


An aerial photograph of a person in a yellow and black kayak navigating a narrow river. The river is flanked by steep, rocky cliffs covered in lush green vegetation. The water is a deep blue, and the overall scene conveys a sense of adventure and nature.

Atos Retirement Plan

Members Booklet

Atos

The background of the slide is a blurred image of a meeting in progress. Several people are seated around a table, looking at documents and laptops. Overlaid on this image are numerous colorful sticky notes. Some notes contain hand-drawn diagrams, such as a flowchart with a circle and arrows, a triangle with the words 'CUSTOMER', 'PRODUCT', and 'STRATEGY' at its vertices, and a bar chart. Other notes contain text, including '30%', 'DnC', and a URL. The overall theme is business planning and strategy.

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Introduction

From both a financial and personal perspective, retirement is one of the most important life events for all of us. Although it may seem like a long way away, it is likely that we will live for a long time in retirement and so it is never too early to start planning for the day when we stop working and begin our retired lives. Retirement is a massive part of all our lives and you'll want to try to save enough to enjoy it. Atos IT Services UK Limited ('Atos'), acting on behalf of itself, and other participating companies within the Atos Group (the "Company"), offers retirement savings for its UK staff via the Atos Retirement Plan ("the Plan"), a Group Self Invested Personal Pension (SIPP) arrangement.

To do list

To begin planning for your retirement, no matter how near or far, we have listed below some actions you can follow to make the journey easier. These include:

- ▶ Read all the enclosed documents carefully
- ▶ Complete your Retiready registration
- ▶ Complete the Expression of Wish form to tell us who you would like to receive benefits in the event of your death. The link to the form can be found here:
<https://www.aegon.co.uk/content/dam/ukpaw/documents/expression-of-wish-nomination.pdf>
- ▶ Choose how much you want to pay
- ▶ Choose your investment options
- ▶ Choose your target retirement age

Annual Allowance

You get tax relief on the contributions you make into a pension plan each year. However, the amount of tax relief available on annual pension savings is restricted by the Annual Allowance. The Annual Allowance applies to the total of both employee and employer contributions.

For most people the Annual Allowance is £40,000 in a tax year. Higher earners (very broadly those with total earnings of over £240,000 a year) may have a lower Annual Allowance. Anyone who has taken benefits from a pension plan in a flexible way (see 'Benefits at retirement' in the main section of the booklet) may have an Annual Allowance of just £4,000 – this is known as the money purchase annual allowance (MPAA).

However, following the recent budget announcement, from April 2023, the Annual Allowance will increase from £40,000 to £60,000 in a tax year, with the Money Purchase Annual Allowance to also increase from £4,000 to £10,000.

Annuity

A regular income for life. Depending on the choice of annuity, it may increase over time or provide a benefit to your partner if you were to die.

Bonds and gilts

Loans to companies, organisations or governments. Bonds provide investment returns either at a fixed rate or a variable rate (e.g. linked to inflation). Bonds can also be issued for different lengths of time. They are traded in a similar way to shares so their market value will rise and fall, but not usually as sharply as the value of shares.

Bonds issued by the UK Government are called 'gilts'.

Cash

Investments in deposits and other short-term investments.

Drawdown

Allows you to draw money from your retirement savings instead of buying a regular pension at retirement. The Plan doesn't offer drawdown but you can transfer your retirement savings to another arrangement or provider able to do this at retirement.

Equities (or shares)

A share in a company. The value of equities changes depending on the performance of the issuing company and underlying market conditions. Historically, shares have generally produced higher returns in the long term compared to bonds or cash but this may not be the case for prolonged periods of time. Equities can fall as well as rise in value, sometimes quite sharply.

Lifetime Allowance

There is also a limit on the total amount of tax-efficient pension savings that can be built up over your lifetime, known as the Lifetime Allowance. The current level is 1,073,100 for 22/23 tax year. The Lifetime Allowance takes into account all pension savings from all your employments, not just employment at Atos.

Similarly to the impact on Annual Allowance, the recent budget announcement has passed legislation to remove the Lifetime Allowance charge from April 2023, with the Lifetime Allowance itself to be completely abolished the following year.

The Lifetime Allowance set a limit on the amount of tax-efficient pension savings that could be built up in your lifetime. If the total value of your pension savings exceeded the Lifetime Allowance, there was an extra tax charge – the Lifetime Allowance charge – on the excess. But, for tax year 2023/24, the Lifetime Allowance charge ceases to apply, and from tax year 2024/25 the government intends to abolish the Lifetime Allowance altogether.

The Annual Allowance and Lifetime Allowance are set by HM Revenue & Customs (HMRC) and may change in the future. The rates for the Annual Allowance and the MPAA set out above are correct for the 2023/24 tax year. In tax year 2022/23, when the Lifetime Allowance charge last applied, the Lifetime Allowance was £1,073,100. More information can be found here and on the Government website at: <https://www.gov.uk/tax-on-your-private-pension>.

Multi-Asset Fund

A fund that looks to invest across a range of asset classes, including but not limited to, equities, bonds, gilts and property.

