

UK Benefits and Rewards Package



Contents:

1. Contents	1
2. Purpose.....	2
3. Financial Benefits.....	2
a. Pay and Grading.....	2
b. Annual Leave.....	2
c. Pension Scheme.....	3
d. Season Ticket Loan.....	3
e. Free Car Parking.....	3
f. Paid and Unpaid Leave	3
g. Buying additional Annual Leave	4
h. Time off in Lieu (TOIL)	4
4. Reward and Recognition.....	4
a. Long Service Awards	4
b. Annual Leave.....	4
5. Sodexo Benefits Platform	4
a. Retailers and Services.....	4
b. Financial Wellbeing with Neyber	4
c. Gym Membership	4
d. Tusker Cars	5
e. Cycle2Work	5
f. Employee Assistance	5
g. Health Cash Plan	5
h. Childcare Vouchers	5
6. Health and Wellbeing.....	5
a. Work-Life Balance	5
b. Flexible Working	6
c. Massage Therapy	6
d. Fruit and Veg Basket.....	6
7. Payroll Giving.....	6
8. Salary Sacrifice Information Sheet.....	6

2. Purpose

Valuing People is central to Compassion. With that in mind we have developed a number of benefits that recognise the needs and interests of our employees. Although some are harder to quantify than others, all aim to enhance the experience people have when working for us.

In the pages that follow we cover the general working benefits we offer that contribute to the Total Reward such as pay, annual leave, long service awards, health and wellbeing, ethical and environmental benefits and flexible working.

These benefits are available to all staff. Some benefits are available immediately, others may require staff to have been at Compassion for at least six months.

Some of the benefits are in the form of salary sacrifice. These are flexible benefits which allow you to spread the cost of the benefit over a period of time and also take advantage of National Insurance (NI) and tax savings where available.

Compassion has implemented this package for a number of reasons:

- Aiding recruitment and retention
- Supporting and promoting diversity
- Supporting a positive work-life balance
- Supporting health and well-being
- Supporting corporate social responsibility
- Providing cost savings to Compassion through relief from employer's NI (on some benefits)
- Promoting sustainable travel and helping Compassion reduce its carbon footprint

3. Financial Benefits

a. Pay and Grading

Compassion rewards its staff through an attractive remuneration package.

Compassion's pay system is designed to attract and retain talented and committed employees who help us realise our objective of improving the lives of millions of farm animals and ending cruel factory farming practices.

Salaries in the pay system reflect market rates of pay for similar jobs in each of our relevant job markets and are reviewed annually to ensure we continue to reward our staff appropriately.

We benchmark roles by using tools which evaluate positions according to the job description for that role. We ensure that the result of this is in line with current market trends and aim for each role to be in the median range of a minimum and maximum salary range established for each function.

Annual pay reviews are informed by benchmarking against other likeminded organisations.

b. Annual Leave

Compassion provides a generous leave allowance of up to 30 days plus bank holidays and public holidays – see details below. Compassion's annual leave year runs from 1st April to 31st March. A maximum of five days can be carried over at the end of each leave year, subject to approval from your line manager.

An employee's annual leave entitlement depends on their length of service, as follows:

- 25 days on appointment (FTE) plus bank holidays and public holidays
- After 3 years – 27 days (FTE) plus bank holidays and public holidays
- After 5 years – 29 days (FTE) plus bank holidays and public holidays
- After 10 years – 30 days (FTE) plus bank holidays and public holidays

There is a requirement to take a maximum of 5 days out of leave entitlement during the Christmas closure period.

c. Pension Scheme

Compassion in World Farming operates an auto enrolment pension scheme for eligible employees, providing a Group Personal Pension through Aviva that will help you to save for your future and offer peace of mind.

This is a pension plan which allows you to choose the investments where you want your money to go.

The scheme is a matching scheme as follows:

If you contribute from 3% up to 5% of your annual salary, Compassion in World Farming will contribute an amount equal to 5% of your salary to your scheme.

If you contribute 5% or more of your annual salary, Compassion in World Farming will contribute an amount equal to 10% of your salary to your scheme.

d. Season Ticket Loan

You can request a loan to cover the cost of an annual or quarterly season ticket. This can help you purchase an annual ticket at this year's prices or gain a discount compared to monthly fares. The purpose of the loan is to assist staff by spreading the costs over the year.

