



Hair and Beauty Insurance Policy from Direct Line – Key Facts

Please read this document carefully. It's a summary of the key benefits, exclusions and conditions of this policy. It doesn't contain the full terms and conditions – you can find these in your policy booklet.

Hair and Beauty Insurance Policy from Direct Line

This policy is underwritten by U K Insurance Limited, an Insurance Undertaking, and runs for 12 months. Your policy schedule and policy booklet show the sums insured, limits, conditions and excesses. Please read your policy documents carefully and regularly review your cover, to make sure the levels of cover you've chosen meet your needs.

The core cover of this policy meets the demands and needs of hair and beauty businesses requiring cover for liability claims for injury or property damage made by customers, visitors, people they visit, and members of the public. It also provides cover for stock, business equipment and buildings.

The optional Legal Expenses cover meets the demands and needs of those who need cover for legal costs up to £250,000 for things like contract disputes with suppliers or customers, employment disputes, statutory licence appeal, legal defence of criminal prosecutions relating to your business.

The optional Personal Accident cover meets the demands & needs of those who need compensation if anyone working in the business between the ages of 16 and 75 has an accident, whether it occurs in a business or personal capacity, resulting in death, or temporary or permanent total disablement.

Just to let you know, our consultants may receive a bonus if you purchase any cover with us.

You are under a duty to make a fair presentation of the risk to us before the inception, renewal and alteration of your policy. This means that you must tell us about and/or provide to us all material information or tell us and/or provide to us sufficient information to alert us of the need to make further enquiries to reveal such material information. This information needs to be provided in a clear and accessible manner.

Material facts are those which are likely to influence us in the acceptance of the terms or pricing of your policy. If you have any doubts as to whether any information is material you should provide it to us.

Failure to disclose any material fact may invalidate your policy in its entirety or may result in your policy not responding to all or part of an individual claim or class of claims.

In order to comply with your duty to make a fair presentation you must also have conducted reasonable searches for all relevant information held:

- within your business (including that held by your senior management and anyone who is responsible for your insurance); and
- by any other person for whom cover is provided by this insurance.

Update us if there are changes to the information provided.

specified in your schedule.

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers your legal liability for compensation awarded to	Motor contingent liability - covers your legal liability when your employees are driving a	The excess shown in your schedule for each property damage claim	
any claimant in connection with your business:	vehicle not owned by your business in the course of their work	The cost of replacing faulty goods or putting faulty workmanship right	
 for accidental injury to your customers, visitors, people you visit or 	Health and Safety at Work Act legal costs and expenses	Products you supply which you're aware will be exported	
members of the public	Compensation for court attendance connected to a claim (up to £500 per day for	Pollution or contamination unless it's caused by a	
 for accidental damage to property that doesn't belong to you 	partners/directors and £250 for each employee) Corporate manslaughter up to the indemnity	sudden and unintended incident	
This includes:	limit		
• your legal costs if we're defending the claim	Cover for your legal liability for damage to leased, rented or hired premises		
 the claimant's legal costs if you're found liable 	Data Protection Act cover, up to a limit of £500,000		
Up to the limit shown in your schedule			
Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise			

(See also Overseas Personal		
Liability Extension)		

Hair and Beauty Treatment (standard cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Extends the Public and Products Liability section to cover your legal liability while carrying out treatments Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in your schedule. (See also Overseas Personal Liability Extension) Up to the limit shown in your schedule	As shown in the Public and Products Liability Section	As shown in the Public and Products Liability Section These additional exclusions apply: Work carried out on your behalf by medically qualified clinicians unless you have an established procedure for ensuring they have their own public liability insurance which: • covers their work as a medically qualified clinician • has an indemnity limit at least equal to this policy • includes an 'Indemnity to Principals' clause Laser treatments, semi or permanent make-up or any treatment involving injectable beauty and aesthetic treatments or body piercing	 The person performing the treatment must: have the relevant qualification for that treatment, or be directly and continuously supervised by someone else who has the relevant qualification give pre-care advice and carry out an after-care consultation and keep a copy of the consultation keep to the manufacturers' and distributors' treatment standards and industry best practice standards