Pension

This term is used to describe an income you buy with your retirement savings at retirement. The amount of income you receive in exchange for the value of your retirement savings will vary depending on a number of factors, including the size of your retirement savings, your age, your health and the type of income you choose. For example, you can choose a level (flat) pension or a pension that increases in payment. In the latter case, the pension that you start with will be a lower amount than if you had chosen a level pension.

Pensionable pay

Your contributions to the Plan are made through a salary sacrifice arrangement (please see Salary Sacrifice for more details). Salary sacrifice does not affect your pensionable pay for the purposes of calculating your, and Atos', contributions to the Plan. Pensionable pay is your basic salary (i.e. before the salary sacrifice deduction).

Volatility

The price of an investment or the return it achieves changes over a period of time. The greater the level of volatility, the wider the variation between high and low values. For example, if the price of an investment moves up and down rapidly over short time periods, it has high volatility. On the other hand, if the price remains fairly constant over time, it has low volatility.

Glossary

What is a defined contribution pension?

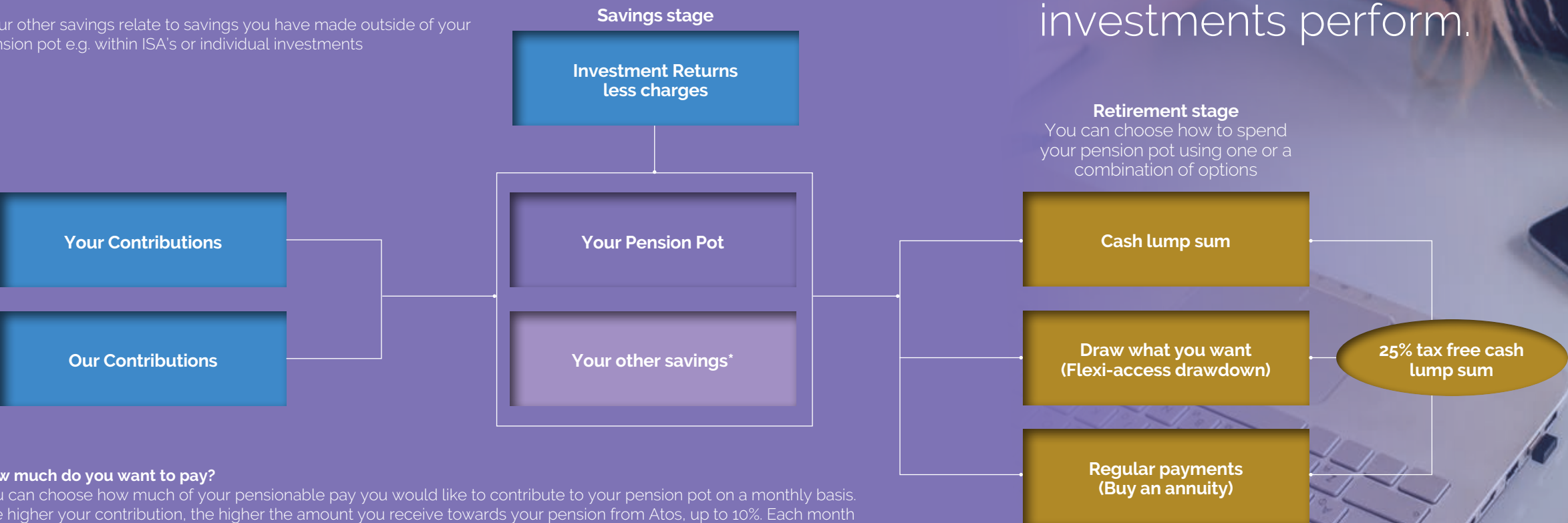
A pension is a tax-efficient way to save for your retirement. It helps you build up a pot of money that can be used to give you an income when you're no longer working.

How does the Plan work?

The Plan is a defined contribution pension plan. Aegon is the administrator of the Plan. This means that they support you and Atos to help you to build up your pension savings and provide pension benefits at retirement. When you join the Plan, Aegon will set up an individual pension pot in your name.

A defined contribution plan works with you building up a pot of money that you can use to provide lump sums and income in retirement. The contributions paid in to the pot include your own personal contributions, typically paid from your salary each month, as well as Atos's contributions. The contributions are invested in a set of funds, either a default set or a set chosen by yourself, and the pot built up can be used to provide you with retirement benefits. The graph below shows how this would work.

*your other savings relate to savings you have made outside of your pension pot e.g. within ISA's or individual investments



How much do you want to pay?

You can choose how much of your pensionable pay you would like to contribute to your pension pot on a monthly basis. The higher your contribution, the higher the amount you receive towards your pension from Atos, up to 10%. Each month both employer and employee contributions will be paid into your pension pot.

Where do you want to invest?

You can choose how you want to invest your pension pot from the fund range available with Aegon. If you don't want to choose how to invest your pension pot that's fine. Aegon has a "do it for me" default investment option currently the "Growth Tracker (flexible target)" which invests your pension pot and moves your pension savings as you get closer to retirement.

