# **Employee Benefits**

## Family friendly policies

Our Family Friendly Policy includes maternity, partner / paternity, adoption and shared parental leave and an enhanced maternity scheme.

## **Pregnancy at work**

We're a member of Tommy's Pregnancy at work. The scheme helps to provide you, as a pregnant employee, and your manager, with the information and support you need to ensure a well-informed working pregnancy.

## **Flexible Working**

We're committed to supporting you to achieve a good work-life balance and offer a number of flexible working options - wherever we reasonably can.

## Flexi time

Flexi time applies where you accrue additional hours to complete pieces of work. Time accrued in one quarter can be taken by the end of the following quarter.

## Time off in lieu (TOIL)

TOIL applies where the requirement to work is known, recorded and approved ahead of it occurring e.g. a committee meeting, an event etc. Time accrued in one quarter can be taken by the end of the following quarter.

## Leave (Holiday)

Annual leave is 25 days a year and increases by one day for every year of service up to 30 days. You can buy up to five more days' holiday a year through our flexible benefits package.

## **Girlguiding or Other Volunteer Leave**

Choose to take either Girlguiding or other Volunteer leave, or a mix of the two, up to five days in a calendar year.

## **Career break**

With three years' service you can apply for a career break of between three months and one year.

### Pension

Join our Group Personal Pension scheme from your first day of employment - you contribute 5%, and we contribute 10%. We'll automatically enrol you into our Workplace Pension Scheme - you contribute 5% and we contribute 3%.

### Life Assurance

We provide two times your pensionable salary if you die. If you're in our Group Personal Pension Scheme or the Workplace Pension Scheme, your next of kin receive four times your pensionable salary. Eligibility is while you are employed with us and up to age 70 years.

## Interest free season ticket loan

On completion of probation, you can take out an interest-free season ticket loan up to a maximum of £10,000 a year.

## Cycle to Work scheme

We offer the opportunity to hire a bike and accessories from a minimum of £100 to a maximum of £1,000.

## **Assisted study**

We're committed to continual learning and development and recognise that it's essential you have the skills you need to help us achieve our strategic objectives.

## **Professional subscriptions**

On completion of probation, you can apply for reimbursement for one annual professional subscription relevant to your role.

#### **Employee Assistance Programme (EAP)**

Our EAP is free and confidential, offering independent help, information and guidance to you and your immediate family 24/7. It also offers up to eight counselling sessions.

#### Healthcare

You'll be able to participate in an employer paid Healthcare Cash Plan. The plan provides cash to part cover costs of medical, dental and optical care.

### Flu vaccination

We offer an annual flu vaccination to all staff.

#### **Eyesight tests**

On completion of probation, and where you regularly use a laptop for work, you're eligible for a free eyesight exam every two years. And we'll contribute £55 towards spectacles.

### Gym discounts

Discounts offered at over 3000 gyms, health clubs, leisure centres, and yoga studios.

### **Retail discounts**

You get a 10% discount on goods at our Girlguiding shop, and 20% discount at our training and activity centres; along with a range of retail, entertainment, and other discounts.

### **Flexible benefits**

We recognise that a diverse workforce means that some benefits appeal more to some staff than to others, and so we've introduced a degree of flexibility on individual choice of benefits. You'll have quick and easy access to benefits via an app.

### Salary exchange

We're extending salary exchange across more of our benefits and you'll be able to benefit from the tax savings.

### Contractual status of our benefits

Benefits do not form part of the contract of employment and are subject to change at the discretion of the organisation.