

Employee Benefits Summary

1. Annual Leave

Upon joining Girlguiding UK, 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 31 March 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 staff receive additional holiday pro-rata, based on the number of hours worked per week. Please see the following chart.

Years of Completed Service From Date of Joining	Annual Entitlement
	25 days
Under 2 years' service	25 days p.a.
2 years as at 1 January	26 days p.a.
4 years as at 1 January	27 days p.a.
6 years as at 1 January	28 days p.a.
8 years as at 1 January	29 days p.a.
10 years as at 1 January	30 days p.a.

2. Pension Scheme - AXA



After 3 months' service all employees are eligible to join The Guide Association Group Personal Pension Scheme, which is administered by AXA. Employees must contribute a maximum of 5% of base salary; in return Girlguiding UK will contribute 10% of pensionable salary.

3. Life Assurance - BUPA



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

4. Interest-Free Travel Loan



All 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-month period.

5. Employee Support Programme Corporate Support Limited



The ESP 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 up to six 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 ESP is designed to help the individual acquire the skills to deal with such problems.

Employees have access to the following via Corporate Support:

Calling the Helpline (0800 085 6457) - Professionals are available to answer queries on a wide range of practical and more sensitive issues. All calls are treated in the strictest confidence. The individual will be asked to quote the Company Name in full, in order to ascertain cover and advice available.

Telephone Counselling - Providing practical help on either personal or work-related issues that cannot be dealt with through the company procedures, helping the individual recognise the cause of, and cope with, the particular problem.

Face-to-Face Counselling - Arranged by Corporate Support following referral by the telephone counsellor. Corporate Support will select an appropriate counsellor from a nationwide network of qualified Counsellors and Chartered Psychologists.

Counsellors - All Counsellors are experienced mature professionals from a variety of professions (nursing, teaching, social work and industry). All of the Counsellors must hold at a minimum a Diploma in Counselling, Counselling Psychology or Psychotherapy.

Telephone Legal Information (Employees only) - Qualified legal experts can provide information on a variety of issues that may be disruptive to an individual's peace of mind, such as property disputes, consumer advice, divorce, custody of children, debt etc. This service, however, does not provide legal representation in Court. Should this be necessary, the advisers can direct callers to a suitable representative.

Telephone General Information and Advice - General information and advice, similar to that given by the Citizens Advice Bureau and covering areas such as:

- Health & Social Security
- Education
- Employment
- Family
- Housing & Property
- Consumer
- Medical Advice
- General UK Taxation

6. Healthcare

HSA

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

7. Ride to Work Scheme



Girlguiding UK 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.

8. Childcare Voucher



Employees are eligible to participate in the childcare vouchers scheme which is to help working parents reduce the cost of childcare. This scheme is operated through a salary sacrifice. In order to qualify to join the scheme you must have passed your probation period and have parental responsibility for a child who lives with you. A child qualifies up to 1 September following their 16th birthday, or 1 September following their 18th birthday if your child is disabled.

9. Eyesight Examination



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

10. Travel Insurance

Employees are eligible for a negotiated discounted travel insurance through Aon for both single-trip and annual travel insurance.

11. 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.

12. Retail Discounts

Employees receive a 10% discount on products purchased from Girlguiding UK retail outlets.





As an employee of Girlguiding UK you will receive 10% off all non-sale items at all Blacks stores around the UK. Please present your Girlguiding UK pass at the point of purchase.

13. Long Service Awards

Long Service awards are given to those members of staff who have worked for Girlguiding UK for 15 and 20 years.

14. Home Working

Girlguiding UK operates a discretionary home-working policy.

15. Camp or Volunteer Leave

Camp Leave - Girlguiding UK will grant employees up to 5 days' paid leave to help at a Girlguiding UK camp event, upon successful completion of their probation period.

Or

Volunteer Leave - Girlguiding UK will grant employees who volunteer with a registered charity up to three days' paid leave upon successful completion of their probation period.