HATCH BRENNER SOLICITORS

Hatch Brenner

Employee Benefits Booklet

We are delighted to have you as part of our team. This booklet provides essential information to help you understand the benefits available to you as an employee.

Personal Health Insurance Cover

The scheme we have operates on a co-payment basis, linked to your length of service. Hatch Brenner's contributions increase with the duration of your employment as follows:

Upon the successful completion of your probation period, you are entitled to join our Personal Health Insurance Scheme.

Even if you have less than 12 months of service and do not yet qualify for a Hatch Brenner contribution, you can still benefit from lower premiums due to our group purchasing power. Additionally, you will have access to a health insurance policy that does not exclude pre-existing conditions.

- 0–12 months of service: 0% contribution from Hatch Brenner
- 12 months–2 years of service: 25% contribution from Hatch Brenner
- 2–5 years of service: 50% contribution from Hatch Brenner
- 5 years or more: 100% contribution from Hatch Brenner

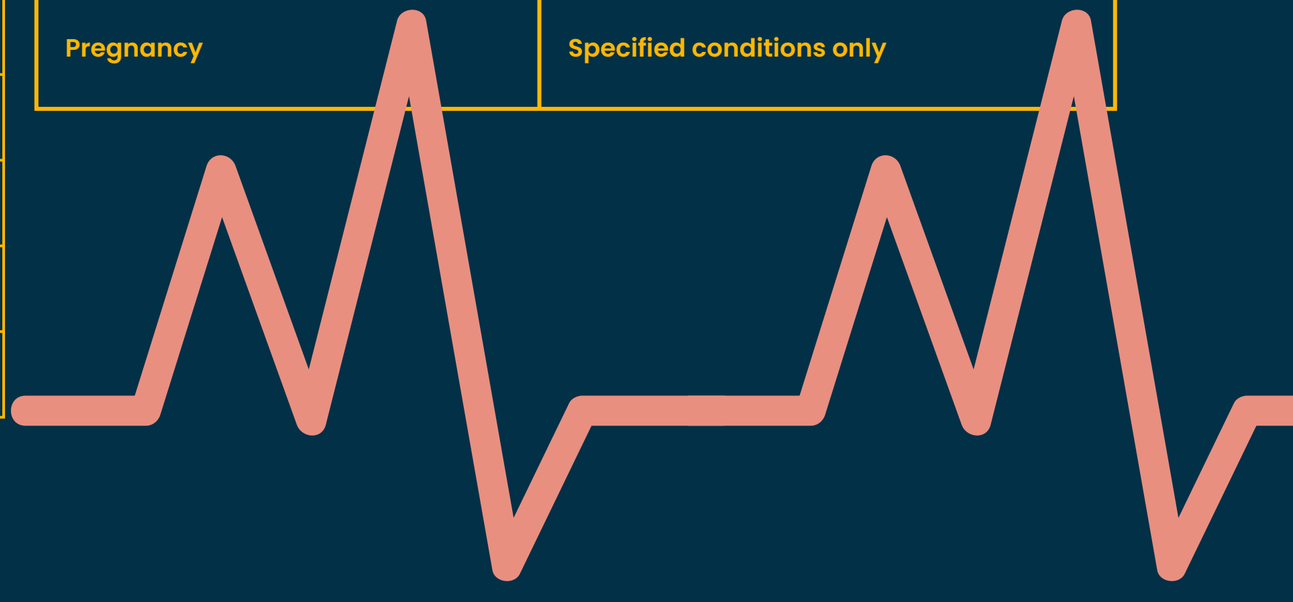
Employees also have the option to add family members through a salary sacrifice arrangement, benefiting from competitive premium rates that would not be available individually.

The underwriting terms are on a 'Medical History Disregarded' basis, meaning the insurer will not require details of your medical history, and no personal medical exclusions will be applied to your cover.

The medical insurance policy we have is provided by Bupa, offering an excellent level of cover for employees. Please refer to the table on the next page for further details.