This loan is interest free and will be recovered in monthly installments from your salary. The scheme is available to all permanent and fixed-term staff .

e. Free Car Parking

Compassion offer free car parking at its Godalming HQ (subject to availability). Please refer to the Car Parking Policy for further details.

f. Paid and Unpaid Leave

Compassion is committed to developing and supporting its staff to ensure they are able to provide the best possible support to our organisation.

In addition to paid leave and time off for sickness, staff are entitled to be absent from work in a range of circumstances. The time off can be paid or unpaid depending on the situation and current employment legislation. This includes, but is not limited to, medical appointments, antenatal care, bereavement leave, parental leave, carers' leave or other domestic crisis.

Compassion also provides paid and unpaid study leave to support personal development. This is allocated according to business priority. Paid study leave is allocated to staff when a qualification is essential to fulfil all aspects of their role and when the study has the potential to enhance their ability to perform their role.

Unpaid leave may also be given when it will enhance future career prospects rather than being directly relevant to the current role.

g. Buying additional Annual Leave

Compassion is committed to supporting employees to achieve a healthy balance between their work and personal lives.

Staff can purchase up to five additional days holiday leave, pro-rata for part-time employees (subject to terms and conditions and management approval).

The additional leave will be paid for through one of the following methods:

- A deduction from salary as a lump sum in advance of taking the additional leave, or
- A deduction from salary over an agreed period of months but still in advance of taking the additional leave.

h. Time Off In Lieu (TOIL)

Compassion recognise that there are times where it is necessary to maintain a certain level of service which cannot be covered in normal working hours. We therefore allow staff to accumulate TOIL on these occasions to take at another times (subject to policy and procedures currently in place).

4. Reward and Recognition

The hard work and commitment of everyone at Compassion goes towards everything we are. It's the pride of staff who bring our organisation to life.

That's why recognition and reward for staff to thank them for their extra contribution to the organisation is recognised in a number of ways:

a. Long Service Awards

Staff who have achieved long service with Compassion are thanked by the Chief Executive. In the anniversary year of reaching 10 and 20 years' service, a financial award will be made to recognise the appreciation of this length of service:

Length of service award	Net Cash amount
	£
10 Years' Service Award	100
20 Years' Service Award	200

The amount above is the net amount and although shown in GBP will be converted into the appropriate currency of the award recipient at the conversion rate used by finance at the time of the award.

The awards form part of the annual Board/Staff Social Evening.

b. Annual leave

Annual leave entitlement for all staff increases after they have been with Compassion for three years, five years and ten years (please see 3b for specific entitlement).

5. Sodexo Benefits Platform

a. Retailers and Services

CIWF gives you access to a great range of discounts on a variety of retailers, services and everyday spending without having to change your shopping habits.

Please go to: <https://ciwf.employeebenefitsplatform.com/> to find out more.

b. Financial Wellbeing with Neyber

This benefit will give you access to financial education resources and affordable loans you can repay directly from your salary.

c. Gym Membership

Get the lowest available corporate rates at over 2,500 health clubs and gyms across the UK, including major club chains, local leisure centres, hotel health clubs and independent gyms.

d. Tusker Cars

Take the hassle out of motoring. With Tusker you get a brand new car of your choice and all you need to do is keep it topped up with fuel. Everything else is taken care of, servicing and maintenance, insurance, road tax, roadside assistance and even replacement tyres.

e. Cycle2Work Bike Scheme

Cycle2work is a 'salary sacrifice' scheme. Employees hire a bike in exchange for a reduction in their salary, effectively reducing the amount their Tax and NI payments are calculated on. So they pay less of both.

Compassion has teamed up with Halfords Cycle2Work "Bikescheme". Bike Scheme truly offers the widest selection of bikes in the Cycle to Work market with great benefits. Payment may be spread over 12 months and deducted straight from your salary.

f. Employee Assistance

Completely free of charge EAP is a confidential, independent and impartial source of support.

With lifestyle support you are able to access professional counselling, in strict confidence, to help with major life issues including stress, debt and bereavement as well as lots of other information, advice and guidance.

g. Company Health Cash Plan

Compassion provides cover with a tailored Health Cash Plan. This is a cash plan that can provide cover for the unexpected. You can claim cashback on dental check-ups, fillings, physiotherapy, eye tests, glasses and much more up to annual limits.

This is available to all Compassion staff. It is also available to family members within your household (all dependent children are included; partners can be added at a nominal charge).

