

The General terms and conditions, the Property definitions and the following terms and conditions all apply to this section.

Special definitions for this section

Hacker	Anyone who maliciously targets you and gains unauthorised access to your website, intranet, computer system, network, telephony equipment or data that you hold electronically.
Handheld devices	Handheld devices used in connection with your business which belong to you or for which you are legally responsible, including: <ol style="list-style-type: none">1. phones or smartphones which make or receive telephone calls through a cellular network and their accessories;2. tablets or PDAs.
Flexible contents	The contents of your office used with your business which belongs to you or for which you are legally responsible, including: <ol style="list-style-type: none">1. computers;2. stock;3. documents;4. works of art or precious metals.
Money	Cash, bank and currency notes, cheques, travellers' cheques, postal orders, money orders, crossed bankers' drafts, current postage stamps, savings stamps and certificates, National Insurance stamps, trading stamps, gift tokens, customer redemption vouchers, company sales vouchers, credit card counterfoils, travellers' tickets, VAT purchase receipts, contents of franking machines and, insofar as they are not otherwise insured, holiday-with-pay stamps and luncheon vouchers, all belonging to you.
Personal effects	Articles worn, used or carried about the person, excluding cash, bank and currency notes and jewellery.
Portable equipment	Portable equipment used in connection with your business which belongs to you or for which you are legally responsible, including: <ol style="list-style-type: none">1. computers including laptops;2. television and video equipment;3. tools;4. handheld devices;5. accessories associated with any of the above.
Stock	Consumable goods, merchandise goods, samples and goods in trust.

What is covered

We will insure **you** against **damage** occurring during the **period of insurance** to:

- a. **flexible contents** contained in any **office**;
- b. **portable equipment** and **stock** within the **geographical limits**.

Additional cover

The following are also provided up to the amount shown in the schedule:

Reconstitution of electronic data	1. the reasonable costs of reconstituting the data you need to continue your business , if your electronic business records and electronic data have been lost or distorted as a direct result of damage covered under this section.
Additions to flexible property	2. damage occurring during the period of insurance to any additional flexible contents , portable equipment or stock , provided you tell us the additional values as soon as possible and pay the appropriate premium.

Flexible contents in transit

3. **damage** occurring during the **period of insurance** to **flexible contents**, excluding laptops and **portable equipment**, whilst in transit between **your offices**.

What is not covered

We will not make any payment for:

1. **damage** caused by:
 - a. wear and tear, inherent defect, rot, fungus, mould, vermin or infestation or any gradually operating cause;
 - b. theft or attempted theft unless the **portable equipment** or **stock** is in **your** care, custody, or control at all times other than when:
 - i. secured in a locked hotel room, or safe or other similar securely locked room or premises; or
 - ii. secured in **your office**, or at the home of any partner, director or employee of **yours**; or
 - iii. out of sight in a locked boot or locked storage compartment when left in an unattended vehicle;
 - c. a **virus** or **hacker**;
 - d. dryness or humidity, being exposed to light or extreme temperatures, unless the **damage** is caused by **storm** or fire.
2. **damage** to **flexible contents**, **portable equipment** or **stock** being cleaned, worked on or maintained.
3. **damage** to any **flexible contents**, **portable equipment** or **stock** directly resulting from its own **failure**.
4. **damage** to **money** or **personal effects**.
5. misuse, inadequate or inappropriate maintenance, faulty workmanship, defective design or the use of faulty materials.
6. loss or distortion of information resulting from error or malfunction of **flexible contents**, **portable equipment** or **stock**.
7. the value to **you** of any lost or distorted information.
8. unexplained loss or disappearance.
9. any loss by fraud or dishonesty.
10. a. **damage** directly or indirectly caused by, resulting from or in connection with **terrorism** or any action taken to control, prevent or respond to **terrorism**;
- b. **damage** in Northern Ireland directly or indirectly caused by civil commotion.
If there is any dispute between **you** and **us** over the application of this exclusion, it will be for **you** to show that the exclusion does not apply.
11. any indirect losses which result from the incident which caused **you** to claim.
12. **war**, **confiscation** and **nuclear risks**.
13. the amount of the **excess**.

How much we will pay

We will pay up to the **amount insured** shown in the schedule unless limited below.

Repair and replacement

At **our** option **we** will repair, replace or pay for any lost or damaged items on the following basis:

1. for **flexible contents** or **portable equipment** the cost of repair or replacement as new.
2. for **stock**, other than goods held in trust, the cost of repair or replacement at the trade market value of such goods.
3. for goods held in trust, the lesser of:
 - i. **your** liability in respect of the goods held in trust;
 - ii. the cost of repair or replacement at the trade market value of such goods.

Property – flexible property

Policy wording

Under insurance	If, at the time of damage , the amount insured is less than 85% of the total value of the flexible contents, portable equipment or stock , the amount we pay will be reduced in the same proportion as the under insurance.
Other interests	Any payment we make will take into account the interest of any party having an insurable interest in the flexible contents, portable equipment or stock insured, provided you have advised us of the nature and extent of the interest together with the name and address of that interested party.
Index linking	The amount insured for flexible contents, portable equipment or stock will be adjusted monthly in line with any increase in nationally published indices. We will not reduce the amount insured without your consent.

Your obligations

If any damage occurs	<p>We will not make any payment under this section unless you:</p> <ol style="list-style-type: none">1. notify us promptly of any damage which might be covered;2. report to the police or relevant local authority, as soon as reasonably possible, any damage arising from theft, attempted theft, arson, malicious damage, riot or civil commotion and obtain a crime reference from them; and3. arrange for urgent repairs to be done immediately. Before any other repair work begins we have the right to inspect the damaged flexible contents, portable equipment or stock. We will tell you if we want to do this.
Backing-up electronic data	<p>You must take all reasonable steps to make back-up copies of data at least once a week and keep the copies away from each backed up device. If you do not, we may reduce any payment we make by an amount equal to the detriment we have suffered as a result.</p>