



HOMEWORKERS

Policy Summary

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Your RSA Homeworkers Policy is an annual contract which may be renewed each year subject to your needs and our terms and conditions.

You can select the cover you want from the following options:

- Liabilities Insurance:
 - Employers' Liability
 - Public Liability/Products Liability
 - Legal Defence Costs
- Tools and Equipment Insurance
- Business Equipment and Business Stock
- Personal Accident Insurance
- Legal Expenses Insurance

Full details of what you have chosen will be shown in your Policy Schedule.

The tables in this summary provide a summary of the main Policy features and benefits and any significant exclusions or limits that you should check on your Policy Schedule.

Cover is based on the insurable value of the property and if the values you declare are less than the full amount your claim may be reduced.

For full Policy details, terms and conditions please read your Policy Wording in conjunction with your Statement of Fact and Policy Schedule.

Table 1 Standard Features & Benefits

The following covers will be included if you have selected them for your Policy. Check your Policy Schedule to identify whether cover is Included.

This summary is not exhaustive. Some specific causes of damage will be excluded, specific property may be excluded and some cover will be subject to specific limits.

Your Contribution in the event of a claim will be shown in your Schedule.

Features & Benefits	Significant Exclusions or Limitations	Policy Section
Liabilities Insurance Cover in respect of the following Sections will apply if they are shown as Included on your Policy Schedule The Limits of Indemnity applicable are shown in your Policy Schedule		
Employers' Liability: If Employers' Liability is shown as Included on your Policy Schedule, the following covers will apply: <ul style="list-style-type: none"> • Legal liability for damages to any Person Employed during the period of insurance. • Including costs of legal representation at coroners' inquests or proceedings in any court arising out of alleged breach of statutory duty that resulted in injury. 	<ul style="list-style-type: none"> • Please see 'What is not covered' in your Policy Wording. • Cover excludes <ul style="list-style-type: none"> - Fines and penalties - Health and Safety fees for intervention. 	Liabilities Insurance – Section 1
Public/Products Liability: If Public/Products Liability is shown as Included on your Policy Schedule, the following covers will apply: <ul style="list-style-type: none"> • Legal liability for damages to any person, accidental loss or damage to property. • Including costs of legal representation at any coroners' inquests or proceedings in any court arising out of alleged breach of statutory duty that resulted in injury. 	<ul style="list-style-type: none"> • Please see 'What is not covered' in your Policy Wording. • Cover excludes <ul style="list-style-type: none"> - any Public or Products Liability in connection with advice, design or specification provided for a fee - any Public or Products Liability arising from any breach of professional duty - Fines and penalties - Health and Safety fees for intervention. • Damage to property means material property, but does not include electronic data. 	Liabilities Insurance – Section 2
Legal Defence Costs: Part A (where Employers' Liability Insurance is Included): <ul style="list-style-type: none"> • Legal costs and expenses in defending proceedings arising from a breach of the Health & Safety at Work Act 1974 or the Health & Safety at Work (Northern Ireland) Order 1978. Part B (where Public Liability/Products Liability Insurance is Included): <ul style="list-style-type: none"> • Legal costs and expenses in defending proceedings arising from a breach of the Health & Safety at Work Act 1974, the Health & Safety at Work (Northern Ireland) Order 1978, Part II of the Consumer Protection Act 1987 or Part II of the Food Safety Act 1990. 	<ul style="list-style-type: none"> • Please see 'What is not covered' in your Policy Wording. • Cover excludes <ul style="list-style-type: none"> - Fines and penalties - Health and Safety fees for intervention 	Liabilities Insurance – Section 3

Table I Standard Features & Benefits (continued)

Features & Benefits	Significant Exclusions or Limitations	Policy Section
Tools and Equipment Insurance If Tools and Equipment Insurance is shown as Included on your Policy Schedule the following cover will apply:		
<ul style="list-style-type: none"> • Loss or damage to tools and equipment. 	<ul style="list-style-type: none"> • Limits apply per person and per single article as shown in the Schedule. • Security restrictions apply to unattended tools and equipment. • Cover excludes <ul style="list-style-type: none"> - Terrorism • Please see 'What is not covered' in your Policy Wording. 	Tools and Equipment Insurance
In addition you may choose to extend cover to include <ul style="list-style-type: none"> • Theft of tools and equipment from any vehicle left unattended for the night. 		
Business Equipment and Business Stock Insurance If Business Equipment and Business Stock Insurance is shown as Included on your Policy Schedule the following cover will apply:		
<ul style="list-style-type: none"> • Accidental loss or damage to Business Equipment. • Accidental loss or damage to Business Stock. 	<ul style="list-style-type: none"> • A limit of £2,500 will apply for any single item. • Security restrictions apply. • Cover excludes <ul style="list-style-type: none"> - Items covered under the Tools and Equipment Insurance - Terrorism • Please see 'What is not covered' in your Policy Wording. 	Business Equipment and Business Stock Insurance
Personal Accident Insurance If Personal Accident Insurance is shown as Included on your Policy Schedule the following cover will apply:		
<ul style="list-style-type: none"> • Benefits payable for Death or Disablement as a result of accidental bodily injury sustained by you, your partners, directors or employees during the Operative Time as detailed in the Policy Wording and Schedule. Extensions of cover apply in respect of <ul style="list-style-type: none"> • Medical Expenses • Coma Benefit • Commuting Expenses • Dependents Benefit • Hospitalisation • Paralysis 	<ul style="list-style-type: none"> • Please see 'What is not covered' in your Policy Wording. • Bodily injury as a result of excluded activities. • Sickness or disease. • Cover excludes Terrorism. 	Personal Accident Insurance

