipment whilst away from the Premises.

3 Reinstatement of Data

Unless otherwise excluded, We will be liable under this Additional Cover for costs incurred in reinstating data lost or damaged in consequence of an Accident to Covered Equipment.

Provided that:

- a** liability is limited solely to the cost of reinstating data onto Media;
- b** We will not be liable for any losses discovered later than six months after the loss was initiated;
- c** We will not be liable for Damage to software;

- d** We will not be liable under this Additional Cover for costs more specifically described under the Increased Costs Of Working Additional Cover.

Our maximum liability in respect of this Additional Cover will not exceed £25,000 in any one Period of Insurance.

4 Increased Costs of Working

Unless otherwise excluded, We will be liable to pay reasonable costs necessarily incurred in consequence of an Accident to Covered Equipment in minimising or preventing the resulting interruption or interference to Your computer operations.

Our maximum liability under this Additional Cover will not exceed £25,000 any one Accident.

5 Rent Receivable

If cover is shown as operative in Your Schedule, We will cover You for loss as described under Section 4 Rent Receivable caused by an Accident to Covered Equipment.

For the purposes of this cover Accident will not include any Accidents insured under Additional Cover 11 – Damage to Own Surrounding Property.

Our maximum liability under this Additional Cover will not exceed £30,000 in the aggregate during any one Period of Insurance.

6 Perishable Goods

We will cover You for Damage to Perishable Goods owned by You or for which You are responsible in any refrigeration unit owned by You due to change in temperature caused by an Accident or failure of the electricity supply.

We will not cover Damage caused:

- a** by the deliberate act of any electricity undertaking in terminating disconnecting restricting or withholding the supply of electricity;
- b** by neglect or misuse;
- c** by wear, tear, deterioration of the cabinet or other gradually operating cause; or
- d** as a result of incorrect setting of thermostats or automatic controlling devices.

We will not be liable for 20% of any loss where the refrigeration unit is over 10 years old. Our maximum liability in respect of this Additional Cover will not exceed £15,000 for frozen or chilled foods and £5,000 in respect of any other Perishable Goods for any one Accident.

7 Expediting Expenses

With respect to damaged Covered Equipment, We will pay for any reasonable costs necessarily incurred to make temporary repairs and expedite permanent repairs or permanent replacement.

Our maximum liability under this Additional Cover will not exceed £20,000 any one Accident.

8 Public Authorities/Law or Ordinance

If an Accident to Covered Equipment damages a building that is covered under this Policy; and the loss is increased by enforcement of any public authority, ordinance or law in force at the time of the Accident that regulates the construction or repair of buildings, or establishes zoning or land use requirements, We will be liable for the following additional costs to comply with such ordinance or law:

- a** Your actual expenditures for the cost to demolish and clear the site of undamaged parts.
- b** Your actual expenditures for increased costs to repair, rebuild or construct the building. If the building is repaired or rebuilt, it must be intended for similar use or occupancy as the current building, unless otherwise required by zoning or land use ordinance or law.

We will not be liable for:

- i** any fine or penalty;
- ii** any liability to a third party;
- iii** any increase in loss due to a hazardous substance (other than as specifically insured under Additional Cover 1); or
- iv** increased construction costs until the building is actually repaired or replaced.

This Additional Cover is within and does not increase the Sum Insured shown in the Schedule.

9 Hire of Substitute Item

If Covered Equipment is damaged as a result of an Accident We will also indemnify You against the cost of hire charges actually incurred by You during the Period of Insurance for the necessary hire of a substitute item of similar type and capacity during the period of repair or until permanent replacement of the item lost or damaged.

Our maximum liability under this Additional Cover will not exceed £5,000 any one Accident.

10 Storage Tanks and Loss Of Contents

This Additional Cover extends to include loss or damage caused by an Accident to storage tanks or water tanks (other than sprinkler system tanks) including connected pipework belonging to You or for which You are responsible at the Premises. In addition this Additional Cover covers loss of the contents of storage tanks caused by:

- a** escape of contents leakage discharge or overflow from the storage tanks caused by or resulting from an Accident;
- b** contamination of the contents of the storage tanks caused by or resulting from an Accident;

including cleaning costs incurred as a result of such loss.

This Additional Cover excludes:

- 1** loss caused by fire howsoever the fire may have been caused;
- 2** loss resulting from corrosion erosion or wasting;
- 3** contamination of the contents resulting from:
 - a** the natural settling separation or accumulation of fluids or materials constituting the normal contents;
 - b** the deliberate use of fluids or materials in the storage for cleaning flushing or similar purposes;
- 4** loss sustained whilst storage tanks are in transit between Premises; and
- 5** costs or expenses arising from pollution or contamination of property not covered by this Additional Cover.

Our maximum liability under this Additional Cover will not exceed £7,500 any one Accident.

11 Damage To Own Surrounding Property

We will be liable for Damage to property belonging to You or in Your custody and control and for which You are responsible directly resulting from Explosion or Collapse of any steam boiler, steam generator, economiser, superheater, steam pipework or steam vessel.

Our maximum liability under this Additional Cover will not exceed £1,000,000 any one Accident.

Additional Conditions

These Additional Conditions apply to this Policy Extension and are in addition to the Conditions contained elsewhere in this Policy.

1 Precautions

You will exercise due diligence in:

- a** complying with any statute or order;
- b** ensuring that insured items are properly maintained and used in accordance with manufacturers recommendations and in taking reasonable precautions to prevent loss or damage.

2 Back Up Records

You must back up original data at least every 7 days.

You must take precautions to make sure that all data is stored safely.

If You fail to keep to this condition, We may still pay a claim if You can show that formal procedures are in place to keep to this Condition and that the failure was an accidental oversight or as a result of circumstances beyond Your control.

3 General Definitions, Claims Conditions or General Conditions

Where there is any conflict between the General Definitions, General Conditions, Claims Conditions or General Exclusions, of this Policy, and the terms, definitions, conditions, clauses and exclusions, under this Policy Extension, the interpretation under this Policy Extension will take precedence.

Exclusions

The following Exclusions apply in respect of this Policy Extension:

We will not be liable for:

- 1** Damage caused by or resulting from:
 - a** a hydrostatic, pneumatic, or gas pressure test of any boiler or pressure vessel;
 - b** an insulation breakdown test of any type of electrical equipment; or
 - c** depletion, deterioration, corrosion, erosion, wear and tear, or other gradually developing conditions, unless such Damage results from an Accident;
- 2** loss or damage of any kind caused by a Cyber Event;

- 3** Damage to data or Media caused by or resulting from:
 - a** programming error or programming limitation;
 - b** loss of data other than for the reinstatement of data lost or damaged, as provided for under Additional Cover 3 Reinstatement of Data;
 - c** loss of access;
 - d** loss of use; or
 - e** loss of functionality;
- 4** Damage recoverable under maintenance agreement or any warranty or guarantee or which would be recoverable but for breach of Your obligations under the agreement; or
- 5** any costs incurred due to a delay in resuming operations resulting from the need to reconstruct or re-input data or programs on Media, where You have not fully complied with Additional Condition 2 Back Up Records.

Excess

This Policy Extension does not cover and We will not be liable for the amount of the first £200 of each and every claim.

All claims or series of claims, arising out of any one original cause, will be treated as one claim.

Optional Extensions

This Extension is operative only if the number set against it appears in the appropriate place in the Schedule.

In respect of the following Extension the terms conditions limitations and exclusions of the Section (or Sub-Section) to which it applies operate insofar as they can apply except where they are expressly varied.

Optional Extension 1: Day One Extension

Cover

The amount payable under this Extension in respect of Buildings will be the cost of Reinstatement of the property sustaining Damage.

Definitions

Reinstatement

- a** The rebuilding or replacement of property sustaining Damage 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 sustaining Damage; in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new.

Declared Value

Your assessment of the cost of Reinstatement of the property insured at the level of costs applying at the inception of the Period of Insurance (ignoring inflationary factors which may operate subsequently) together with, insofar as the insurance by the item provides, allowance for:

- a** the additional cost of Reinstatement to comply with legislation and regulations under Acts of Parliament or Public Authority requirements;
- b** professional fees; and
- c** debris removal costs.

