

Employment terms & conditions & benefits summary

Financial Security & Pension	Education & Personal Development
Pension – Royal London (minimum of 5% employer and 5% employee contribution)	Learning opportunities
Life assurance – 4 x salary	Career progression support and opportunities
Financial education – Money Wizard	Apprenticeship and graduate schemes
Redundancy – statutory requirement paid at actual salary	Travel & Cars
	Expenses mileage rates <ul style="list-style-type: none"> • Car – 45p • Motorcycle – 24p • Cycle – 20p
Employee loans – e.g. cars, house deposit – Neyber	Bike 2 Work scheme – Cycle Solutions
Access to discounts – e.g. days out, retail	Lease car scheme (salary sacrifice) - Tusker
Family & Dependents	Health & Wellness
Statutory maternity pay (SMP) – 6 weeks at 90% of pay and 33 weeks at statutory rate	Sick Pay – 3 months' full pay and 3 months' half pay
Occupational maternity pay (OMP) 12 weeks' half pay	Group health insurance (ill health retirement) maximum 5 years
Paid emergency leave – reasonable on request	Employee assistance programme (EAP) access to online information and fact sheets, telephone advice and one to one counselling sessions
Shared parental leave & parental leave	Health cash plan – voluntary purchase with Simply Health
Paternity leave – 1 st week at full pay and 2 nd at statutory rate	Dental plan – voluntary purchase – BUPA
Employee assistance programme (EAP) – extended to family members	Gymflex – voluntary purchase discounted gym membership
Will writing services	Eye tests – display screen users
Work Life Balance	Recognition
Work hours 37 per week	'You made me smile' programme <ul style="list-style-type: none"> • nominations by peers and managers • entry in prize draw for award nominees • awards include: vouchers, work and learning opportunities, company recognition
Variable working patterns – within reason, flexibility over when and where you work (manager's approval)	Refer a friend Recruitment initiative with voucher reward
Holiday entitlement – 26 days plus bank holidays	
Buy/sell holidays – up to 5 days	
Volunteering – 2 days per year	