As a benefit in kind, HMRC may request appropriate tax to be applied to individuals. You can apply by completing a required form (available from HR).

h. Childcare Vouchers

As from October 2018 childcare voucher schemes closed to new applicants. Employees who have already signed up to the Sodexo scheme will be eligible to keep receiving vouchers, but they will not be able to rejoin the programme if they leave and will not be able to join their

new employer's scheme if they change jobs. If you are enrolled into the Sodexo scheme please go to: <https://ciwf.employeebenefitsplatform.com/> to continue using the benefit.

For all other employees interested in receiving similar benefit, the government has rolled out the **Tax-Free Childcare scheme** instead. Please click on the link to find out more.

6. Health & Wellbeing

a. Work-life balance

Compassion recognises that employees are our most valuable asset and by offering attractive and fair conditions of employment, flexible working opportunities and a healthy environment, we hope they will play active roles in its future.

b. Flexible Working

Compassion provides staff with the ability to work flexibly in getting the job done.

Working flexibly can include reducing or varying working hours. The above is subject to agreement to flexible working arrangements and takes account of business requirements and staff cover.

Please refer to the Flexible Working Policy for further details.

c. Massage therapy

Compassion offer an onsite massage therapy carried out by local, fully qualified, corporate massage therapist to our staff members free of charge.

6 massage days have been scheduled throughout the year, one every other month and each individual treatment session can last up to 20 minutes (you can shorten treatment time if you wish). There are about 20 treatment sessions available throughout one scheduled day.

Please book your session with the HR department.

d. Fruit and veg basket

There is a fruit and veg delivery to the office twice a week. Please donate in the 'donation fruit tin' placed on the Kitchen table.

7. Payroll Giving

Payroll Giving is a flexible scheme which allows anyone who pays UK income tax to give regularly and on a tax free basis to the charities and good causes of their choice.

Payroll Giving will also allow you to calculate your unavoidable carbon emissions through their Carbon Capture Scheme; you can then donate to organisations who create new native woodland.

Compassion will support you by paying the Payroll Giving administration charge on your behalf.

8. Salary sacrifice information sheet

What does salary sacrifice mean?

Salary sacrifice means that you give up (or sacrifice) part of your normal salary in exchange for receiving the same amount of pay in the form of non-cash benefit. When you join a salary sacrifice scheme, you will be asked how much of your salary you want to exchange for the non-cash benefit. Each time you alter the amount of non-cash benefit you want to receive, you will automatically enter into a new salary sacrifice agreement with your employer.

How does salary sacrifice save me money?

You don't have to pay any tax or national insurance on non-cash benefits, so swapping part of your salary for these benefits can save you money.

Does swapping salary for non-cash benefits have any other implications?

When you join a salary sacrifice scheme, your actual salary is reduced. Any benefit which is based on your salary can also be affected. Sometimes salary sacrifice arrangements might reduce your entitlement to other benefits, but in some cases salary sacrifice can increase your other benefits. See below for information about how salary sacrifice might affect you.

Will salary sacrifice affect my maternity pay?

Statutory Maternity Pay (SMP) is based on your average earnings over a period before your maternity leave starts, so having a salary sacrifice scheme in place may reduce the amount you are entitled to.

Can I receive non-cash benefits (e.g. childcare vouchers) while I am on maternity leave?

Being on maternity leave does not prevent you from using non-cash benefits. However, if your pay is low while you are on maternity leave, you should check with your employer whether you are still earning enough to participate in a salary sacrifice arrangement.

Do salary sacrifice schemes affect paternity pay?

If you are expecting to have a period of paternity pay, you should consider whether using salary sacrifice will reduce your entitlement. You can continue to receive salary sacrifice while you are on paternity leave, but you should check with HR that your earnings remain high enough to participate in a salary sacrifice arrangement.

Does salary sacrifice affect my tax credit?

Using Child Care Vouchers can affect tax credits, so we recommend that you use HMRC's online calculator to check whether salary sacrifice will save you money. If you are claiming tax credits to help with your childcare costs, you must inform the Inland Revenue when you start using childcare vouchers.

Will salary sacrifice affect my state pension?

As long as you pay the minimum requirement for National Insurance contributions, using salary sacrifice should not affect your basic State Pension. However, there may be a small reduction in your Second State Pension. Your local tax office should be able to give you more information.

