



## Hiscox Insurance Policy Schedule

This schedule tells you what is insured with us. It should be read carefully with your policy wording(s) and statement of fact detailed elsewhere in this document.

**Schedule effective date: 01/03/2025**

### Insurance details

|                             |   |
|-----------------------------|---|
| <b>Policy number:</b>       | PL-PSC10001566291/09  |
| <b>Period of insurance:</b> | From 01/03/2025 to 28/02/2026 both days inclusive.<br><br>This policy is a Continuing cover policy. |
| <b>Insured:</b>             | British Aikido Association Ltd  |
| <b>Address:</b>             | 332a Meanwood Road<br>LEEDS<br>LS7 2JF  |
| <b>Additional insureds:</b> | None  |
| <b>Business:</b>            | Physical intervention training  |

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# Hiscox Insurance

## Policy Schedule

### Summary

### Claims information

If you need to make a claim:

- For claims relating to your building or contents please contact our claims team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday or contact your broker. If you wish to make a claim online, you can log most claims quickly and easily through our claims notification portal at <https://claims.hiscox.co.uk/>.

Outside of normal business hours, if you require emergency assistance in relation to substantial damage to your property, you can speak to our 24-hour emergency assistance team using the telephone number above. Your policy schedule will state if property cover is included in your policy.

Our out-of-hours emergency assistance team operate on a pay-and-claim basis and you will need to have credit card details available as appropriate. The team will then be able to direct you to essential tradesmen, emergency loss adjusters or disaster management companies in the event of substantial damage.

- If there is a claim (or potential claim) against you by a third party, you should contact your broker immediately. If this is not possible or you would prefer to contact us directly please email us at [liability.claims@hiscox.com](mailto:liability.claims@hiscox.com). If you need to speak to a member of the claims team urgently, please call our team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. If you wish to make a claim online, you can log most claims quickly and easily through our claims notification portal at <https://claims.hiscox.co.uk/>.

You will need to provide your full name and contact details, the name of your business or organisation, your address and postcode, the policy reference and circumstances of the claim.

The **Important information and contact details** section below contains additional information specific to the covers applicable to your policy.

If you are unsure of who to contact please call our team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. They will ensure you get through to the correct claims team and let you know what actions you need to take.

If anything happens that might be covered under the policy, you must comply with the obligations set out in General claims conditions, together with the obligations set out under Your obligations in the section or sections under which you are making the claim. It is important that you read the policy for details of its terms in full.

### Your covers

This is a summary of each section of your policy. See each section for cover details.

| Cover   | Insurance amount | Excess | Annual Premium (exc IPT) |
|---|------------------|--------|--------------------------|
| Management liability - Directors' and officers' liability | £5,000,000       | £0     |                          |
| Management liability - Corporate legal liability          | £5,000,000       | £2,500 |                          |
| Crisis containment  | £25,000          | -      |                          |

The figures above are in summary only and are not in addition to the amount insured specified against each cover section below.

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### SECTION: MANAGEMENT LIABILITY – DIRECTORS’ AND OFFICERS’ LIABILITY

|                          |                   |
|--------------------------|-------------------|
| <b>Cover start date:</b> | <b>01/03/2025</b> |
|--------------------------|-------------------|

|                           |            |
|---------------------------|------------|
| <b>Limit of indemnity</b> | £5,000,000 |
|---------------------------|------------|

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Limit applies to</b> | in the aggregate, including all costs |
|-------------------------|---------------------------------------|

|               |  |
|---------------|--|
| <b>Excess</b> | Not applicable unless specified under special excesses below |
|---------------|--|

|                            |   |
|----------------------------|---|
| <b>Geographical Limits</b> | Worldwide (excluding United States of America and Canada) |
|----------------------------|---|

|                          |   |
|--------------------------|---|
| <b>Applicable Courts</b> | Worldwide (excluding United States of America and Canada) |
|--------------------------|---|

|  |             |
|--|-------------|
| <b>Claims brought in USA or Canada</b> | Not covered |
|--|-------------|

#### **Additional covers** (in addition to overall limit of indemnity stated above)

| <b>Cover</b>  | <b>Limit of indemnity</b> | <b>Limit applies to</b> |
|---|---------------------------|-------------------------|
| Additional defence costs and legal representation costs | £250,000                  | in the aggregate        |

