
What is a summary of cover?

This document provides key information about Hiscox Management Liability Portfolio policy. It does not contain the full terms and conditions of the insurance cover and does not constitute your insurance contract. If you have any additional questions, please refer to the policy wording, your insurance adviser or contact our customer services team.

Product name: Hiscox Clubs and Associations Insurance Portfolio
Type of insurance: Trustees and individual liability, Employment practices liability & Professional and Legal Liability
Underwritten by: Hiscox Insurance Company Limited

Significant features and benefits

The Hiscox Club or association Insurance Portfolio has been specifically developed to protect the liabilities of UK clubs and associations and their trustees, directors, officers, employees and volunteers.

Key benefits

- Separate limits offered for each section ensuring cover for trustees, directors, officers, employees or volunteers not affected by a claim against brought against the club or association
- Covers the club or association and any past present or future trustee, director, officer, employee or volunteer
- Each section includes costs of defence and awards made against the company, trustees, directors, officers, employees or volunteers
- Cover includes claims brought by regulatory authorities against the club or association and any trustee, director, officer or employee (for example Health & Safety, Trading Standards, SFO, DTI)
- Cover includes claims brought by any current or ex-employees including claims for unfair dismissal, harassment or discrimination
- Cover includes claims brought by third parties including allegations of regulatory breach, negligence, misuse of funds, libel or slander
- Cover includes a sub limit of £100,000 for direct financial loss due to dishonesty of employees

Other important features

- Cover is provided for costs of any official investigation into any trustee, director, officer or employee
- Cover is given for costs of any employment or health & safety investigation (above excess level)
- The policy also includes access to online human resources advice (businessshr) at no extra cost to you including ability to conduct online audit of your existing employment policies which could reduce your excess by 50%
- Ability to use your own legal representation (with our prior written approval) or have access to Hiscox legally qualified claims underwriters

Significant or unusual exclusions/limitations

- You will normally have to pay an initial amount for each claim made against the company under the Employment practice liability and Professional and legal liability sections of the policy. These excesses may vary by your choice and/or our underwriters' criteria. Your quotation and schedule of insurance will show the specific excesses applicable to your policy
- Fines & penalties or taxes
- Fraud & dishonesty (applies only after legal judgement or admission)
- Claims brought in USA or arising out of activities or turnover to USA (unless specifically agreed)

Your responsibilities

Your premium and insurance cover will be based on the details you have provided to us. This product meets the demands and needs of those who wish to insure their club or association for management liability. The information you provide and on which the premium is based is a record of your demands and needs particular to your specific circumstances.

You are responsible for providing complete and accurate information, which insurers require in connection with any proposal for insurance cover. You should inform us immediately of any changes in circumstances to your club or association that may affect

the services provided by us or the cover provided by your policy. This is particularly important before taking out a policy, but it also applies throughout the life of a policy.

- If you fail to disclose any material fact or other information material to the insurance this could invalidate the policy and mean that claims may not be paid
- You should read and check all insurance documents issued to you and ensure that you are aware of the cover, limits and other terms that apply as failure to comply with these terms could invalidate the policy
- Once the policy has incepted, you must notify us promptly following your first awareness of a circumstance which is likely to lead to a claim against you. You must not admit that you are liable for what has happened or make any offer, deal or payment without our prior consent.

Duration of contract

Policies may be issued on either an annual or a continuous basis - please refer to your schedule. A continuous policy means that cover will continue whilst your Direct Debit payments are kept up to date. Our continuous policies do not require annual renewal.

Cancellation rights

If the cover does not meet your needs, you have 14 days from receipt of your policy documents to cancel. We will return any premium you have paid in full provided no claims have been made on the policy during that time. Otherwise, you can cancel this policy at any time giving 30 days' notice and you will only be charged for the premiums due up to the date of cancellation.

Hiscox shall be entitled to terminate the policy with immediate effect upon notice to you in the event of non-receipt of Direct Debit payment within the specified seven day period. In all other circumstances we retain the right to cancel the policy giving you 30 days' notice.

Claims service

If you need to make a claim you should contact us directly on 0845 213 8899 or contact your insurance adviser if you have one. You will need to provide your Hiscox policy number and full details of the claim or circumstance, including the date and the amount and circumstances of the loss.

It is when you make a claim that you really find out how good your insurer is and we are confident that you will not find a better service in the UK. Hiscox prides itself on its fast, efficient, fair and sensible claims service, offering access to expert legal teams where necessary.

Questions and complaints

If you have a question or complaint, please contact us directly using the details below:

Post Hiscox Customer Services
1 Great St Helen's
London EC3A 6HX

Telephone 0845 213 8777

Email customerservices@hiscox.com

We aim to provide you with a high level of customer service at all times, but if you are not satisfied, please contact us at the above address. In the event that you remain dissatisfied, you may be eligible to refer your case to the Financial Ombudsman Service. You will receive details of how to do this at the appropriate stage of the complaints process.

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations to you. This depends on the type of insurance, size of the business and the circumstances of the claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk).