

# Our benefits

## A guide to employee benefits at the British Safety Council



### Health and welfare – cash plan

This is available from day one of joining British Safety Council.

Basic cover is provided by the organisation. Employees can make personal payments to increase their entitlement. Cash back is paid on the following items:

- Dental £50
- Dental accident £165
- Optical £50\*
- Physiotherapy, chiropractic, osteopathy, acupuncture £150
- Specialist consultations £200
- Chiropody £50
- Health and wellbeing £70
- Health screening £100
- Fitness centres access to special rates
- Worldwide cover, a range of benefits across the world.

Save £££'s on your shopping with Health Shield Perks reward website. You can enjoy great deals, cash back and discounts on purchases including travel, cinema, supermarkets, health and beauty and much more:

[www.healthshieldperks.co.uk](http://www.healthshieldperks.co.uk)

*Note: this is a taxable benefit, which means it will impact your tax code slightly.*

### Life assurance

This is in place from day one of your employment and provides a death in service benefit of four times your basic salary. Expression of wish forms, which indicate the beneficiary, should be kept up to date and will be retained in your personnel file.

### Private health care

This is available after successful completion of the probationary period. Individual cover is provided. However, family members can be added at a cost and deductions made via the payroll. A personal excess is in place on this cover.

*Note: this is a taxable benefit, which means it will impact your tax code slightly.*

### Dental health care

This is available after successful completion of the probationary period. Individual cover is provided. However, family members can be added at a cost and deductions made via the payroll.

*Note: this is a taxable benefit, which means it will impact your tax code slightly.*

### Employee assistance programme

This is available immediately for you and your immediate family. The service provides telephone counselling and support for a range of issues. Up to six face-to-face sessions are available.

#### Employee assistance programme

Stress	<b>FREE 24 HOUR</b>
Family issues	personal support service
Debt	<b>0800 030 5182</b>
Work	to call from outside the
Lifestyle	UK: <b>+44 161 836 9498</b>
addictions	(calls will be charged)
Relationships	
Legal	

[www.healthassuredeap.com](http://www.healthassuredeap.com)

### Eye care

Employees are entitled to £19.95 towards their eye test appointments and £50 towards glasses. Available from day one of joining.

### Pension scheme

The British Safety Council operates an automatic enrolment pension scheme. Subject to you meeting the eligibility requirements of the scheme for auto-enrolment, you will be automatically enrolled in the pension scheme three months after commencing your employment.

**Contributions are based on basic pay as follows:**

Employee	Employer
All staff	Contribution of 4% from April 2019
	From 2020 contribution will rise to 5%
Senior Managers (Grades S)	Matched contribution up to 5%

### Holiday entitlement

All employees are entitled to 25 days per annum. Three/four days must be saved to cover the break between Christmas and New Year when the Office will be closed. If you work less than full time, these days will be reduced pro rata.

For every 3 years completed service an additional day's holiday will be added to the holiday entitlement, up to 30 days per annum.

## Buying and selling of annual leave

Employees have the option to buy or sell some of their holiday entitlement. Employees working on a full-time basis can buy or sell a maximum of 5 days per year, providing their total entitlement does not exceed 30 days or fall below 20 days. Part time staff eligibility calculated on a pro-rata basis.

## Child care vouchers

Child care vouchers are available for purchase through the payroll. These vouchers can each create a saving of up to £1,196 per year in tax and national insurance.

## Sick Pay

- During the probationary period, employees are eligible for 3 days paid sick leave
- From six months to one-year service – up to 7 days full pay and 7 days half pay.
- From one year to three years' service – 30 days full pay and 30 days half pay.
- From three years' service – 90 days full pay and 90 days half pay.

Full details of the sick pay scheme can be found in the staff handbook.

## Maternity/Paternity pay

Employees are entitled to eighteen weeks full maternity pay, which will be given to those with 21 months continuous service at the expected week of childbirth (12 months continuous service in addition to the 9 months pregnancy term). Staff under a year's service will receive 6 weeks full pay and the remainder as statutory maternity pay.

Those on paternity leave are entitled to two weeks full pay.

## Charity day

BSC will afford staff the opportunity to take a paid day off to work for a charity of their choice. All requests to be submitted in writing along with a confirmation letter from the given charity. At least 6 weeks' advanced notice required. This is subject to approval by line managers.

## Healthy breakfast & lunch

Free, healthy breakfast is provided for all staff before 9am.

Subsidised lunch is available from the Learning Zone, subject to availability.

Hot and cold drinks are free from F5, the refreshment zone.

## Discounted gym membership and fitness tracking devices

Discounted gym membership available via My Gym Membership with over 3,000 gyms. Please collect the BSC discount code from HR team. For more details, [www.mygymdiscounts.co.uk](http://www.mygymdiscounts.co.uk)

Interest free loan to assist with the purchase of fitness tracking devices of up to £500.

## Season ticket and cycle loan

This is available after successful completion of the probationary period and provides an interest free loan facility to assist with the purchase of a bicycle or a travel season ticket up to the value of 5k.

## Employee award scheme

An employee of the year award, nominated by staff, will be made annually at the staff conference.

The value of the award for the winner is £500, plus 2 tickets to the ISA's and an overnight stay at the Grosvenor House on the night of the ISA's.

A £250 gift voucher of choice are awarded to the two runner ups.

## Dress down Friday

A 'dress down' day is operated on a Friday. Denim and casual clothes are permitted on this day if there is to be no client/visitor contact.

Further information can be found in the staff handbook.

## CPD for professional accreditations

This is available after successful completion of the probationary period.

Training to maintain professional accreditations of qualifications required for the role will be arranged or reimbursed.

## Subscriptions for professional memberships

This is available after successful completion of the probationary period.

Subscriptions to professional bodies for membership or affiliation will be reimbursed via the expenses procedure if it is relevant to the job role or the organisation.

You will be expected to repay the loan via the payroll on a monthly basis over a period of 12 months.

## Cycle to work scheme

This is available after successful completion of the probationary period. It gives the opportunity to get a bicycle through a tax free salary sacrifice scheme.

This is on HP arrangement with the option to buy at the end of 12 months.

## Bank holidays

All employees are entitled to receive eight bank/public holidays per year.

If you work less than full-time, these days will be reduced pro rata.

## Social events

The social committee arranges various events throughout the year. Typical events including the summer BBQ and Christmas party.

## Referral incentive

Employees will receive a financial reward if they introduce a new employee to the business.

### Permanent employees:

- £350 on the start of the new employee
- £350 after successful completion of the six-month probationary period.

### Associate employee:

- £350 after the associate has worked regularly for the business for six months.

Eligibility excludes the executive/senior management team.

*More details on our benefits can be found in safebook. The benefits are subject to the terms and conditions as detailed in the staff handbook.*