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| <b>Special limits</b> (included within not in addition to the overall limit of indemnity stated above) |                           |                         |
|--|---------------------------|-------------------------|
| <b>Cover</b>   | <b>Limit of indemnity</b> | <b>Limit applies to</b> |
| Loss of data resulting from a cyber incident   | £250,000                  | in the aggregate        |
| Bail costs   | £250,000                  | in the aggregate        |
| Public relations expenses: in total for all insured persons across all management liability sections   | £100,000                  | in the aggregate        |
| Public relations expenses: for each insured person   | £25,000                   | in the aggregate        |
| Emergency defence costs  | £500,000                  | in the aggregate        |
| Emergency legal representation costs   | £500,000                  | in the aggregate        |
| Deprivation of assets expenses   | £100,000                  | in the aggregate        |
| Personal tax liability   | £100,000                  | in the aggregate        |
| Investigation mitigation costs   | £100,000                  | in the aggregate        |
| Pre-investigation costs  | £5,000,000                | in the aggregate        |
| Court attendance compensation: in total across all management liability sections                       | £100,000                  | in the aggregate        |
| Court attendance compensation: employees   | £250                      | per person, per day     |
| Court attendance compensation: directors and partners  | £500                      | per person, per day     |

| <b>Insurer</b>                   |
|----------------------------------|
| Hiscox Insurance Company Limited |

| <b>Section endorsements</b>  |
|--|
| <p><b><u>Removal of cover: bodily injury and property damage</u></b><br/> <b>We</b> will not make any payment for any <b>claim, loss, investigation</b>, or any other liability under this section based upon, attributable to or arising out of <b>bodily injury</b> or <b>property damage</b>.</p> |

|  |
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| <b>SECTION: MANAGEMENT LIABILITY – CORPORATE LEGAL LIABILITY</b> |
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|                          |                   |
|--------------------------|-------------------|
| <b>Cover start date:</b> | <b>01/03/2025</b> |
|--------------------------|-------------------|

|                            |  |
|----------------------------|--|
| <b>Limit of indemnity</b>  | £5,000,000   |
| <b>Limit applies to</b>    | in the aggregate, including all costs                            |
| <b>Excess</b>              | £2,500   |
| <b>Excess applies to</b>   | each and every claim, loss or investigation, including all costs |
| <b>Geographical Limits</b> | Worldwide (excluding United States of America and Canada)        |
| <b>Applicable Courts</b>   | Worldwide (excluding United States of America and Canada)        |

|  |             |
|--|-------------|
| <b>Claims brought in USA or Canada</b> | Not covered |
|--|-------------|

| <b>Special limits</b> (included within not in addition to the overall limit of indemnity stated above) |                           |                         |
|--|---------------------------|-------------------------|
| <b>Cover</b>   | <b>Limit of indemnity</b> | <b>Limit applies to</b> |
| Pollution defence costs and legal representation costs   | £100,000                  | in the aggregate        |
| Public relations expenses  | £25,000                   | in the aggregate        |
| Pre-investigation costs  | £5,000,000                | in the aggregate        |
| Investigation mitigation costs   | £100,000                  | in the aggregate        |
| Emergency defence costs  | £500,000                  | in the aggregate        |
| Emergency legal representation costs   | £500,000                  | in the aggregate        |
| Dishonesty of employees  | £50,000                   | in the aggregate        |
| Loss of documents  | £100,000                  | in the aggregate        |
| Court attendance compensation: employees   | £250                      | per person, per day     |
| Court attendance compensation: directors and partners  | £500                      | per person, per day     |
| Court attendance compensation: in total across all management liability sections                       | £100,000                  | in the aggregate        |

| <b>Special excesses</b> |               |  |
|-------------------------|---------------|--|
| <b>Cover</b>            | <b>Excess</b> | <b>Excess basis</b>  |
| Dishonesty of employees | £5,000        | each and every claim, loss or investigation, including all costs |

| <b>Insurer</b>                   |
|----------------------------------|
| Hiscox Insurance Company Limited |

| <b>Section endorsements</b>   |
|---|
| <b>Removal of cover: bodily injury and property damage</b><br>We will not make any payment for any <b>claim, loss, investigation</b> , or any other liability under this section based upon, attributable to or arising out of <b>bodily injury</b> or <b>property damage</b> . |

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### SECTION: CRISIS CONTAINMENT

|                   |            |
|-------------------|------------|
| Cover start date: | 01/03/2025 |
|-------------------|------------|

|                    |  |
|--------------------|--|
| Limit              | £25,000  |
| Limit applies to   | Each and every crisis and in the aggregate                                       |
| Geographical limit | United Kingdom, The Isle of Man, the Channel Islands and the Republic of Ireland |

#### Special limits (included within not in addition to the overall limit of indemnity stated above)

| Cover   | Limit of indemnity | Limit applies to                           |
|---|--------------------|--|
| Outside working hours discretionary crisis mitigation costs | £2,000             | each and every crisis and in the aggregate |

#### Insurer

Hiscox Insurance Company Limited

# Hiscox Insurance Policy Schedule

## Endorsements applicable to your policy

### Amendment of cover: cyber definitions & general exclusions

#### A. Repositioned definitions: Cyber and personal data

**We** have repositioned the following cyber and personal data related definitions, moving them from the **Special definitions** of each applicable policy section to now sit within the **General definitions** in the General terms and conditions. **We** have also updated some of these definitions.