It is important to understand that the value of your pension pot can go up or down depending on how the investments perform.

Charges are deducted from your pension pot each month to pay for the ongoing management and investment costs. Atos has agreed special rates with Aegon so that the charges you pay are lower than their standard rates and are competitive compared to the market.

It is important to understand that the value of your pension pot can go up or down depending on how the investments perform.

Retirement stage

You can choose how to spend your pension pot using one or a combination of options

Cash lump sum

Draw what you want
(Flexi-access drawdown)

Regular payments
(Buy an annuity)

25% tax free cash lump sum

How do you want to spend it?

When you retire, you use the money in your pension pot to give you an income in retirement, which will be paid in addition to any State Pension you may receive.

Under the Plan, the benefits that you receive will depend upon the:

- ▶ amount of contributions paid in;
- ▶ investment performance of your pension pot in the Plan;
- ▶ charges deducted by Aegon;
- ▶ age at which you retire; and
- ▶ cost of buying your retirement income depending on how you choose to use your pension pot at retirement.

You can use Retiready, Aegon's digital retirement planning service to view and manage your pension savings. Once you become a member, you will receive an email to activate your account via the following link: <https://retiready.co.uk/public/getstarted.html>

Who can join the Plan?

All employees, both full-time and part-time, are able to join the Plan, as long as you don't also contribute to another Company pension plan.

Since 1 July 2013, Atos has to give employees access to a qualifying auto-enrolment scheme (which is a pension scheme that meets certain minimum standards set out in legislation). The Plan is a qualifying auto-enrolment scheme. Information on the auto-enrolment criteria is set out under the heading 'Auto-enrolment'.

If you opt out of the Plan, Atos will not contribute to another pension plan on your behalf.

How much will Atos contribute?

Atos will match your personal contribution up to 10% of your pensionable pay. Please note that:

- ▶ Atos will not pay more than 10% of your pensionable pay, even if you decide to pay more.
- ▶ If you wish to pay less than 10%, Atos will match your contribution provided you pay a minimum of 4.5% of your pensionable pay.
- ▶ Contributions will begin once you have fully completed the Employee online registration.

How much do I have to pay?

You can pay as much as you can afford, subject to tax allowances. If you are auto-enrolled (or meet certain criteria and decide to opt-in) you will have to pay at least 4.5% of your pensionable pay (unless you choose to opt out of the Plan). Please see the section below headed 'Auto Enrolment' for further details.

The contributions structure is as follows:

Your contribution	Atos contribution	Total contribution
4.5%	4.5%	9%
5%	5%	10%
5.5%	5.5%	11%
6%	6%	12%
6.5%	6.5%	13%
7%	7%	14%
7.5%	7.5%	15%
8%	8%	16%
8.5%	8.5%	17%
9%	9%	18%
9.5%	9.5%	19%
10% or over*	10%	20% or over*

*You can pay more than 10% of your pensionable pay but Atos' contributions are capped at 10% of pensionable pay.

You can change the rate at which you pay contributions to your pension pot in the Plan at any time via the Benefits Excellence Portal accessible from the main UK Landing Page, under the "HR & Finance" tab.

You can pay as much as you can afford, subject to tax allowances and Living Wage Restrictions.



Atos will match your contribution, up to 10% of your pensionable pay. You may choose to make higher contributions.

Auto-enrolment

Atos is obliged to automatically enrol all 'eligible jobholders' into the Plan. You will be an eligible jobholder if you are between the ages of 22 and State Pension Age, ordinarily work in the UK and earn above the set threshold (currently £10,000 per annum for 2023/24).

If you are automatically enrolled, you will be required to contribute 4.5% of your pensionable pay to the Plan. Atos will match your contribution of 4.5% of your pensionable pay. You may choose to make higher contributions. Atos will match your contribution up to 10% of your pensionable pay. See above for further details.

If you are aged 16-21 or State Pension Age to 74 and earn over £10,000, or you are aged 16-74 and earn above £6,240 but below £10,000 you will not be automatically enrolled but are able to opt-in and receive matching contributions from Atos on the same basis as those who are automatically enrolled.

Opting out of auto-enrolment

Please note that you can't object in advance to being automatically enrolled into the Plan. You may, however, choose to opt out of the Plan after you have been enrolled within one month from the date that you were automatically enrolled (this is known as the 'opt-out window').

Atos will reimburse your sacrificed pension contributions in the event that you choose to opt out of the Plan within the opt-out window.

For members who were automatically enrolled into the Plan and who opt out of the Plan but remain employed by Atos, you will be automatically re-enrolled every three years by Atos in accordance with its statutory duties. If you do not wish to remain a member of the Plan on re-enrolment, you will be able to opt out at that time.

Salary sacrifice

Salary sacrifice is a contractual arrangement between you and Atos, where you swap part of your gross salary for contributions into the Plan. When your gross salary is reduced, you will pay no tax or National Insurance contributions on the pay given up. If you paid pension contributions through a deduction from your salary you would receive tax relief on those contributions but would still have to pay National Insurance contributions on your whole salary. So, paying pension contributions through salary sacrifice will mean paying lower National Insurance contributions and receiving slightly higher take-home pay.