Conditions

- 1** At the inception of each Period of Insurance You will notify Us of the Declared Value of the property insured by each of the stated items. In the absence of such declaration the last amount declared (adjusted to reflect index linking where applicable) will be taken as the Declared Value for the ensuing Period of Insurance.

- 2** Where the property sustains Damage in part only Our liability for repair or restoration will not exceed the amount which would have been payable had the property been totally destroyed.
- 3** No payment beyond the amount which would have been payable in the absence of this Extension will be made:
 - a** unless Reinstatement commences and proceeds without unreasonable delay;
 - b** until the cost of Reinstatement has been actually incurred; or
 - c** if the property insured at the time of its Damage is insured by any other insurance effected by You or on Your behalf which is not upon the same basis of Reinstatement.
- 4** All the terms and conditions of the Policy will apply:
 - a** in respect of any claim payable under the provisions of this Extension except as otherwise stated;
 - b** where claims are payable as if this Extension had not been incorporated except that the sums insured will be limited to that percentage of the Declared Values which the premium paid bears to that which would have been paid had this Extension not been incorporated.
- 5** Our liability in respect of each item will not exceed the Sum Insured stated in the Schedule.

Important Information

Your right to cancel

If this cover does not meet your requirements, please return all your documents and any certificate to the broker, intermediary or agent who arranged the Policy within 14 days of receipt. We will return any premium paid in accordance with General Condition D Cancellation.

Cancellation

If you wish to cancel the contract at any other time, please contact the broker, intermediary or agent who arranged the Policy. We will return any premium paid in accordance with General Condition D Cancellation.

How to make a claim

Please contact, in the first instance, the broker, intermediary or agent who arranged the Policy. Please quote your Policy number.

How to complain

If you have an enquiry or complaint arising from your Policy, please contact the broker, intermediary or agent who arranged the Policy for you. If the broker is unable to resolve your complaint or it is regarding the terms and conditions of the Policy they will refer it to NIG.

If your complaint is still outstanding you can write to NIG direct at the following address:

RSA Customer Relations Team
PO Box 255
Wyndham
NR18 8DP

Email: crt.halifax@uk.rsagroup.com

Please ensure that you quote your policy number in all correspondence.

Details of NIG's complaints procedures including information on what you should expect in response to your complaint can be found on NIG's website at www.nig.com/contact-us/complaints.

Once you receive a written response and if you remain dissatisfied, you may refer your complaint to the Financial Ombudsman Service (FOS). Their address is:

The Financial Ombudsman Service
Exchange Tower London E14 9SR

Telephone: **0800 023 4567** or **0300 123 9123**.

Their website also has a great deal of useful information: www.financial-ombudsman.org.uk.

Details about our Regulator

NIG policies are underwritten by Royal and Sun Alliance Insurance Ltd who is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number **202323**. The Financial Conduct Authority website, which includes a register of all regulated firms can be visited at www.fca.org.uk, or the Financial Conduct Authority can be contacted on **0800 111 6768**.

The Prudential Regulation Authority website can be visited at www.bankofengland.co.uk/pr, or the Prudential Regulation Authority can be contacted on **020 7601 4878**.

Financial Services Compensation Scheme

Under the Financial Services and Markets Act 2000, should we be unable to meet our liabilities to policyholders, compensation may be available. Insurance advising and arranging is covered for 90% of the claim, without any upper limit. For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit. Information can be obtained on request, or by visiting the Financial Services Compensation Scheme website at www.fscs.org.uk

Data Protection

At NIG we are aware of the trust you place in us when you buy our products and our responsibility to protect your information. You can view and/or download our privacy notice from www.rsainsurance.co.uk/privacy-policy/. This tells you what we do with the information we collect about you, how we protect your information, what your rights are under data protection legislation and tells you what we are required to do by law. This includes details of who to contact should you have any concerns about the way in which NIG are using your personal information.

Whoever you are contacting, please always quote your Policy number as it will help your enquiry or complaint to be dealt with promptly.



www.nig.com