

## Your Benefits Reward Statement

*Together is a feeling not a place!*

### Better Normal Flex Model

Our working hours are 36.5 hours, 7.5 hours a day (6.5 on a Friday), with core hours 10.30-4.30 Monday to Friday, (unless you are part-time) with a mix of studio and home working. 3 days per week in the Studio if you are full time (average of 50%). Each team has two team days per week when everyone in your team co-habits the studio workspace. Your studio days should be spread across the working week.

*Enjoying Communities Near & Far!*

### Annual Leave

In addition to statutory bank holidays, you can enjoy 26 days annual leave inclusive of 3 days over the Christmas and New Year period when our studios are closed (Pro rata if you're part time).

### Extra Holidays

After 3 years of working together, you can enjoy an extra day holiday entitlement.  
After 5 years, you can enjoy yet another extra day holiday entitlement.

### Buying and Selling Holidays

As part of our Better Normal we will be giving you the opportunity to buy and sell leave.

- Option to buy a maximum of 5 days per year (pro rata for P/T).
- Option to sell a maximum of 5 days per year (confirm in the first 3 months of the year)

### Creating a Sabbatical Pot

For you to bank holidays over 3 years for a 1-month long sabbatical in year 4.

- Year 1 – Bank 5 days;
- Year 2 – Bank 5 days;
- Year 3 – Bank 5 days; and
- Year 4 – Take 1 month paid sabbatical.

Request in advance giving a minimum of 6 months' notice.

*Helping Communities Near & Far!*

### Volunteering Leave

- 2 days paid leave per annum for volunteering activities in the UK
- or 1 week overseas paid leave for volunteering activities linked to a recognised registered charity.

It's an opportunity for you to give something back to a community that you live in, work near, or have a passion to help. It could be charity work, helping at a community centre, getting involved with a community project, or working in a school.

It could also be an overseas charity that you have ties with. Rather than taking leave from your annual holiday entitlement you can take a certain amount of paid 'Volunteering Leave' per annum.

**\* Qualifying period of 3 Months**

## *Taking Care of Others*

### **Enhanced Maternity / Adoption Pay**

For weeks 1 – 22 of leave 100% full pay  
For weeks 22 – 26 of leave 50% full pay  
For weeks 26 – 32 of leave statutory parental pay (SPP)

### **Shared Parental Leave**

For weeks 1 – 6 of leave 100% full pay  
For weeks 7 – 26 of leave 50% full pay  
For weeks 27 – 39 of parental leave / statutory parental pay (SPP)

### **Paternity Leave**

2 week's full pay

### **Dependency Leave**

2 paid days per year

### **Carer's Leave**

1 week's full pay

### **Neonatal Care Leave**

All leave paid at your normal rate of pay

### **Workplace Nursery Scheme**

The TEDS Premier workplace nursery benefit scheme is a HMRC friendly benefit scheme for employees with children and can reduce nursery fees by up to 50% per annum. With TEDS Premier, you are entitled to 100% tax relief and 100% NI relief against your total annual nursery fees.

## *Taking Care of Us*

### **Sick Leave**

4 weeks full pay. We offer an additional 2 days per annum which can be taken as Mental Wellness days.

### **Health and Wellbeing**

Mental health first aider support, mindfulness sessions, diversity and inclusion network, team activities and regular team lunches.

### **Health Care Cash Plan\***

Health care cover provided for you and any dependent children up to the age of 18. This plan gives you 100% cash back on a wide range of healthcare treatments such as Dental, Optical, Chiropody, Hospital Cover and lots more including a 24/7 counselling and support helpline.

### **Gym Discounts**

Gym discounts for a variety of gyms are available via Healthshield.

### **Free Eye Test**

Working on computers daily entitles you to a free eye test (up to the value of £40). Simply keep your receipt and include it on your monthly expenses sheet.

### **Life Assurance \***

\* Qualifying period of 3 Months

This benefit will offer your family financial support in the unfortunate event of your death during your employment. Your chosen beneficiary will receive a lump sum benefit from 2 X your annual salary.

## *Learning & Growing Together*

### **Professional Development & Paid Study Leave**

- We reimburse fees for professional memberships relevant to your role
- Allow for 2 days paid study leave and paid leave to sit your exams.
- Plus Chartership Preparation Courses,
- £1k bonus on successful completion of chartership
- In-house 'Civic Academy' training
- CPD Sessions
- Management Development Programmes

### **Mentoring**

All our people are paired with a mentor. These are personal developmental relationships in which colleagues, at different career stages, are matched. Learning is valued as a flow of information and knowledge both ways in the mentoring relationship. We grow by celebrating the experience and perspective we all contribute to the team.

## *Money Matters*

### **Pension \***

Via a salary sacrifice scheme, we'll contribute 5% of your salary into your own pension pot.

### **Season Ticket Loans & National Rail Cards**

To help spread the cost of travel to work and also promote sustainable travel you are able to

- Purchase your season ticket via a loan from us.
- Purchase a National Rail Card (to the value of £35).

### **Cycle to Work**

We operate 2 salary sacrifice cycle to work schemes which work on a 'salary sacrifice' basis. You give up part of your salary in exchange for a benefit, in this case a bike, giving you income tax and NI savings. The value of the voucher is deducted from your salary in 12 equal monthly instalments.

We offer a salary sacrifice subscription via Cycle Saver for every major bike share provider in the UK, including Lime, Forest, Beryl, Voi, Dott and Santander Cycles, offering an all-in-one solution for affordable, flexible and eco-friendly transport.

We are a strong believer in healthy travel and that's why all our studios have cycling facilities including bike racks, showers, and space to keep your cycling gear. We also have studio e-bikes.

### **Enterprise Car Club**

If you have a driving licence you can sign up to Enterprise Car Club to use in your spare time – there are vans and cars in convenient locations, some electric models are available and you just pay by the hour.

We also have corporate membership which is excellent for meetings and site visits. Many towns have Enterprise Car Club at the train station, so you can relax or get work done on the train and just use the car for the 'last mile' to site.

**\* Qualifying period of 3 Months**

## Benefits Statement

### **Profit related bonus\***

We offer an annual company wide profit related bonus

**\* Qualifying period of 3 Months**