Material Damage (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to
			meet
To pay for repair or to replace your property	Trace and access pays up to £25,000 per claim to find the source of leaks which have caused	The excesses shown in your schedule	If any part of your property has a flat roof, or a roof made from felt on timber,
damaged or lost due to causes insured by the policy;	damage to your property	The £500 excess for damage caused by storm to a flat roof or a roof made from felt on timber	you need to have it inspected every two years by a competent roofing contractor,
for example fire, storm,	Accidental damage to underground service pipes		and get any work done that they
flood, escape of water, theft,	and cables	Damage to walls, gates and fences caused by storms	recommend.
accidental damage		or floods	
	Seasonal increase in your stock sum insured		

Correspondence Address: Direct Line Insurance, The Wharf, Neville Street, Leeds, LS1 4AZ. Direct Line insurance policies are underwritten by U K Insurance Limited. Registered office: The Wharf, Neville Street, Leeds LS1 4AZ. Registered in England and Wales No.1179980. U K Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration number 202810. Calls may be recorded.

Cover available for:		Malicious damage, theft, and escape of water after	If you have a burglar alarm, you need to
 buildings 	Alternative accommodation costs up to £50,000	the property's been unoccupied for more than 30 days	meet the burglar alarm conditions in
 shop fronts and glass 	not longer than 24 months from the date of the		your policy under 'Additional Condition A
 fixtures and fittings 	damage if working from home	Damage caused by corrosion, dampness, dryness, or	- Intruder Alarm
 outbuildings 		wet or dry rot	
 business contents 	Replacement locks if your keys are stolen, up to		You need to meet the minimum security
• stock	£25,000	Damage caused by wear and tear or gradual	conditions as shown in your schedule
 household contents 		deterioration	
	Loss of metered water or heating oil, up to		If you've selected Subsidence, you need
Subsidence is available in	£15,000	Disappearances or shortages of property that you only	to tell us immediately about any
most cases		discover when doing a stock take, which can't be	demolition, groundworks, excavation or
	Unauthorised use of gas, water or electricity, up	traced to a specific event	construction being carried out on an
	to £25,000		adjoining site.
		Loss or damage you can claim for under a	
		maintenance agreement, warranty or guarantee	
		If you've selected Subsidence, damage caused by the	
		normal bedding down of new buildings	

Property Away from the Premises (or Business Property if the business doesn't have its own premises) (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
 We offer cover for: Business tools and equipment Stock Stock in transit by carriers to pay for repair or to replace your property accidentally damaged or lost within the Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in your schedule. 	Damage to any property other than stock while in transit to, from or at exhibitions and trade shows up to £1,000 Personal effects belonging to the driver and anyone accompanying them in a vehicle up to £500	 The excess shown in your schedule Any damage caused by wear and tear or gradual deterioration Damage caused by corrosion, dampness, dryness, or wet or dry rot Damage to moveable property in the open or in opensided buildings caused by wind, rain, hail, sleet, snow, flood or dust Theft or attempted theft between 9pm and 6am unless the property is in the custody of you, your 	If you leave a loaded vehicle unattended at any time, you must: make sure it's locked remove all keys close all windows switch on any immobilisers or alarm Between 9pm and 6am, the vehicle must also be in a locked building or an open vehicle enclosure which is securely locked and/or constantly guarded

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We also offer cover to pay for repair or to replace	partners, directors or employees or in a securely locked building	
Personal Belongings accidentally damaged or lost anywhere in the world.	Theft from a vacant building	
	Property hired out	

Business Interruption at your own premises (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
To cover turnover lost following damage to the property you operate from due to causes insured by the policy for example fire, storm, flood, escape of water, theft, accidental damage	 To replace lost turnover following damage due to an insured cause to: your property the property of one of your suppliers a nearby property which stops you gaining access to your property third-party sites where you store your property 		If your business is registered for Value Added Tax, we'll make any claims payments exclusive of VAT
	It also pays for costs you incur solely to try to avoid losing turnover, or to reduce the amount of lost turnover		

Business Interruption at third party premises where you rent a space (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
It pays for costs you incur solely to try to avoid losing turnover, or to reduce the amount of lost turnover following damage to the property you use or occupy due to causes insured by the policy for example fire, storm, flood, escape of water, theft, accidental damage			If your business is registered for Value Added Tax, we'll make any claims payments exclusive of VAT

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What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers injury to your employees in the course of their employment.	Compensation for court attendance connected to a claim (up to £500 per day for partners/directors and £250 for each employee)	Claims by employees who normally live somewhere other than Great Britain, Northern Ireland the Channel Islands or the Isle of Man.	You'll need to get our agreement in writing before you incur any legal costs in relation to a claim
 This includes: your legal costs if we're defending the claim the claimant's legal costs if you're found liable 	Corporate manslaughter up to the indemnity limit Can be extended to include injury to working partners	Injury to employees, other than the driver, which happens while they're in a motor vehicle being used by your business.	
Up to £10 million of cover			
Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in the Schedule.			

Theft of Takings (optional cover)

Employers' Liability (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers loss of takings that are stolen or damaged while	Clothing and personal effects (including money) belonging to people working in your business, as	The excess shown in your schedule	You must keep a record of money on the premises in a different secure place to
they're:	a result of a theft or attempted theft up to	Losses due to fraud or dishonesty of your partners,	where the money is being stored
 in transit 	£1,000 per person for each claim.	directors or employees, if it isn't discovered within 14	
 in a bank night safe 		working days of the loss happening	All safe keys and codes must be in the
 in your premises (if you 	Fraudulent use of business credit cards up to		custody or you, your partners, directors
work from a salon)	£1,000	Money stolen from unattended motor vehicles	or authorised employees, or deposited in
 in the home of an 			a secure place that's not near the safe
authorised person		Money left overnight in outbuildings	
working in the business			

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 on you or anyone in your business at any third party premises where you work 	Injury caused to your directors, partners and employees aged between 16 and 75 during the course of a theft or attempted theft	Death or disablement made worse by a pre-existing physical or mental condition following injury during the course of a theft or attempted theft	Outside of business hours, you must leave the drawers of cash tills open with all contents deposited in a secure place that's not near the cash tills.
Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in your schedule			 For claims for fraudulent use of credit cards, once you discover the loss, you must tell: the issuing company immediately the police within 24 hours

Commercial Legal Expenses (claims are administered by DAS Legal Expenses Insurance Company Limited) (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Pays legal expenses in connection with your business Territorial Limits • For Legal Defence Insured Incidents (excluding 5 Statutory Notice Appeals), and H Personal injury: The European Union, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia	 Pays up to £250,000 per claim Pays for legal costs incurred in connection with: Employment disputes and compensation awards Legal defence Statutory licence appeal Contract disputes Tenancy disputes Debt recovery Property protection Personal injury Tax protection 	 Civil claims which DAS decide have a less than 51% chance of succeeding Expenses incurred before DAS have accepted your claim in writing Fines and compensation you're ordered to pay, other than compensation for sections Employment disputes and Legal defence The first £500 of any contract dispute claims for more than £5,000 Total payments for compensation awards of more than £1 million during the term of the policy 	
Herzegovina, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.		Employment disputes which started within 90 days of the policy start date Personal injury claims due to: • an illness or injury which develops gradually	