Your basic salary before the salary sacrifice (your pensionable pay) will continue to be used for the calculation of contributions to the Plan and death benefits.

Employees are automatically enrolled into salary sacrifice upon joining Atos unless they decide to opt out. Employees opting out of salary sacrifice can continue to remain members of the Plan but will have their pension contributions deducted from their net salary instead. To the extent you are currently making pension contributions via salary sacrifice, you will continue to do so until such time as you choose to opt out.

Salary sacrifice isn't always suitable for everyone. In considering whether it is suitable, you need to take into account other things linked to your level of salary such as the amount of mortgage you can borrow or any other benefits, such as statutory maternity, paternity, sick pay, Working Tax Credit/Child Tax Credit or basic state pension. If you want more information on the suitability of salary sacrifice, you should seek professional financial advice. If you do not have an adviser already, find out how to get an adviser at <https://www.unbiased.co.uk>.

If you are currently participating in salary sacrifice and would like more information about how to opt out, please contact the Pensions Team by email: clientsupport@arc.aegon.co.uk. You can find out more about salary sacrifice on Aegon's website <https://www.aegon.co.uk/workplace/members/your-workplace-retirement-savings-toolkit/arc-retirement-savings.html>

Leave of absence

The general position is that Atos will continue to contribute to your pension pot during a period of paid leave, based on your pensionable pay immediately before the start of your absence. However, if you are on unpaid leave, Atos will not make any contributions to the Plan on your behalf (other than when you are on ordinary maternity leave).

Your pension contributions will continue to be deducted and paid to the Plan at the appropriate percentage while you are getting paid. However, please note that employee pension contributions will not be deducted from Statutory Maternity Pay.

Neither you nor Atos are obliged to continue to contribute during any period of unpaid leave, although if you are unable to work for Atos through illness or incapacity, you may be eligible to continue to receive Atos' matching contributions based upon any disability benefit income.

Transferring other pension plans into the Plan

It may be possible to transfer other pension benefits that you have into the Plan, from either the scheme of a former employer or another personal pension arrangement.

If you're thinking about transferring benefits from any other arrangement, you should consider what you may be giving up under that arrangement, for example, you may have certain guarantees. There's a lot to consider so you should to speak to a financial adviser as transferring may not be suitable for everyone. Aegon will not accept a transfer from a defined benefit (final salary) pension scheme into the Plan unless you have first taken appropriate financial advice. Note that the transferring scheme will not be able to make a transfer of your benefit until such advice has been obtained if the transfer value is over £30,000.

If you are interested in transferring benefits into the Plan, please contact Aegon. For guidance on how to transfer your benefits, please visit the Aegon Assist service:
<https://www.aegon.co.uk/support/aegon-assist.html>

Alternatively, if you would like to consolidate your benefits online then please visit:
<https://www.aegon.co.uk/content/dam/ukpaw/documents/Making-the-most-of-your-workplace-savings-double-spreads.pdf>

Investment Options

Investment options for your regular contributions to the Plan

The regular contributions made by you and Atos to your pension pot are invested to provide benefits when you retire and you have a choice as to how these contributions are invested.

The Plan offers you a choice of funds with Aegon and/or external managers in which to invest your savings. Over 4,000 funds are available with the Plan, more information on the funds, their performance and their fund charges can be found at

<https://www.aegon.co.uk/workplace/members/investment-choices/workplace-solutions.html>

You have the option to choose the funds, however if you would prefer, there is a default option provided by Aegon

which can take some of the headache of choosing funds away from you. Think of this as a "Do it for me" option.

Default Investment Fund

The Growth Tracker Fund – Flexible Target fund is the 'default' fund for members who do not wish to select their own fund(s). Therefore, if you do not select your own investment funds, your contributions to the Plan and Atos' contributions paid on your behalf will be invested in the default.

Default investment funds, also known as lifestyle funds, are special programmes in which the pension provider selects the funds in which your contributions are invested according to the period up to your selected retirement date. Aegon's aim is to move you from what Aegon considers to be riskier

If you're thinking about transferring benefits from another arrangement, you should seek Independent Financial Advice.

funds (such as equities) when you are younger into what they consider are less volatile investments (such as cash and fixed interest funds) as you approach retirement.