Depending on the cover(s) that you have selected and whilst we update the layout across all our policy wordings, some of these definitions may still be present in the **Special definitions for this section** of **your** policy wordings. Where this is the case, this **endorsement** shall apply:

#### Changes to **Special definitions**:

The following definitions are deleted from the **Special definitions for this section**:

**Computer or digital technology**  
**Computer or digital technology error**  
**Cyber attack**  
**Hacker**  
**Personal data**  
**Social engineering communication**

Definitions of each of these terms are now set out in the **General definitions** in the General terms and conditions including, where applicable, updated definitions.

#### B. Amendment of cover: General exclusions

The following is added as a new introductory sentence to the start of the **What is not covered** section of each policy wording:

In addition to the **General exclusions** set out in the General terms and conditions, the following exclusions also apply to this section of **your policy**.

## General information

|  |   |
|--|---|
| <b>Underwritten by:</b>                      | Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy   |
| <b>General terms and conditions wording:</b> | 15661 WD-COM-UK-GTCA(4)<br>The General terms and conditions apply to the whole of this policy. Any other conditions are shown in the section to which they apply. |

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|   |                            |
|---|----------------------------|
| <b>Management liability – directors’ and officers’ liability section wording:</b> | 16010 WD-MLP-UK-AOC-DO(4)  |
| <b>Management liability – corporate legal liability section wording:</b>          | 16009 WD-MLP-UK-AOC-CLL(3) |
| <b>Crisis containment section wording:</b>  | 9809 WD-PIP-UK-CRI(2)      |



# Hiscox Insurance

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### Important information and contact details

#### Information about us

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

|                             |   |
|-----------------------------|---|
| Name                        | Hiscox Underwriting Limited   |
| Registered address          | 22 Bishopsgate<br>London<br>EC2N 4BQ<br>United Kingdom  |
| Company registration Status | Registered in England and Wales number 02372789<br>Authorised and regulated by the Financial Conduct Authority. |

#### Insurers

These insurers provide cover as specified in each section of the schedule

|                             |  |
|-----------------------------|--|
| Name                        | <b>Hiscox Insurance Company Limited</b>  |
| Registered address          | 22 Bishopsgate<br>London<br>EC2N 4BQ<br>United Kingdom   |
| Company registration Status | Registered in England number 00070234<br>Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. |

#### Commercial assistance and legal advice helpline:

This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.

This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:

- Employment
- Prosecutions
- Discrimination in the workplace
- Health & safety
- European law

Helpline number: +44 (0)800 840 2269

Helpline hours: 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders

#### Complimentary Benefit: The Hiscox Risk Academy

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The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment.

The interactive training is tailored to the needs of your business and covers topics including fire safety, cyber security, slips, trips and falls, mental health awareness and many more. The editable documents and templates allow you to identify and monitor risks in your own workplace.

This feature is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at

**[riskacademy.hiscox.co.uk](http://riskacademy.hiscox.co.uk)**

### **Crisis containment:**

Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton Strategies Ltd

During office hours, the call **will** be answered by Hiscox. Outside of our normal opening hours, your call will be answered by Hill & Knowlton Strategies Ltd.

If you first become aware of a crisis outside of working hours, you must notify us of the crisis as soon as possible within working hours by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

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### **Important information about this Statement of Fact**

You must read this Statement of Fact carefully. We have relied on the facts set out below and all the information that you or anyone on your behalf provided, to help us decide:

- whether to provide you with insurance; and
- the terms of the insurance we provide to you, including premium.

You must check that all of the facts set out within this Statement of Fact are true, accurate and complete. Please note that some of the information may have been assumed by us.

You must contact your broker or, if you do not have a broker, you must contact us as soon as possible if any of the facts set out below or any of the information provided to us:

- is not true, accurate and complete; or
- no longer remains true, accurate and complete during your period of insurance.

In each case, we will let you know whether and how it affects the terms of your insurance cover.

If any of the facts or information that you provide to us is not, or no longer remains true, accurate and complete, and you do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

Please refer to your policy wording for more details about your duty of fair presentation and our remedies.

### **Maximum allowables**

The table below shows the 'declared value' in respect of each policy cover listed. These amounts are based on the information provided by you to us in respect of your business or activities to be insured. The table below also shows a 'maximum allowable' amount for each policy cover listed.