In-patient & Day-patient Treatment	Bupa
Hospital charges for In-patient & Day-patient treatment within scale	Full cover
Specialist services for In-patient & Day-patient treatment	Full cover
Psychiatric treatment	Full cover
Out-patient Treatment	
Radiotherapy & Chemotherapy	Full cover
Consultations	Full cover
MRI, CT, PET Scans	Full cover
Minor Diagnostic Tests	Full cover
Physiotherapy	Full cover
Complementary Medicine	Full cover
Psychiatric Cover	Full cover

Additional Benefits	
Nursing at home	Full cover
Private ambulance	£80 limit per trip
NHS cash benefit	£50 per night up to 35 nights per annum
Dental treatment	Specified oral surgery procedures only
Pregnancy	Specified conditions only



Each insurer operates their own hospital list. The insurance we have is based on the Bupa Participating Hospital List, providing excellent access nationwide. You can view the Bupa facilities via the following link: https://www.finder.bupa.co.uk/.

Specialists' Fees

Please note that insurers do not follow a universal method for recognising specialists or covering their fees in full. We recommend always checking with your insurer before commencing treatment to ensure your specialist's fees are fully covered.

Excess

The excess with Bupa is £200. However, we also provide a Medicash Proactive Cash Plan. A key benefit of this plan is that it refunds or pays for any £200 excess payments made.

Medicash Proactive Cash Plan

This cash plan covers everyday tangible costs. Full access to the 'My Medicash' App allows you to submit claims on the go, view claim summaries, update bank details, and quickly access all other benefits.

The Medicash Policy Benefit Table

proactive+

	CHILD COVER	LEVEL 1
COVERING THE EVERYDAY ESSENTIALS...		
Routine Dental Treatments	✓	£70
Dental Accident and Injury	✗	£250
Optical	✓	£70
QUICK DIAGNOSIS AND FASTER RECOVERY...		
Specialist Consultations, Diagnostic Tests & Scans including CT, MRI and PET scans	✓	£200
Best Doctors® InterConsultation™ Programme Visit www.medicash.org/bestdoctors or call 0345 565 1852	✓	✗
Complementary Therapies covers physiotherapy, acupuncture, osteopathy and chiropractic treatments	✓	£160
Alternative Therapies covers reflexology, reiki, Indian head massage, Bowen & Alexander technique, homeopathy, allergy testing and hypnotherapy	✓	£75
Chiropody	✗	£50
TAKING A PREVENTATIVE APPROACH...		
Prescriptions, Inoculations and Flu Jabs	✓	£20
Health Screening	✗	£100

Bupa Additional Benefits

Direct Access Treatment Pathways

If you're worried about symptoms related to cancer, mental health, or a muscle, bone, or joint condition, and these symptoms are covered under our policy, you can access Bupa's Direct Access service from the comfort of your home. You'll get advice, diagnosis, and treatment (where appropriate) without the need to see a GP first.

Bupa Mental Health Advantage

Our Business Mental Health Advantage is a UK-first initiative designed to fully support your mental health treatment and recovery. It offers:

- No time limits on treatment, ensuring you continue to receive the practical help and support you need.
- Coverage for the widest range of mental health conditions in the UK, including drug abuse, alcohol abuse, and self-harm.
- Access to comprehensive treatment, tools, and ongoing support to help manage your mental health and prevent symptoms from worsening.

Bupa Blua Digital GP

Say goodbye to waiting rooms. With Bupa Blua Health's digital GP service, you can talk to a doctor through video or phone call – 24/7, including weekends and bank holidays. You can also speak with a nurse, pharmacist, physiotherapist, or mental health nurse. No matter where you are – at home, work, or even in the garden – you can have your appointment without leaving your comfort zone. No need to arrange time off work or sort childcare, and you can even stay in your pyjamas if you're feeling under the weather.

Anytime Healthline

Family Mental Healthline

If you're worried about a child's emotional wellbeing, the Family Mental HealthLine is here to help. Parents and carers can call 0345 266 7938 to speak with trained advisers and mental health nurses for advice and support. This service is available to all parents with health insurance, and your child doesn't need to be covered under your policy. Please note that calls may be recorded for quality purposes, and some calls may be monitored by a nursing manager, with full confidentiality.