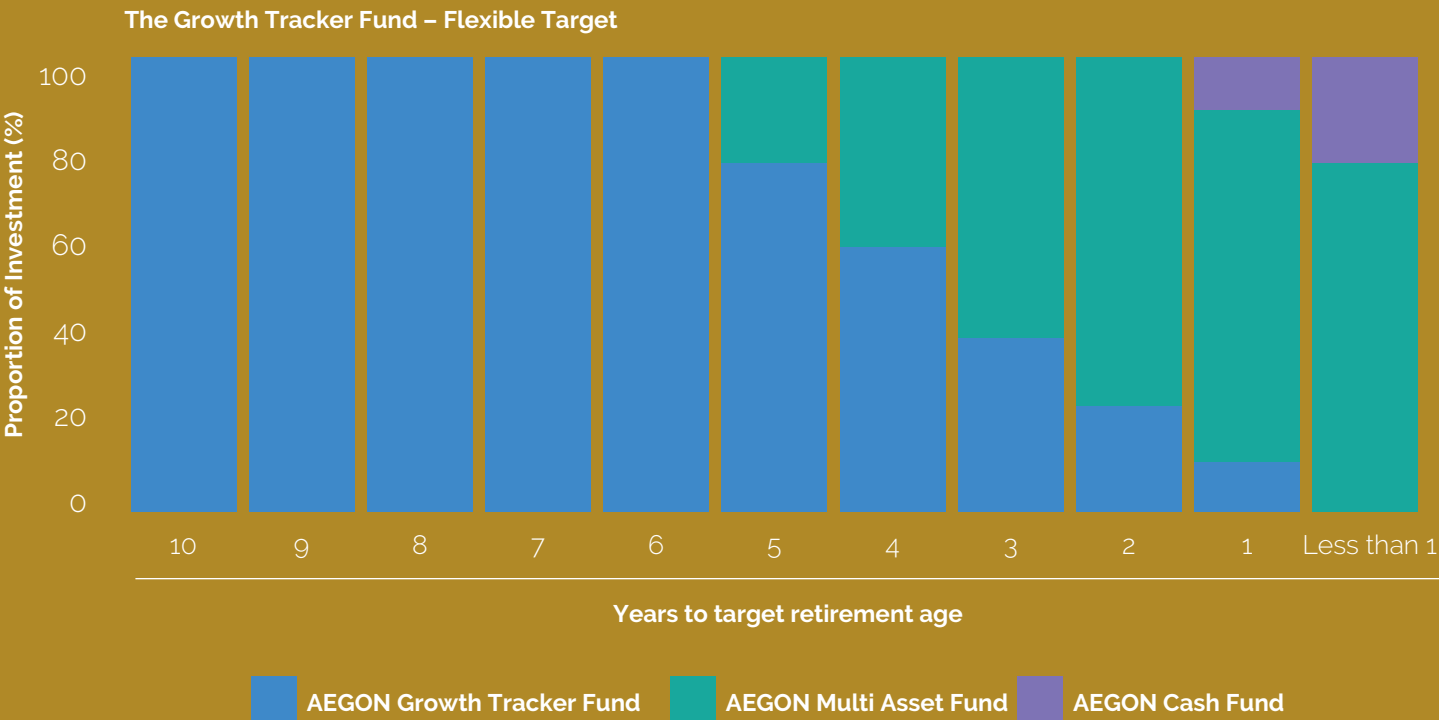
There is also a charge of 0.05% for investing in the default investment fund.

This means that for default investors the overall charge will be 0.25% of the total savings amount each year.

To find out more information on the Default Investment Fund then please look at the following link:
https://documents.feprecisionplus.com/factsheet/aegon/FS/MVQV_en-GB.pdf

The illustration in the chart reflects how the Default Investment Fund changes as members get closer to retirement.

Members who are 6 years or more from their Selected Retirement Date have their contributions invested in the Aegon Growth Tracker Fund. This fund invests in assets that look to deliver growth such as equities. As members get closer to retirement, from 6 years to the members' Selected Retirement Age (discussed below under the heading "Your Selected Retirement Age"), the Default investment fund invests a greater amount in the Aegon Multi-Asset Fund. This invests in a wider range of investments, property, fixed income and cash, with the intention that the risk members are exposed to is spread across a wider range of assets. If you wish to amend your Selected Retirement Age, please contact Aegon.





If you'd prefer to invest your funds in something different, you can change your investment choice (known as 'switching') online, once you've activated your Retiready account.

Growth phase

Lifestyle strategies aim for growth in the early to mid-stages of saving for your retirement by investing your pension savings in a variety of assets such as Equities (or shares), Bonds and Gilts.

If you'd prefer to invest your funds in something different, you can change your investment choice (known as 'switching') online, once you've activated your Retiready account. You can invest in a wide range of funds – take a look at the investment list to find out what your choices are. There are over 4,000 funds available, more information on the funds, their performance and their fund charges can be found at

<https://www.aegon.co.uk/workplace/members/investment-choices/workplace-solutions.html>

You should think carefully about where you invest, as there are risks you need to consider. The value of an investment can fall as well as rise and isn't guaranteed. You may get back less than the amount originally invested. Atos cannot advise you but if you'd like some help with your investment choices you should speak to a financial adviser.

Below are some of the 'risk' factors that you will need to consider when making your investment choices.

Inflation risk

This is the risk that the value of your pension pot in the Plan does not keep pace with pay and/or price inflation over the term of the investment. This is important when you are still a long way from retirement, as inflation can erode the buying power of your pension pot in the Plan over time.

