

Association of Translation Companies

Summary of Proposed Services

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Insurance Services via UKGlobal

A range of insurance policies providing discounted rates and unique features/benefits exclusive to ATC Members, as follows;


1. Combined Insurance

A modular offering so that individual companies can select the insurance cover required to meet their needs;


- Professional Indemnity
- Office Combined (Premises, Contents, Computers, Business Interruption, and Money sections).
- Employer's Liability and Public/Products Liability
- Directors' and Officers' Liability
- Employment Practices Liability
- Legal Expenses (including options for Contract disputes and Debt Recovery)

Benefits

- 10% ATC member discount;
- Interest free monthly instalment payment facility;
- USA or Canada - cover provided for any claim made in the USA or Canada from work performed by any UK domiciled ATC member dealing with clients in the USA or Canada – subject to UK Jurisdiction applying; and
- Various policy wording enhancements, which are not normally provided by Professional Indemnity insurers, for example Rectification costs.



Association of
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DEFINING STANDARDS OF EXCELLENCE



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Insurance Services via UKGlobal (Continued)

2. Cyber Insurance

Comprehensive cover for the following;

- Cyber incident response costs (including IT forensics, legal, breach notification and crisis communications)
- Cybercrime (including social engineering, theft of personal funds, cyber extortion, ransomware attacks and unauthorised use of computer resources through cryptojacking or botnetting)
- System damage and business interruption (including full data re-creation, income loss and extra expense, additional extra expense, consequential reputational harm, as well as hardware repair and replacement)
- Network security and privacy liability (including management liability arising from a cyber events and regulatory fines and penalties)
- Media liability (including defamation and intellectual property rights infringement)
- Technology errors and omissions
- Court attendance costs
- Unlimited reinstatement of the level of cover for a company's own insured losses - thereby removing the restriction imposed by many insurers with an aggregate policy limit for all claims

Risk Management services provided to policyholders;

The cyber insurance policy is supported by a range of risk management services designed to either prevent, detect or respond to cyber events, including:

- Phishing-focused employee training
- Cyber risk awareness videos
- Cyber risk rating reports
- Dark web monitoring
- Cyber incident response planning tools.

In addition, the insurer's award-winning mobile app provides policyholders with proactive threat intelligence on the most critical cybersecurity risks relative to their business.

On the app, users can also access additional risk management tools (such as deep scanning), receive cybersecurity advice 24/7 through the 'Ask the Expert' function, and get immediate assistance from the insurer's specialist team in the event of a cyber incident through an instant claims notification process.



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Insurance Services via UKGlobal (Continued)

3. Legal Expenses

Broad cover as follows;

- Compliance & Regulation Appeals
- Contract Disputes
- Criminal Investigation/Prosecutions
- Criminal Pre-proceedings Cover
- Crisis Communication Costs
- Data Protection
- Debt Recovery
- Employment
- Personal Injury
- Personal Cover for Directors
- Property
- Statutory License Protection
- Tax Protection and VAT
- Helplines
- Business Legal Services Website

4. UKGlobal Healthcare Solutions provides healthcare insurance and advice to protect your business and employees

We work with the major Healthcare and Employee Benefit insurers – such as AIG Life, AVIVA, AXA PPP, BUPA, Canada Life, Health Assured, Healthshield, Medcash, MetLife, Simplyhealth, UNUM, Vitality Health, and Westfield - to see that the protection offered is provided by robust and established insurance companies.

We offer access to specialist healthcare insurance products and services, including;

- Group and individual private medical insurance
- International private medical insurance
- Dental insurance
- Cash plans
- Group travel insurance
- Employee assistance programmes
- Health screening
- Occupational health advice



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Insurance Services via UKGlobal (Continued)

5. Personal Accident/Life Changing Events insurance

- Personal Accident Insurance is designed to minimise the financial burden and stress caused by the inability to work as a result of an Accident. It is of particular importance to the self-employed and other workers who have no, or limited, loss of income cover.
- An option is available to extend cover to include Sickness benefits
- Credit Protection Insurance is designed to maintain an individual's ability to pay their loan and/or other repayment commitments - such as utility bills, insurance premiums, club membership fees, school fees - should their personal circumstances change unexpectedly as a result of an accident, sickness or redundancy.