Table I Standard Features & Benefits (continued)

Features & Benefits	Significant Exclusions or Limitations	Policy Section
Legal Expenses Insurance If Legal Expenses Insurance is shown as Included on your Policy Schedule the following cover will apply:		
Costs incurred in pursuing or defending the legal rights of your business as a result of legal proceedings relating to: <ul style="list-style-type: none"> • Employment <ul style="list-style-type: none"> - defence of disputes with staff over contract of employment and alleged breaches of employment legislation • Prosecution <ul style="list-style-type: none"> - defence of specified criminal or civil prosecutions • Property <ul style="list-style-type: none"> - pursuit or defence of property disputes which may cause financial loss to your business • Taxation <ul style="list-style-type: none"> - accountancy and legal costs involved in representing your business in HM Revenue and Customs investigations • Contract <ul style="list-style-type: none"> - pursuit or defence of disputes with customers or suppliers for sale or supply of goods or services where the amount in dispute is equal to or less than £5,000 Extensions in cover are also included for Jury Service Allowance and Witness Attendance Allowance up to: <ul style="list-style-type: none"> - £750 per day for any director or partner - £500 per day for any Employee 	<ul style="list-style-type: none"> • Please see 'What is not covered' in your Policy Wording. • Our written consent must be obtained to pursue these actions and you must comply with all the requirements detailed in the Policy Wording. • If you select your own legal representative (as detailed in the Policy Wording) we will not pay fees in excess of what we would have paid our own choice of representative. • Limit of Liability of £5,000 for any one claim in respect of Taxation claims that are Aspect Enquiries. • Limit of Liability of £25,000 for any one claim in respect of Taxation claims that are Full Enquiries. • The first £100 for any one claim in respect of Contract claims. • Limit of Liability £10,000 in any one Period of Insurance in respect of Jury Service Allowance and Witness Attendance Allowance. • Limits of Liability as otherwise shown in the Schedule for any one claim and in total for all claims in any one Period of Insurance. 	Legal Expenses Insurance

Table 2 General Conditions and Exclusions

If there are any changes to your business or property or any other circumstances that will increase the risk of loss or damage, you must inform us immediately as failure to do so could invalidate your Policy or result in a claim not being paid.

General Conditions and Exclusions
<ul style="list-style-type: none">• Nuclear risks, war and sonic bangs are excluded.• Your Contribution to any claim will be detailed on your Policy Schedule.• Any limits that apply to your Policy will be detailed in your Policy Schedule and Policy Wording.

OTHER IMPORTANT INFORMATION

Making a claim

Should you wish to make a claim under your Policy please call our Claims Helpline on **0345 300 4006** as soon as possible. You must give us any information or help that we may reasonably ask for.

You must not settle, reject, negotiate or agree to pay any claim without our written permission. Full details of how to make a claim are included in your Policy document.

Complaints

If you believe that we have not delivered the service you expected, we want to hear from you so that we can try to put things right. If you have cause for complaint you should initially contact the person who arranged the policy for you. In the unlikely event that they are unable to resolve your concerns, your complaint will be referred to our Customer Relations Team who will arrange for an investigation on behalf of our Chief Executive.

RSA
Customer Relations Team
P O Box 255
Wymondham
NR18 8DP

If they cannot resolve the matter to your satisfaction, we will provide you with our final response so that you can, if you wish, refer the matter to the Financial Ombudsman Service. This does not affect your right to take legal action.

Financial Ombudsman Service
Exchange Tower
Harbour Exchange Square
London
E14 9SR

Compensation

Royal & Sun Alliance Insurance plc is a member of the Financial Services Compensation Scheme (FSCS). This provides compensation in case any member goes out of business or into liquidation and is unable to meet any valid claims against its policies. You may be entitled to compensation if we cannot meet our obligations, depending on the circumstances of the claim. Further information about the compensation scheme can be obtained from the FSCS.

Law applicable to the policy

Both you and we may choose the law which applies to this contract. However, unless you and we agree otherwise, the law which applies is the law applicable in the part of the United Kingdom, Channel Islands or the Isle of Man in which you are based. Full details will be provided in your Policy documentation.

Financial or Trade Sanctions

Royal & Sun Alliance Insurance plc is unable to provide insurance in circumstances where to do so would be in breach of any financial or trade sanctions imposed by the United Nations or any government, governmental or judicial body or regulatory agency. Full details will be provided in your Policy documentation.

Renewal and cancellation

Shortly before each policy anniversary we will tell you the premium and terms and conditions that will apply for the following year. If you wish to change or cancel the cover you must tell us before the renewal date.

You may cancel your policy at any time by informing us in writing; you will be entitled to a refund of any premiums already paid for the remaining period of insurance if you have not made a claim during the current policy year.

We may cancel this policy by giving you at least 30 days notice to your last known address; provided no claim has been made in the current policy year we will refund any premiums already paid for the remaining period of insurance.