 For all other Insured Incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands 	 psychological injury or mental illness unless it follows a specific or sudden accident that's caused physical bodily injury clinical negligence
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Personal Accident (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Compensation if anyone in your business between the ages 16-75 is unable to work because they've been injured in an accident, whether in a business or personal capacity.	 £50,000 as a lump sum for accidental: Death Loss of limbs Loss of sight Permanent disablement Your net weekly wage up to £500 if someone in your business is temporarily unable to work because of an accident. We'll pay you until you recover for up to 104 weeks. In addition to any compensation payable, we'll pay Medical Expenses incurred: £25 per £1,000 of compensation in respect of death or permanent disablement or 20% of the weekly compensation in respect of temporary total disablement, but not exceeding £1,000 per Person Insured per claim. 	The excess shown in your schedule Intentional self-injury, suicide or attempted suicide, provoked assault, fighting (except in bona fide self- defence), wilful exposure to needless peril (except in an attempt to save human life), violation or attempted violation of the law or resistance to arrest; Injury suffered while under the influence of intoxicating liquor or drugs (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; aviation other than as a fare-paying passenger in an aircraft operated by a regular commercial airline or in an aircraft of a recognised charter operator; winter sports, mountaineering or rock climbing requiring the use of guides or ropes, sub-aquatic or subterranean pursuits, white water rafting, bungee jumping or aeronautic sports;	Compensation for temporary total disablement will not exceed normal weekly net earnings and will only be payable for up to 104 weeks. No further Benefit will be payable in respect of the same Person Insured after payment of any Benefit for Accident under Results 1 or 2, except for any unrelated Injury. Benefit under permanent disablement is not payable before 104 weeks from the date of Injury. Any payment made in respect of weekly Benefit under temporary total disablement will be deducted from any lump sum Benefit becoming payable under this Section, in respect of any related Injury. In the event of death of a Person Insured, we will be entitled to have a post-
		riding or driving in or practising for any race, polo playing, steeplechasing, hunting, showjumping, motor	mortem examination at Our expense.

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cycling (the term "motor cycling" includes motor	In the event of disablement of a Person
scooters but not motor-assisted pedal cycles) or pillion	Insured, they must immediately place
riding of any kind;	themselves under the care of a qualified
	medical practitioner and, as often as may
illness or disease not resulting from bodily injury or	be required, submit to medical
suffering from bodily injury due to any gradually	examination at Our expense.
operating cause.	
	All certificates, information and evidence
travel to areas where the Foreign & Commonwealth	will be provided when required.
Office has advised against 'all travel'. Please check	
with the Foreign & Commonwealth Office at	
www.gov.uk/foreign-travel-advice.	
any pre-existing physical or mental defect or infirmity;	

Policy Extension

Equipment Breakdown policy extension (claims are administered by HSB Engineering) (covered when you've chosen Material Damage)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Pays to repair or replace electrical and mechanical equipment that has broken down	 Cover is automatically included as standard for business property you've insured in the Material Damage section Cover is up to £5 million for a single accident. Within this amount, cover is up to: £500,000 for a single accident to computer equipment while it's at the premises shown in the schedule £5,000 for a single accident to computer Equipment while in a member country of the EU £5,000 for a single accident to portable computer equipment anywhere in the world. It also covers costs up to £50,000 per accident for reinstating onto tapes or discs data lost or 	The £200 excess for each claim Equipment whilst in a private dwelling unless the Equipment is your property owned by the business or for which the business is responsible. Breakdown caused by wear and tear Maintenance and servicing of equipment Equipment you've manufactured for sale Damage to data, discs or tapes caused by programming errors, computer viruses or introduction of malicious code Costs you can recover under a maintenance agreement or a warranty or guarantee	You need to make sure all equipment is adequately maintained You must back up original data at least once every 7 days You must take precautions to make sure that all data is stored safely

