



Retail Benefits Document

Since you're working in one shops and stores and you're helping to beat heart disease for good, we think it's only right we offer you the following benefits.

All Retail Staff

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:

25 days (pro-rata for part-time employees) entitlement per annum exclusive of bank holidays.

Probationary Period:

Probationary period for retail staff is 6 months.

Notice Period:

All employees - 1 week during probation, rising to 4 weeks on completion of the probationary period.

4 -12 years service a week for each year of service rising to a maximum of 12 weeks' notice.

After 12 years' service 12 weeks.

Employee Assistance Programme and life cover:

We have an Employee Assistance Programme that offers a range of confidential services designed to help resolve everyday situations that may affect you at home or at work – this programme includes free and confidential counselling sessions. We'll also insure you for life cover.

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.

Pension:

All staff will be auto enrolled into the pension scheme under the auto enrolment pension scheme rules.

Should staff not wish to participate in the pension scheme they will have to opt out via the pension provider.

Sick Pay:

Foundation Sick Pay is 6 weeks for all store staff regardless of service.

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

Shop Managers**Pension:**

We offer a Group Personal Pension Plan. The plan is a contributory scheme where the minimum contributions are 3% by the employee and 5% by the BHF with the option for increased contributions by both parties to a maximum of 8% by the employee and 10% by the employer.