Capital risk

This is the risk that the value of your pension pot in the Plan falls in monetary value. This becomes important as you approach retirement, as the amount you have to spend on retirement income is linked to how much has been accrued in your pension pot when you decide to take your benefits.

Conversion risk

This is the risk that the value of your pension pot in the Plan does not reflect changes in the cost of buying a pension. As with the capital risk, this is important as you approach retirement as the benefits available are linked to the cost of buying a pension, if you decide this is the best option for you.

Please remember that past performance is not indicative of future performance.

Pre-retirement phase

In Lifestyle strategies, as you approach your Selected Retirement Age, your investments will gradually move into a combination of funds that provide a lower level of risk to your pot in the pre-retirement phase.

Your Selected Retirement Age

The switching period under the default is fixed at six years but you can choose your own Selected Retirement Age, which determines when the investment switching period starts.

It is important that your Selected Retirement Age is up to date. If your retirement savings are switched to lower risk funds too early (i.e. you retire later than expected), you will have less time for your savings to potentially grow. If your funds are switched too late (i.e. you retire earlier than expected), it could mean that your savings are less protected and could therefore fall significantly in value closer to your retirement.

How can I see how my retirement savings are doing?

You'll be able to log in to your account and easily see the value of your savings at a glance.

Similar to online banking, with Retiready you'll be able to see an overview of recent transactions and investment growth, on your mobile, tablet or laptop, when it suits you.

Through access to Retiready, Aegon's digital retirement planning service, you are able to start planning for retirement immediately. It includes education and financial planning tools, savings and retirement solutions – supported by Aegon via a range of communication channels, including web chat, web service information or by telephone.

Retiready uses easy-to-understand visuals and online videos, and has a range of digital tools that guide you through the process of working out your goals, risk comfort levels and more. To find out more about Retiready, visit Aegon's website.

Making a Change to your investments

Retiready is the main system you'll use, however you may need to log in to Aegon Retirement Choices (ARC) which is a separate transactional tool, to do certain transactions such as changing investments or paying a single contribution. Follow the link below

<https://www.aegon.co.uk/content/dam/ukpaw/documents/Managing-your-savings-online-with-Retiready-and-ARC-and-how-to.pdf>

What charges are applied to your pension pot?

There are two main charges that may be taken from your pension pot

- ▶ Service charge- there will be an administration charge which Aegon takes to cover the cost of setting up and administering your pension pot. More information about this charge is set out below.
- ▶ Investment charges – these charges are applied by the investment managers and are detailed on the investment list which can be found here <https://www.aegon.co.uk/workplace/members/your-workplace-retirement-savings-toolkit/arc-retirement-savings.html>

You can read more about charges and how they are applied on Aegon's website. Charges might change in the future. Service Charge

You will pay a yearly service charge of:

- ▶ 0.2% on your first £249,999 of savings
- ▶ 0% on any assets above £250,000

Aegon will include the value of any other eligible Aegon pension products you have when calculating your annual charge. For example, if you have an existing Aegon personal pension valued at £100,000, as well as £50,000 of savings held within the Plan, they will calculate the level of your annual charge based on a total fund value of £150,000.

There is also a charge of 0.05% for investing in the default investment fund. This means that for default investors the overall charge will be 0.25% of the total savings amount each year.

April 2015 saw a charge cap of 0.75% introduced for the default arrangements of qualifying schemes for the purposes of automatic enrolment. The charge cap applies to the default arrangement under the Plan. The cap applies to all costs and deductions made from your pension pot but excludes, for example, transaction costs and non-standard services which you have agreed to. The default investment fund for the Plan has an annual management charge below the cap, but the Governance Committee keep the charging structure and the suitability of the default investment fund under periodic review.

For some of its specialist funds, Aegon will apply an additional charge. An additional charge may also be applied to the range of funds managed by other investment funds.

Paying your charges

0.25% of each contribution will be invested in a cash account called the 'cash facility'. This is because Aegon holds some of your investment as cash to pay service charges, and to make any other payments. Holding a small amount in cash means that Aegon doesn't usually have to sell units in your chosen investment funds every time a payment is due.

Aegon reserves the right to increase its charges at any time.

Benefits at retirement

There are a number of options available to you at retirement, but you do not have to decide on these until you retire. You may take benefits from the Plan at any age between 55 and 75 and you do not have to cease employment to do so. This will be increased from 55 to 57 from 6 April 2028

Minimum retirement age is the earliest age at which you can access your pension savings in the Plan. For most members, this is currently age 55, unless you are suffering from ill health at the point you wish to access your pension savings.

The full value of your pension pot in the Plan is used to provide benefits. The level of benefits you receive will depend on a number of factors including:

- ▶ the value of your pension pot;
- ▶ the age at which you take your pension;
- ▶ the cost of buying your pension when you access your savings; and
- ▶ the type of benefits you select.

The types of benefits that you may choose are:

Lifetime annuity

You can use your pension pot to buy a guaranteed regular income that will last for the rest of your life. This is known as a lifetime annuity. There are several types of annuity available, but a lifetime annuity is the most common.