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damaged following an accident to computer equipment. Software is insured as part of the computer equipment.	20% of any loss for perishable goods where the refrigeration unit is more than 10 years old.	
Cover for damage to perishable goods due to a change in temperature caused by an accident or failure of the electricity supply. This is up to £15,000 per accident for frozen or chilled foods and £5,000 for any other perishable goods.	Business interruption resulting from damage to own surrounding property.	
Damage to property resulting from the explosion of a steam boiler, economiser, superheater, or steam vessel, up to £1 million per accident.		
Up to £10,000 for hire of substitute equipment until the broken down equipment is repaired or replaced		

What's not covered	Conditions you'll need to comply with
Damage or loss due to computer viruses or hacking. This exclusion doesn't apply to the Public and Products Liability section or the Employers' Liability section.	You must give us a fair presentation of the risk, which means telling us all material information about you and your business, which you're aware of, or ought to be aware of. Material information is information which could affect whether we accept your application for insurance, or the
Damage or loss caused by pollution and contamination. This exclusion doesn't apply to the Public and Products Liability section or the Employers' Liability	premium, terms or conditions we offer.
section.	You must let us know about any changes to your business as soon as possible
Fraudulent or exaggerated claims	You need to take reasonable precautions to reduce the likelihood of claims
	You need to comply with any security requirements we've asked for
	 If your property has been unoccupied for more than 20 days, you need to: turn off all services at the mains (except electricity if needed to maintain a fire or burglar alarm system)
	drain the water and heating system
	• inspect your property weekly and take away any combustible materials like newspapers and junk mail
	secure your premises against unauthorised entry
	If you need to make a claim, you should tell us about it as soon as possible, and give us any help or information we ask for
	If your claim is for vandalism, theft, attempted theft or loss of money, you must tell the police immediately

Other features

DAS Businesslaw – Providing you with useful resources for creating ready-to-sign contracts, agreement and letters in minutes. The service also provides useful tools, articles and information on matters such as new legislation, employment issues, property law and taxation. (supplied by DAS Legal Expenses Insurance Company on our behalf).

How to Pay

You will have an option to pay either annually by Direct Debit, Credit or Debit card, or if eligible, by instalments on a date selected by you.

Your right to cancel

If this cover doesn't meet your needs, you can cancel it by calling us on **0345 305 0504.**

If you cancel your policy within 14 days of your cover start date or the date you receive your policy documents (whichever is later), we'll return the premium you paid us in full, as long as you haven't made any claims since the policy started, we'll refund any premium paid for the remaining term of the policy, less an administration fee of £25 plus Insurance Premium Tax.

How to make a claim

To make a Legal Expenses claim, please call **0345 878 5024**. For any other claim, please call us on **0345 303 1753**.

How to complain

If you need to complain, please call us on **0800 051 0538 or 01239 636 082**. If your complaint is about a claim, please call your claims handler, whose details will be shown on your claims documents. If you'd prefer to write, please address your letter to:

Claims complaints - The Technical Operations Manager at the address shown on your claims documents For all other complaints - The Customer Relations Team at Direct Line For Business, Churchill Court, Westmoreland Road, Bromley, BR1 1DP.

If we can't settle the matter with you, you can refer your complaint to The Financial Ombudsman Service (FOS) at Exchange Tower, London E14 9SR. Phone 0800 023 4567 or 0300 123 9123.

Details about our regulator

Direct Line for Business policies are underwritten by U K Insurance Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 202810. The Financial Conduct Authority website, which includes a register of all regulated firms, is <u>www.fca.org.uk</u>, or you can call them on **0800 111 6768**.

Financial Services Compensation Scheme

Under the Financial Services and Markets Act 2000, if a company becomes unable to meet all of its liabilities to policyholders, compensation may be available. Insurance is covered for 90% of the claim without any upper limit. For compulsory classes of insurance, insurance is covered for 100% of the claim, without any upper limit. You can get more Information by asking us or visiting the Financial Services Compensation Scheme website www.fscs.org.uk.

If you ask us to, we'll be happy to send you any of our brochures, letters or statements in Braille, large print or audio.