Additional Benefits Accessible via the 'My Medicash' App:

- SkinVision: Regular skin checks for early signs of skin cancer.
- Digital Physiotherapy by Phio.
- Virtual physiotherapy sessions.
- Discounted Health Club Membership: Access to gym and health club discounts.
- Health & Stress Related Helplines: 24/7 access to health and stress-related support.
- Medicash Extras - Member Discount Portal: Access to various discounts.

If you're interested in joining the scheme, please contact our Head of Finance

Pension Scheme

As part of your employment, we contribute 3% of your qualifying earnings to your Royal London pension plan. This is in addition to your own contributions (currently 5%), automatically deducted from your salary), helping you efficiently save for retirement. You can also make additional voluntary contributions to enhance your savings further.

For more information, please contact Head of Finance.

Staff Recruitment Incentive Scheme

At Hatch Brenner, we value your help in building our team. To show our appreciation, we offer a Staff Recruitment Incentive Scheme. If you recommend a potential employee and they join our firm, you will receive a thank you payment, subject to normal employment taxes.

Incentive Payments

- Support Staff: £750
- Fee Earner (non-Partner): £1,500
- Partner: £3,000

Payment Schedule

- First Payment: Half of the incentive amount will be paid after the new employee completes 3 months of employment.
- Second Payment: The remaining half will be paid after 6 months, provided the new recruit is still employed with us.

Exclusions

The scheme does not apply if:

- The firm is obligated to pay a recruitment fee to an agency.
- The firm is already considering the potential recruit.
- The referring employee is working under their notice period.
- The referring employee ceases to be an employee.

We encourage you to recommend talented individuals who would be a great fit for our team and enjoy the rewards of your successful referrals.

Hatch Brenner Bonus Scheme

Introduction

The Hatch Brenner Bonus Scheme aims to reward the hard work of employees, promote teamwork across the firm, and empower employees in non-fee-earning roles to access bonus payments. This scheme is discretionary, subject to review, and does not form part of the contractual terms of employment. It can be terminated by Hatch Brenner LLP at any time without notice. Partners are not eligible for this bonus scheme.

Eligibility

Employees who have been subject to disciplinary actions (verbal/written warning, suspension, or dismissal) during the financial year are ineligible for bonuses. Former employees or those who have tendered resignation are also not eligible.

Bonus Structure

Firmwide Bonus

The Partnership Board sets an annual firmwide financial target. If the target is met, employees may receive a bonus calculated at 1% of their annual income.

Departmental Bonus

The Partnership Board sets departmental financial targets. If a department meets its target, each member may receive a bonus from a pot calculated at 10% of fees collected beyond the target.

Consideration of Bonus Payments

At the end of the financial year, Heads of Departments submit written bonus recommendations to the Management Committee. Recommendations can include bonuses for employees from other departments who significantly contributed to success.

The Management Committee reviews these recommendations and determines individual bonus amounts and payment timelines, typically by the end of September following the financial year.

Hatch Brenner Bonus Scheme Continued

Factors for Bonus Consideration

The Heads of Department and Management Committee will consider various factors, including but not limited to:

- Absence through illness (excluding disability as defined by the Equality Act 2010)
- Unauthorised absence
- Timekeeping
- Contribution to the firm's profile and business development
- Commitment to teamwork and exceeding work expectations
- Meeting individual fee earner targets
- Contribution to departmental fee income
- Recorded chargeable and valuable hours
- Training and individual milestone achievements
- Housekeeping
- Complaints and professional indemnity/negligence claims

Notification of Bonus Payments

Once decisions are made, employees receiving a bonus will be notified in writing by their Head of Department, detailing the bonus amount and payment date.

This scheme highlights our commitment to recognising and rewarding the exceptional efforts and contributions of our team.

Electric Vehicle Scheme

Hatch Brenner have partnered with Octopus to provide a salary sacrifice scheme for employees in relation to lease purchase agreements for new electric vehicles.