People who have, or have had, serious health problems may also be offered a higher rate than someone who hasn't. This is because the annuity is likely to be paid for a shorter amount of time.

When buying a lifetime annuity, you will also have the option to include a pension paid to your spouse, civil partner, or dependant if you die before they do, or for your annuity to increase over time (for example, in line with inflation).

Annuity income would be taxed at your marginal rate of tax, but you can take 25% of your pension pot (under current legislation) as a tax-free cash lump sum, before you buy an annuity policy.

Flexible drawdown

Flexible drawdown is a way of keeping your pension pot invested, whilst also taking a regular retirement income, as and when you need it. You may take up to 25% of your pension pot as a tax-free cash lump sum, ahead of putting your remaining benefits in a drawdown plan to take out as you wish. The income you get will vary depending on the fund's performance, so this option is not guaranteed to give you an income for the remainder of your life. Any income payments drawn down after taking your 25% tax free cash lump sum would be taxed at your marginal tax rate.

Lump sum

You can take your benefits in the form of one or more lump sum withdrawals from your pension pot, with 25% of each withdrawal tax-free and the remainder subject to tax at your marginal tax rate.

Further information

Pension Wise

If you are coming up to retirement, there is a service available to you called Pension Wise. Pension Wise provides free, impartial guidance on your retirement options. Find out more at: <https://www.pensionwise.gov.uk>. Aegon will also give you more details about Pension Wise (or any subsequent or replacement service) when you ask, or are looking to retire.

Leaving Atos?

It's your pension pot – you own it and it's in your name for you to keep, even if you leave Atos. You can:

- ▶ Continue to contribute to your pension pot;
- ▶ Stop paying contributions and leave your benefits where they are. Stopping contributions to your pension pot could affect the final amount of your savings; or
- ▶ Transfer it to any scheme offered by a new employer— but you should get financial advice at the time and consider what benefits your new employer offers.

If you leave it with Aegon you'll continue to receive the same service charge and you'll be able to continue to monitor your arrangement using Retiready to keep you on track. Please note that Atos' contributions to the Plan on your behalf will stop if you leave Atos.

Death before retirement

If you die before retirement, the full value of your pension pot in the Plan will be used to provide benefits for your spouse, civil partner, dependants or other nominee(s). The rules of the Plan give Aegon the discretion to decide on the beneficiaries. However, you may nominate who you wish to receive the value of your pension pot as a cash sum. You can use an Expression of Wish Form to tell Aegon who you'd like them to pay any lump sum death benefit to (known as nominating a beneficiary). The Expression of Wish form can be posted to Aegon or emailed as an attachment, as long as you send the email from the same email address that Aegon hold for you. The link to the form can be found here:

<https://www.aegon.co.uk/content/dam/ukpaw/documents/expression-of-wish-nomination.pdf>

Aegon will take any nomination you make into consideration although it will not be bound to follow it.

You would not need to designate your benefits to either a drawdown or an annuity option to take a lump sum this way.

Money purchase annual allowance

If you take benefits from your pension pot in the form of flexible drawdown or a lump sum (or sums) whilst still continuing to contribute to the Plan, this triggers the money purchase annual allowance (MPAA). This is a limit of £10,000 on tax-free pension contributions to defined contribution pension arrangements (including from your employer) for all future tax years. For more details on the Annual Allowance see the Glossary. You can also contact Aegon Assist for more information and guidance: <https://www.aegon.co.uk/support/Aegon-assist.html>

You may change your nomination as frequently as you wish.

Additional death benefits

If you join the Plan, your life cover will be provided by Atos in a separate arrangement and will be increased from 1 x basic salary to 4 x basic salary.

State Pensions

The State Pension has changed a lot in recent years – for further details including eligibility, please see the government website at: <https://www.gov.uk/state-pension>.

Why Aegon?

After discussion with its advisers at the time, Aegon was selected by Atos in 2002 as the pension provider for a number of reasons. Atos considered that, in its view and on the advice of its advisers, Aegon provided:

- ▶ financial strength;
- ▶ the ability to provide an effective administration and communication service;
- ▶ a good range of investment options; and
- ▶ high quality materials and tools to help you plan and understand your pension journey.

The Governance Committee keeps Aegon's appointment under regular periodic review.

About Aegon

Scottish Equitable was founded in 1831. In 1994, Scottish Equitable became part of the AEGON Group, one of the largest listed insurance companies in the world. AEGON is authorised and regulated by the Financial Conduct Authority (FCA) and is entered on the FCA Register. Its FCA Registration number is 165548. In addition, please note that the Plan is registered for tax purposes under section 153 of the Finance Act 2004.

Since 6 April 2015, providers of workplace personal pension schemes, which would include Aegon, are required to set up and maintain independent governance committees (IGCs). IGCs have a duty to act in the interests of scheme members and will operate independently of the firm. They will assess, and, where necessary, raise concerns about the value for money of workplace personal pension schemes. More information on the current IGC can be found here: <https://www.aegon.co.uk/about-aegon/independent-governance-committee.html>

The Governance Committee

Atos has appointed members of a Governance Committee, including representation from members of the Plan, the Company and an independent chair, to review and monitor the performance of the Plan. The Governance Committee meet regularly to discuss and review the way the pension scheme is run, governed and communicated to you. Establishing a Governance Committee is voluntary, but it is a way of ensuring the smooth running of the scheme. If you wish to contact the Governance Committee, please send an email to pensionenquiries@atos.net

Need more information?