Maintaining the ability to carry on meeting such repayments relieves stress, protects a person's credit rating, and reduces the risk of having to surrender a financed property or leased vehicle, or forego a funded leisure activity



Services External to UKGlobal

1. High Performance Consultancy ('HPC') - 'oneCOMPLETE'.

All ATC members would have free access to the HR and Health and Safety templated documents referred to below.

The documents can be ATC branded. A nominal fee charged by HPC to host this for the members.

Members can upgrade to HPC's HR and H&S services or their full 'oneHR' system to manage their holidays/absence/performance/H&S etc.

- Login:**
<https://onecomplete.app.onehrsoftware.com/login>
- Username:** vic
- Password:** B1t4L0g1n!

Documents available cover the following;

HR Documentation

- Absence
- Appraisals
- Benefit and Rewards
- Contracts
- Disciplinary
- Employee Engagement
- Grievances
- Holidays
- Investigations
- Leadership
- Offboarding
- Pensions
- Performance Management
- Policies and procedures
- Probation
- Recruitment
- Redundancy

Health and Safety Documentation

- Accident Reporting
- Advisory Certificate
- CDM
- COSHH
- COVID-19
- Display Screen Equipment
- Fire
- General Health & Safety Regulations
- Health Surveillance
- Lifting Equipment
- Lone Working
- Policies
- PPE
- RAMS
- Working at Height



Services External to UKGlobal (Continued)

2. Kennedys Law – Discounted Fees for Contract Review Service Relative to Implications for Professional Indemnity Insurance Policy Coverage

Kennedys can offer a discounted fixed fee for a standard contract review with a 5 working day turn around (subject to being provided with examples of typical contracts entered into by ATC members to assess the potential work involved).

3. Kennedys Law – Free Legal Helpline Relative to Professional Indemnity Matters

A free legal helpline providing;

- Immediate advice from experienced regional professional indemnity solicitors based regionally in London, South West, North West, North East, Scotland, Northern Ireland and Republic of Ireland
- Calls limited to 30 minutes but can be extended at the solicitor's discretion
- Out-of-hours telephone support
- Complementary advice in legal matters - including:
 - Negligence allegations
 - Recovery of outstanding fees
 - Commercial issues with professional risks implications

The service has been effectively operated by Kennedys for over 15 years in conjunction with the majority of UK Professional Indemnity insurers.



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Services External to UKGlobal (Continued)

4. Kennedys Law – Cyber Advice, Guidance and Support

Cyber-attacks are an ever-present and increasing risk and there is no absolute protection model that will keep pace with the evolution and sophistication of such attacks. Every organisation is at risk of financial loss, damage, disruption and reputational damage from such attacks.

Furthermore, cyber-attacks are not restricted to any particular jurisdictions.

Kennedys provides comprehensive advice, guidance and support relative to cyber risk to companies operating in the UK, Europe, Asia Pacific, Latin America, the United States and Bermuda, as they have experienced cyber corporate solutions teams operating within these locations.

Their global cyber corporate solutions teams consist of cyber, privacy, litigation and corporate specialists that help companies manage the complex and constantly evolving challenges posed by cyber risk.

Kennedys works with companies to develop and review their policies and procedures to ensure regulatory compliance. They provide advice on vetting of suppliers, cyber contractual provisions and cyber risks and issues in the context of corporate due diligence, outsourcing and joint ventures. In addition, their knowledge and expertise of cyber insurance programs allows them to advise on the adequacy of a company's insurance coverage relative to cyber risk.

The firm also has the knowledge and experience to be able to respond rapidly to an cyber incident enabling the effective management of the incident, including breach notification and regulatory interaction.

ATC Members will receive discounted rates from Kennedys for using their specialist services, as well as be provided with regular news updates, articles and thought leadership to keep them informed.