How does it work?

Petrol and diesel cars will be banned from 2030 and ever increasingly people are turning to electric vehicles as their green option. Taking advantage of the salary sacrifice scheme will allow you to save up to 40% of the costs of a personal lease compared to the petrol equivalent.

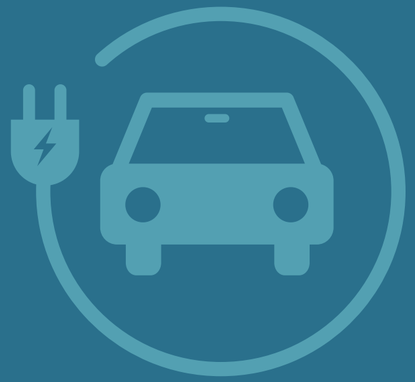
The employee chooses the vehicle they would like and get a quote with Octopus. Once agreed and ordered, the Hatch Brenner pays initially for the monthly cost and then recoups the net amount from the employees payslip each month before they receive the payslip.

Ready to go?

If you are interested in taking advantage of this scheme or require any further information, please contact Head of Finance.

What's included?

- **Fully Comprehensive Insurance**
- **Replacement Tyres**
- **Breakdown cover from the AA**
- **Servicing, Maintenance and Repair**

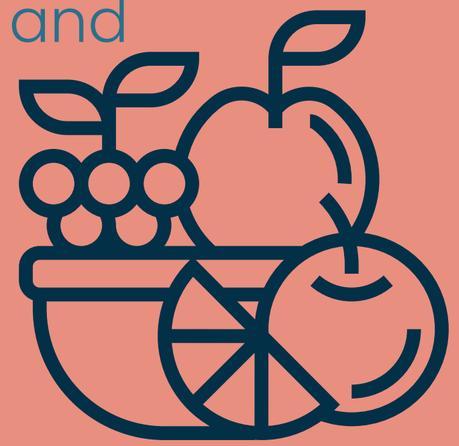


Fresh Fruit Initiative

At Hatch Brenner, we are committed to promoting a healthy work-life balance for our employees. As part of this commitment, we provide fresh fruit in the office every month.

By incorporating healthy eating habits into your daily routine, you can improve your focus, reduce stress, and contribute to a positive and vibrant workplace environment.

We encourage all staff to take advantage of this delicious and nutritious benefit to support their health and well-being.



Free Eye Tests

At Hatch Brenner, we care about your vision and offer free eye tests for all employees. Simply present your receipt for a refund. Regular eye checks are crucial for maintaining eye health and overall well-being.



Staff Socials

Staff Christmas Party

Celebrate the festive season at our Staff Christmas Party! This joyful event is our way of showing appreciation for all your hard work throughout the year. Enjoy a night filled with festive decorations, a sumptuous holiday feast, lively music, and dancing. It's the perfect occasion to socialise with colleagues, ,and enjoy a wonderful evening together.

Summer Social BBQ

Join us for our annual Summer Social BBQ! This event is a perfect opportunity to relax and unwind with your colleagues in a casual, outdoor setting. Enjoy delicious grilled food, refreshing drinks, and a variety of fun activities. It's a great way to strengthen team bonds, celebrate our hard work, and make memories together. Don't miss out on this summer highlight!

Department Themed Drinks & Nibbles Evenings

Enjoy our Department Themed Drinks & Nibbles Evenings! These casual gatherings are held regularly to encourage interdepartmental mingling and camaraderie. Each event features a unique theme, complete with matching drinks and nibbles, creating a fun and relaxed atmosphere. It's an excellent opportunity to unwind after work, share a laugh, and build relationships with colleagues from different departments.

Team Bonding Outings

Enhance your teamwork through our Team Bonding Outings. These outings are designed to bring teams closer together outside the office environment. Whether it's an adventurous day out, a creative workshop, or a fun group activity, these experiences foster collaboration, communication, and a stronger team spirit. Participate and discover new ways to connect and collaborate with your colleagues.