You'll be able to find more information on Aegon's website <https://www.aegon.co.uk/Login.html>

You can find a host of information, including a comprehensive FAQ document, on the Atos "MyHR" portal under the "Pension" topic. You can also raise a query on the site, if you still have questions.

Once you have become a member of the Plan, you can contact Aegon Retirement Choices by:

- ▶ Phone: +44 (0) 3456 081 680 (workplace plans are option 3)
- ▶ Address: Platform Client Services, Aegon, Edinburgh Park, Edinburgh, EH12 9SE

Details of where to find financial advice can be found at <https://www.unbiased.co.uk>. You would need to meet any costs associated with this additional advice yourself.

If you want to know more about pensions in general, the following are useful sources of information:

- ▶ The Pensions Regulator <https://www.thepensionsregulator.gov.uk>
- ▶ HM Revenue & Customs <https://www.hmrc.gov.uk/pensionschemes>
- ▶ The Pensions Advisory Service **MoneyHelper** <https://www.moneyhelper.org.uk/en/pensions-and-retirement>

Pension Wise provides free, impartial guidance on your retirement options. Find out more at: <https://www.moneyhelper.org.uk/en/pensions-and-retirement/pension-wise>

Money and Pensions Service is available to assist you in connection with any difficulties which you are not able to resolve with Aegon or the Governance Committee.

You can contact Money and Pensions Service by writing to 120 Holborn, London, EC1N 2TD, by calling 020 7943 0600 (Monday-Friday, 8am - 6:30pm). Find out more at: <https://maps.org.uk/contact-us/> <https://www.moneyhelper.org.uk/en/pensions-and-retirement>

If moneyhelper is unable to resolve your queries, they will refer you to the Pensions Ombudsman's early resolution service. The Pensions Ombudsman is appointed under section 145(2) of the Pensions Schemes Act 1993 and may investigate and determine any complaint or dispute of fact or law in relation to the Plan. The Ombudsman can be contacted by writing to 10 South Colonnade, Canary Wharf, E14 4PU, by calling 0800 917 4487 (Monday – Friday, 9am - 5pm), or by emailing: helpline@pensions-ombudsman.org.

uk.

Current law and practice

The information given in this handbook reflects the understanding of current legislation and practice at the date of issue. However, the law can change and if it does, this may affect your benefit entitlement and tax position.

The information relating to Aegon's contract is correct as at the date of this booklet.

Atos reserves the right to alter, withdraw or replace its pension arrangements and the pension benefits it provides at its sole discretion subject always to its statutory obligations. Atos and Aegon are not able to provide financial advice and if you need financial advice, please contact a financial adviser.

Pension scams – be vigilant!

Recently, pension fraud activity has been on the rise and the scammers behind these scams are becoming increasingly convincing and difficult to differentiate from the real thing. Scammers will typically find a way of encouraging you to transfer your pension pot to them using bogus offers and claims. This presents a very real threat to your retirement money and it is important that you can spot them.

To protect you from pension scams, the Financial Conduct Authority (FCA) has put together four simple steps:

1 Reject unexpected offers

If you receive a call about a pension opportunity out of the blue, it is highly likely that it will be a scam

2 Check who you're dealing with

Make sure that the person you are speaking with is FCA-authorised by reviewing the FCA register on the FCA website <https://www.fca.org.uk/>

3 Don't be rushed or pressured

Make sure you take the time you need to consider an offer before making any decisions – even if it means turning down an 'amazing deal'. Pressure to sign up "right now" is a common scam tactic.

4 Get impartial information or advice

You should seriously consider seeking professional financial guidance or advice before changing your pension arrangements. MoneyHelper <http://www.moneyhelper.org.uk/en> provides free independent and impartial guidance.

If you have any doubts about the authenticity of a pension provider, adviser, or offer, please go to <https://www.moneyhelper.org.uk/en/pensions-and-retirement/pension-wise>

About Atos

Atos is a global leader in digital transformation with 110,000 employees and annual revenue of c. € 11 billion. European number one in cybersecurity, cloud and high-performance computing, the Group provides tailored end-to-end solutions for all industries in 69 countries. A pioneer in decarbonization services and products, Atos is committed to a secure and decarbonized digital for its clients. Atos is a SE (Societas Europaea), listed on Euronext Paris.

The purpose of Atos is to help design the future of the information space. Its expertise and services support the development of knowledge, education and research in a multicultural approach and contribute to the development of scientific and technological excellence. Across the world, the Group enables its customers and employees, and members of societies at large to live, work and develop sustainably, in a safe and secure information space.

Find out more about us
atos.net

Let's start a discussion together



For more information:

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