



## CA Service Partner Min Insurance Requirements Europe, Middle East, Africa (EMEA) Regions

The Vendor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Vendor, arising out of the Vendor's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Vendor.

The Vendor shall hold employer's liability insurance in respect of personnel in accordance with any legal requirement for the time being in force.

Vendor shall maintain insurances at the following minimum levels:

General/public liability £500k

Errors/professional indemnity [£1 million/€500k for German/Central and South].

Employee liability insurance in accordance with legal requirements and otherwise [£1 million/€500k – see above].

The Vendor shall give CA, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

If, for whatever reason, the Vendor fails to give effect to and maintain the insurances required by the Agreement CA may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Vendor.

The terms of any insurance or the amount of cover shall not relieve the Vendor of any liabilities under the Agreement. It shall be the responsibility of the Vendor to determine the amount of insurance cover that will be adequate to enable the Vendor to satisfy all liability under the Agreement

Such insurances shall be maintained for a minimum of six years following the expiration or earlier termination of the Agreement.

### **Pre-Screening**

Vendor will comply with the screening requirements set out in this provision in respect of its personnel used in the performance of the Agreement.

This provision sets out the pre-employment screening procedure (**Screening**) which applies to any individual to be employed or engaged in connection with the performance of Vendors obligations under the Agreement. Should any sub-contractor be appointed under the Agreement, Vendor shall procure that such sub-contractor shall also comply with this provision as if references to Vendor were to such sub-contractor.

### **Screening**

For individuals subject to Screening, Vendor will conduct appropriate recruitment and security vetting procedures in relation to the individual. Vendor will not employ or engage anyone to perform its obligations under the Agreement who has not passed Vendor's recruitment and security vetting procedures.



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Vendor will comply with the Screening requirements set out below except as prohibited by local law:

### **Screening**

- Employment (5 years or 2 positions)
- Education (Highest)
- Public Safety Verification (Sanctions)
- Basic Criminal Disclosure
- CV Discrepancy Check

For individuals who are neither nationals of the country of work, nor have been resident in the country of work for at least six (6) months, Vendor will use commercially reasonable endeavours to comply with the Screening requirements relative to their country of work.

In addition to the above the following Screening shall be carried out as a minimum:

- Proof of legal right to work in country of work;
- Proof of identity;
- Proof of current residence. If current residence is less than 6 months old, then previous residence history must also be obtained.

Vendor or its chosen supplier shall retain a copy of all documents it obtains in connection with any of the individuals for a minimum period of twelve (12) months from the proposed employment date (Retention Period). During the Retention Period Vendor or its chosen supplier shall retain for each individual a single file containing all documents relating to the Screening of that individual. At the end of the Retention Period, Vendor shall retain a written record confirming that such documents were obtained and the date upon which they were obtained.

On receipt of a request from CA, Vendor shall provide CA with evidence of its compliance with this provision.