



Benefits Document

We offer our employees extensive benefits that increase with service. Our Terms and Conditions of employment are the same for permanent or temporary employees and are detailed below.

Salary:

Salary is paid in arrears in 12 equal instalments; payments are made by direct transfer into your personal bank account.

Salaries are normally reviewed annually. Any adjustment to your salary, which will take into account a review of your performance, will be notified to you in writing.

Annual Leave:

30 days entitlement per annum, exclusive of bank holidays (entitlement plus bank holidays will be pro-rated for part-time employees). The annual leave year runs from 1 January to 31 December inclusive. 3 or 4 days leave will be assigned where offices are closed for the Christmas Shutdown.

Life Assurance:

Four times basic salary to nominated individuals should an employee die in service.

Sick Pay:

Up to 2 years' service	-	6 weeks full pay
3 and 4 years' service	-	12 weeks full pay
5 + years' service	-	18 weeks full pay

When the Foundation Sick Pay has been exhausted and an employee remains ill, he/she will continue to be paid any Statutory Sick Pay under the rules.

Working hours:

BHF full time equivalent is 35 hours per week with core working hours of 09:30 – 16:30 in retail offices and 10:00 – 16:00 in our other offices.

BHF encourages flexible working arrangements and working patterns can be agreed with your manager to suit both parties as long as core working hours are adhered to.

Child Care Vouchers:

Child care vouchers are available to all employees with child care costs who earn above the minimum salary threshold.

Eye Care Vouchers:

All employees are eligible for a free eye test annually and if spectacles are required, the Foundation makes a contribution towards the cost.

Employee Assistance Programme:

We offer all staff access to a range of services designed to help resolve everyday situations that affect work performance.

After three months continuous service:

We offer a Group Personal Pension Plan. The plan is a contributory scheme where employees contribute a minimum of 3% of their salary and the Foundation makes contributions of 5%. Employees can contribute more than 3%, which will be matched by the Foundation beyond the standard employer contribution of 5% up to a maximum of 10% employer contribution.

On successful completion of probation period:

Healthcare:

Employees are given the choice between two of the following healthcare benefits:

- Private healthcare
- Denplan, dental health cover
- £325 contribution towards gym membership

Annual season ticket loan:

Employees are entitled to an annual season ticket loan, which is deducted directly by payroll in twelve equal monthly instalments.

Bike Loan:

Employees are entitled to an interest free bike loan, which is deducted directly by payroll in twelve equal monthly instalments.

Cycle to Work Scheme:

With our cycle to work scheme employees can benefit from a tax saving of 33% - 41%, (depending on your tax banding) off the purchase price of a new bike. The bike is leased for a period of 12 months, with hire costs deducted directly from your gross salary in twelve equal monthly instalments. At the end of the agreement you can purchase the bike with a one off payment.

After one year's service:

Study Policy:

We support our employees' professional development and financial support is available to further agreed training through educational programs.

Additional Healthcare:

An additional healthcare benefit may be chosen out of the three previously listed options.

Loyalty Awards:

Long service awards are given to recognise employee's loyalty and experience with BHF. Recognised milestones are 5, 10, 20, 25 and 30 years' service.