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Services External to UKGlobal (Continued)

5. Sedulo – Boutique firm of Accountants and Wealth Managers

With offices in Leeds, Liverpool, London and Manchester the firm offers a wide range of services to their 5,000 plus corporate clients as well as the owners of those businesses;

- **Accounting** – working with businesses of all sizes to search for ways to reduce costs, increase profit and improve efficiency.
- **Audit** – significant experience in auditing Limited Companies and Plcs across a wide range of industries
- **Corporate Finance** - offering expert advice and guidance across three key areas; Deal Advisory, Transaction Services and High Growth.
- **Forensic Accounting** - services to Solicitors, Barristers, Public Bodies and the general public
- **Funding** - over £200m of funding sourced for over 1,000 businesses in three years
- **Mortgages** - providing a range of options to suit personal needs via access to the whole of the mortgage market
- **Payroll services** – delivering salaried employees with accurate and on-time pay slips for SMEs, large-scale organisations, as well as temporary and contract workers
- **Tax** - working with SMEs to worldwide brands to provide innovative methods to manage and plan their tax liabilities
- **Wealth Management** – by offering holistic, independent financial advice to create a plan for the future



Services External to UKGlobal (Continued)

6. Octopus - Financial Coaching

Most people worry about money - regardless of salary, savings or personal situation – and many of us are 'financially illiterate' when it comes to planning our financial futures to meet our aspirational goals.

ATC Members can now offer their employees support with their personal finances to give them financial peace of mind by providing each employee with their own accredited financial coach to deliver impartial advice.

The coach will assess each employee's current situation, as well as their goals, and via the use of powerful financial planning technology, create a personal action plan to reach such goals, including a financial forecast of their financial situation year-by-year. The plan is reviewed regularly as life changing events occur - such as getting married, buying a house, or having children, as well as annually.

The service is designed to help the vast majority of people - although there are some circumstances when a more specialist source of advice is recommended - such as if someone is thinking of withdrawing money from their pension pot within the next 5 years, or if they are looking for advice on investing more than £100,000.

A financial coach will help employees plan their finances and make suggestions based on their goals but a coach will never recommend a specific company's product or specific investments as that is the role of an Independent Financial Advisor or other regulated professional.



Services External to UKGlobal (Continued)

Financial coaches never make money from products an employee selects - which means they're on your side of employees and act in their interests alone. It also means the Financial Conduct Authority (FCA) does not regulate the support coaches offer.

The service has been adopted by many companies in the UK, including a number of blue chip companies (such as ClearScore, Epson, Experian, MoneySuperMarket.com, Secret Escapes, and Sony) and the feedback has been very positive;

- *"It helps you see how your financial future may unfold and how best to improve the picture. All the employee feedback has been very positive."*
Head of Reward, MoneySuperMarket
- *"This is the only software I've seen that helps employees take a goal-led approach to planning their finances and is totally flexible to their personal life and financial goals."* HR Director, Secret Escapes
- *"We've had employees tell us it's the best investment they've made in a long time! Would thoroughly recommend to other companies looking to provide their employees with more financial wellness options."* Head of Reward, Sony

The benefits to employees are impressive;

- 82% immediately make better use of their money or company benefits (like pensions)
- On average an individual adds £9,755 to their household savings in the first year.

The cost of this service can be funded either by;

- The employer at a cost of between £2 and £60 per employee per year - depending on the size of the company and the degree of engagement, or
- By employees under a 'salary sacrifice' arrangement at a cost of between £12 and 14 a month - depending on the tax bracket applying - for a minimum 12 month commitment.



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Insurance Services via UKGlobal (Continued)

7. Electric Car Salary Sacrifice Scheme Early Termination Insurance

An electric vehicle salary sacrifice scheme;

- Enables an employee to pay for an electric car each month from their gross salary and benefit from
- National Insurance and Tax savings to substantially reduce the cost of car ownership
- Significantly lower 'benefit in kind' rates compared to diesel and petrol cars.

At the same time an employer benefits from;

- National Insurance savings
- Reduced mileage re-imbursement costs
- The ability to offer an enhanced benefits package to employees who want to 'go green'

There are, however, risks to an employer that could result in responsibility for paying up to 50% of the remaining lease charges, in the event of an employee;

- Resigning and the car not being able to be re-allocated
- Suffering from an accident, bout of illness, or accidental death
- Losing their driving licence due to a health condition
- Taking maternity or paternity leave

Insurance is available to provide cover for up to 50% of outstanding lease charges in the event of one of the above scenarios occurring.



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Contact Us

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