Staff Discounts

1 years service qualifying period for any staff discounts

Private Client

Free simple will
Free LPAs
Discount of 10% for family and friends
Probate discounts available on request

Residential Conveyancing

Free conveyancing is limited to three transactions for your main residence within any five-year period.

(All discounts are null and void if an employee leaves within 12 months of instruction or completion of the matter, whichever is latter.)

Family

Initial free 1 hour consultation and 20% reduction to hourly rates for any work undertaken thereafter.

Dispute Resolution

No win no fee arrangements are available subject to case assessment, with a 20% reduction on any success fee bill raised.



Theatre Royal Staff Benefits

Exclusive Perks

Ticket Savings and Fees:

- £2 discount per ticket (up to 50 tickets annually) for every production and each week of Panto.
- Removal of the £3 transaction fee.
- Exclusive priority booking before general sale.
- Half-price tickets on the first night of all dramas.

Booking Benefits:

- Ability to book tickets online and via a dedicated phone line.
- Group bookings (20+) reserved without payment for up to 4 weeks.
- Staggered payment options for group bookings.

Norwich Theatre

Food and Drink Discounts:

10% off food and drinks at Norwich Theatre & Norwich Playhouse.

First Bus Commuter Travel Club

We've teamed up with First Bus to offer you a discount on your bus travel. By purchasing your bus ticket through this scheme, you can enjoy unlimited travel in this area, making your commute to work and weekend outings more convenient and cost-effective

Benefits of the First Bus Commuter Travel Club:

- Discounted Monthly Bus Ticket: Save money on your regular bus travel.
- Automatic Mobile Ticket Renewal: Your bus ticket renews automatically each month.
- Unlimited Bus Travel: Enjoy unlimited travel for both work and leisure.
- Price Freeze: Your ticket price is frozen for 12 months.
- Mobile Ticket Delivery: Tickets are sent directly to your mobile phone.
- Hassle-Free Renewals: Never worry about renewing your bus ticket again.
- Easy Ticket Transfer: If you lose your phone, we can transfer your ticket to a new device.

How to Join:

There is no cost to join the Commuter Travel Club, but you will need to sign up online and set up a monthly Direct Debit payment.

- Visit: https://www.firstbus.co.uk/norfolk-suffolk/ctc
- Select Your Travel Area: Choose the area you will be travelling in to purchase your discounted ticket.

Take advantage of this great benefit to simplify your commute and save on travel costs.

Ride-to-Work Scheme

Exclusive Benefits for Hatch Brenner Employees

We are excited to offer our employees access to the Ride-to-Work Scheme, which provides exclusive benefits to make your daily commute more affordable and convenient.

Benefits of the Ride-to-Work Scheme:

- Discounted Monthly Bus Ticket: Enjoy savings on your regular bus travel costs.
- Automatic Mobile Ticket Renewal: No need to worry about renewing your bus ticket each month; it renews automatically.
- Unlimited Bus Travel: Use your ticket for unlimited travel within the designated area, both for work and leisure.
- Price Freeze: Your ticket price is locked in for 12 months, protecting you from fare increases.
- Mobile Ticket Delivery: Your bus tickets are sent directly to your mobile phone, making it easy to keep track of them.
- Hassle-Free Renewals: Never worry about renewing your bus ticket again.
- Easy Ticket Transfer: If you lose your phone, your ticket can be easily transferred to a new device.

How to Join:

There is no cost to join the Commuter Travel Club, but you will need to sign up online and set up a monthly Direct Debit payment.

1. Visit: www.firstgroup.com/ctc/employees
2. Select Your Travel Area: Choose the area you will be travelling in to purchase your discounted ticket.

Take advantage of this great benefit to simplify your commute and save on travel costs. For more information, please refer to the detailed Ride-to-Work scheme benefits document provided on People HR.

HATCH BRENNER SOLICITORS

Together, we achieve more.

We value your input in making our workplace even better. If you have any suggestions for new benefits or ways we can improve our existing ones, we'd love to hear from you!

Email your ideas to your Head of Department.