



WE DISCOVER, WE GROW

Girlguiding

Employee Benefits Summary



Contents (A-Z)

Page

<u>Childcare Vouchers</u>	5
<u>Employee Assistance Programme (EAP)</u>	5
<u>Eyesight Examination</u>	4
<u>Family Friendly Policy</u>	3
<u>Healthcare</u>	5
<u>Interest-Free Travel Loan</u>	4
<u>Leave: Annual</u>	3
<u>Leave: Camp or Volunteer</u>	6
<u>Life Assurance - <i>Met Life</i></u>	4
<u>Long Service Awards</u>	6
<u>Pension Scheme - <i>Scottish Widows</i></u>	4
<u>Professional Subscriptions</u>	6
<u>Retail Discounts</u>	7-8
<u>Ride to Work Scheme</u>	5



Annual Leave

Upon joining Girlguiding, you are eligible to 25 days' annual leave which runs from 1 January to 31 December, pro-rated if you work part-time. You may carry over up to a maximum of 5 days' holiday into a new calendar year, dependent on your working pattern. If you work part-time you may carry forward only the equivalent of 1 working week. Any entitlement carried forward must be used before 30 April of the following calendar year.

Your entitlement increases, up to a maximum of five extra days, by one additional day's holiday per annum after each additional two years of service completed as at 1 January. Part-time employees receive additional holiday pro-rata, based on the number of hours worked per week. Please see the following chart.

Family Friendly Policy

Girlguiding have a generous Family Friendly Policy which includes Maternity, Paternity, Adoption and shared parental leave.

For all employees taking maternity they are entitled after 52 weeks consecutive service

For employees that have 52 weeks' service as at the EWC, Girlguiding will top up the SMP rates payable as stated above, to the following sums as occupational maternity pay:

First 20 weeks of Maternity Leave 100% of normal basic salary

Next 19 weeks of Maternity Leave 50% of normal basic salary

Next 13 weeks of Maternity Leave 30% of normal basic salary



Pension Scheme - Scottish Widows

To help employees save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme automatically. Girlguiding's Work place pension provider is Scottish Widows.

Alternatively after 3 months' service all employees are eligible to join Girlguiding's Group Personal Pension Scheme, which is administered by Scottish Widows. Employees must contribute a minimum of 5% of base salary; in return Girlguiding will contribute 10% of pensionable salary.



Life Assurance - Met Life

All employees are automatically entered into our Life Assurance scheme provided by Met Life. Employees who participate in the Girlguiding's Group Personal Pension Scheme will be provided cover at four times their pensionable salary; it will be twice pensionable salary for non-members. All casual employees will be provided with cover up to £5000.00.



Interest-Free Travel Loan

Permanent employees after successful completion of their probation period will be eligible to make an application for an annual interest-free travel loan. Upon making an application you will be issued a company cheque which will be made payable directly to your travel company for the exact amount of the loan. The loan will then be deducted from your monthly salary over a 12 or 11 month period.



Eyesight Examination

Under the Health & Safety (Display Screen Equipment) Regulations 1992, and The Provision and Use of Work Equipment Regulations 1998, employees who has successfully completed their probation period and who are regular users of VDUs (Visual Display Units) are eligible for eyesight examinations every two years paid for by Girlguiding.



Employee Assistance Programme (EAP)



The EAP service offers confidential independent help, information and guidance. It is accessed by telephone and is totally confidential. The Helpline is available 24 hours a day, 365 days a year to employees and their immediate families (on some topics family members can get only limited advice). It also allows for face-to-face counselling sessions, offered near the caller's home or place of work.

Life presents many challenges which often impact upon an individual's ability to lead a balanced and productive life both at their home and workplace. The EAP is designed to help the individual acquire the skills to deal with such problems.

Healthcare



Employees have access to a voluntary Healthcare Plan that provides cash to employees covering the cost of everyday healthcare, dental and optical bills.

Ride to Work Scheme



Girlguiding have partnered up with Evans Cycles, a large, independent bike specialist to offer this scheme to all of our employees. Employees are eligible to purchase a bike and accessories through Evans Cycles between the value of £250 and £1,000 free of tax and National Insurance contributions via Salary Sacrifice.

Professional Subscriptions

Employees who have successfully passed their probation period are eligible to make an application for one annual professional subscription if relevant to their role.

Long Service Awards

Long Service awards are given to those members of staff who have worked for Girlguiding for every five years of service.



Volunteer Leave

Volunteer Leave - Upon successful completion of probation period, Girlguiding will grant employees up to 5 days' paid leave to help at a Girlguiding camp event or to volunteer with a registered charity. This will be pro-rated for part time employees.



Retail Discounts



All members of staff are entitled to a 10% staff discount from the Girlguiding Headquarter and Girlguiding Activity Centre Shops.

Terms and Conditions:

- Staff discount only applies to personal items
- It cannot be used on unit purchases
- You must spend at least £1.00 to be entitled to discount
- It only applies to Girlguiding Trading or Activity Centre branded items

All members of staff are entitled to a 20% staff discount on the first £1000 of any Girlguiding Activity Centre booking.



Fair Care Gym Discounts

Up to 25% off at over 3200 gyms, health clubs, leisure centres, and yoga studios using mygymdiscounts.co.uk login - GIRL0517



Baker Ross

15% discount on all products (excluding special offers, sale items and delivery) available on the Baker Ross website (www.bakerross.co.uk) using the discount code MXD



Geographical magazine

56% discount on the cover price of Geographical Magazine on a 12 month subscription. Either ring 01635 588 496 and quote 'Girlguiding', or visit www.geosubs.co.uk/girlguiding to access the offer.



National Geographic Kids

Girlguiding members receive 12 monthly issues of National Geographic Kids Magazine. Discount can be accessed by using the following link and code NGKGG18:
<https://www.natgeokids.com/uk/subscribeuk/>



STA

10% off all STA Travel tours and accommodation on an international or domestic group trip*

- 10% off for all equipment and vaccinations at STA-affiliated travel clinics
- a discount on the purchase of ISIC cards *to qualify you need to be travelling together with 9 or more members.

STA also offer one free adult place per ten girls on all air tours and one free adult place per eight girls on all coach tours for Girlguiding groups.

To claim these discounts please contact STA Travel Groups division on **0333 321 7848** or send an email to girlguiding@statravel.com



Nadler - exclusive discounts on their stay at all Nadler Hotel locations

Quote the promotional code GIRLGUIDE when you <https://www.nadlerhotels.com/> or call to book your stay.



Your Big Day offers videos tailored to a specific date in history. It uses the latest technology to deliver directly to your mobile, tablet or desktop crafted "time capsule" videos covering the dates and years of most of the last century (1917 to 2002).

You can find more information on Your Big Day here: (link to YOURBIGDAY.TV)

When purchasing a video (excluding special offers, discounted sale items and delivery), £4 is donated to Girlguiding. Please use the code **GIRLG** at the checkout to trigger the donation

All of the above retail discounts are subject to change due to contract changes.