For the policy covers listed in the table below, we do not require you to contact us with any increase to the value of any declared value, provided that:

- (a) the declared values were true, accurate and complete when you provided them to us; and
- (b) during the period of insurance:
  - you do not exceed; and
  - you reasonably expect not to exceedany of the maximum allowable amounts shown below.

You must contact your broker or, if you do not have a broker, you must contact us, as soon as possible if you cannot satisfy all parts of (a) and (b) above.

We use these declared values and maximum allowable amounts to help us decide:

- whether to provide you with insurance; and
- the terms of any insurance we provide to you, including premium,

for the policy covers listed in the table below.

If you cannot satisfy all parts of (a) and (b) above and do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

If your business or activities to be insured grow beyond any declared value, the maximum allowable amounts shown below do not provide for any increase to any policy cover amount shown in your policy schedule, such as any limit of indemnity, amount insured or benefit amount.

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If you want to change any policy cover amount shown in your policy schedule, such as any limit of indemnity, amount insured or benefit amount, you must contact your broker or, if you do not have one, you must contact us and we will confirm whether or not we agree to make such changes to your policy and whether the terms of any insurance we provide to you, including premium, will also change.

### Continuing cover: Maximum allowable amounts

| Policy Cover  | Category | Declared Value | Maximum allowable |
|---|----------|----------------|-------------------|
| Management liability - directors and officers liability, Management liability - corporate legal liability | Turnover | £15,000        | £100,000          |

### You and your business

Please carefully check the Answers to each of the Questions set out below to ensure they are true, accurate and complete. Please note that the Answers provided below may have been based upon:

- information which you have provided to us or which has been provided on your behalf;
- assumptions which we have made about you, your business or your activities to be insured

If any of the Answers set out below is not, or no longer remains true, accurate and complete, and you do not contact your broker or us, it could affect:

- the validity of your policy; or
- the amount that we will pay for any claim.

As you are renewing your policy with us, please also note that we may have made some changes to the Questions and/or the assumptions upon which the cover was based during your previous period of insurance, so it is important that you read this document carefully to ensure that all of the Answers are [true,] accurate and complete.

| Question  | Answer                         |
|---|--------------------------------|
| What type of organisation are you insuring?       | Limited company                |
| When was your organisation established?           | 2012                           |
| What is your organisation's primary trade?        | Physical intervention training |
| What is your organisation's business description? | Physical intervention training |

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|  |    |
|--|----|
| Within the past 10 years, have you or any of your directors, partners or other board members, or any entities for which such persons act or acted as board members, been the subject of any insolvency process?  | No |
| Have any of your directors, partners or other board members ever been:<br>a. disqualified from acting as a director of a limited company or member of a limited liability partnership; or<br>b. convicted of or charged with a criminal offence, other than a conviction spent under the Rehabilitation of Offenders Act 1974? | No |
| Have you ever had any insurance policy avoided or cancelled?   | No |
| Thinking about your current business, or others you have run in the past:<br><br>Are you aware of any circumstance or incident that may give rise to a loss or a claim being made against you?   | No |
| Have<br>- you, or<br>- any past or present director, partner, principal or manager<br>ever suffered any claim or loss that would fall within the scope of the proposed insurance?  | No |

| Company and Subsidiary Turnover Breakdown |                |                           |
|---|----------------|---------------------------|
| Company name                              | Country        | Share of overall turnover |
| British Aikido Association Ltd            | UNITED KINGDOM | 100%                      |

|   |      |
|---|------|
| <b>Where do you carry out your work?</b>                        |      |
| UK  | 100% |
| <b>Under which jurisdiction are your contracts carried out?</b> |      |
| UK  | 100% |

|  |
|--|
| <b>Management liability portfolio</b><br><b>Directors and officers</b><br><b>Corporate legal liability</b> |
|--|

| Question  | Answer |
|---|--------|
| Have you made a profit after tax in the last financial year?  | Yes    |
| Do you expect to make a profit after tax in the next financial year?  | Yes    |
| Has the company changed ownership or control in the last 12 months, or is it expected to do so in the next 12 months?   | No     |
| Does your organisation have a positive net worth?   | Yes    |
| Have you reviewed and updated your health and safety policies within the last 12 months?  | Yes    |
| Are dual controls in place so that at least two people are required to process financial transactions and to disburse assets for amounts in excess of £2,500? | Yes    |

### Using your personal information

Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at [dataprotectionofficer@hiscox.com](mailto:dataprotectionofficer@hiscox.com).

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We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide.

For further information on how your information is used and your rights in relation to your information please see our privacy policy at [www.hiscox.co.uk/cookies-privacy](http://www.hiscox.co.uk/cookies-privacy).