

Summary of Employee Benefits

- ♥ Annual Leave
- ♥ Discounted shopping & holidays
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- ♥ Health & Wellbeing
- ♥ Private Health Insurance
- ♥ Agile Team Working
- ♥ Community support
- ♥ Pension Contributions
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- ♥ Social Events

**WE ARE ALL ABOUT SEEING THE POTENTIAL IN OUR TEAMS -
AND REWARDING THEM ACCORDINGLY. THIS IS WHY WE ARE
PLEASED TO BE ABLE TO PRESENT OUR SUITE OF
EMPLOYEE BENEFITS**

 **elsby** | accounting & advisory

GOING THE EXTRA MILE

SUMMARY OF EMPLOYEE BENEFITS

Published August 22

Introduction

COVID has presented every business with challenges, none more so than managing work and people when everyone is forced to work remotely. We are very aware of the impact that this has had and are extremely grateful for all the hard work during difficult times.

We are a very conscientious firm with conscientious staff who have wanted to do their best to help clients during the pandemic. The Partners have therefore taken this opportunity to review our rewards package and are delighted to announce a number of new benefits available to staff along with a progressive "agile team working" policy.

Thank you all, once again,

Carl Elsby



ANNUAL LEAVE

We plan to enhance the annual leave on offer to staff by 2 days, one of which to be used to cover Christmas Eve:

Managers = 27 days per annum for full time
(pro-rata for part time)

Other staff = 22 days per annum for full time
(pro rata for part time)

Holiday purchase scheme

Open to staff not currently at manager or Partner level:

- The max purchasable is 5 days per annum, minimum one day. (pro rata if part time and not working every day), to a maximum of 27 days per year .
- The gross cost of 5 days is your annual salary / 52 weeks. One day is generally salary / 260 if you're a 5 day a weeker. This would then be put through payroll as a salary sacrifice, so saving on NI.
- The cost of purchasing will either be deducted from salary in April as a lump, or one day / month deducted over the number of months purchased, e.g. April, May, June if 3 days are purchased. Whichever is your preference. In

one lump is obviously easier for processing and hence preferable.

- Naturally we all need to consider and be mindful of the impact on the business and our colleagues of this additional holiday, so please take into account when considering what you may like and when you'd plan to take.
- The scheme may be withdrawn at any time, effective from the start of the next holiday year if it's not beneficial to the business. Additional holiday is not contractual.
- The number of days you would like to purchase to be advised annually at the start of each holiday year.
- Please note eligibility for the scheme arises on successful completion of a probationary period and the number of days available for purchase will be pro-rated for the remainder of the holiday year.

Long Service

Anyone who has 9 years service, or more, in the April of the holiday year, will receive 2 days additional holiday as recognition and appreciation of their long service.



AGILE TEAM WORKING

We have introduced an “Agile Team Working” policy, the premise of which is that you will have the option to work from home / other office, on your non-designated Team days. The policy is non-contractual and is under constant review, but it is a recognition of the changing nature of how we work and the workplace itself.

We have demonstrated during COVID that it is possible to work remotely, but we also appreciate that this kind of working can have its downsides in loss of connectivity with the team and risk of isolation, especially if you live on your own.

Our Agile Team Working policy is therefore a hybrid approach, allowing each Team to decide their best working arrangement, whilst prioritising business needs. We would expect each Team to agree their Team Working plan which will involve at minimum, 2 days in the office.

Unfortunately we are not able to offer this to all staff, due to the nature of their individual roles so for those who are required to be client facing, such as have reception duties

or our L1 & L2 trainees who require supervision, the Team working policy would not be available.

We appreciate that some of you may wish to remain working in the office on a daily basis, even on your non designated team days. You would therefore retain your desk, but we would nominate other desks as hot desks and you would be responsible for checking that a hot desk was going to be available and subsequently book that desk for the day. It is therefore vital that we operate a clear desk policy in relation to these designated hot desks.

Full policy details are available on application.



PRIVATE HEALTH INSURANCE



We have partnered up with Precision Corporate Healthcare (via WPA), to provide a comprehensive healthcare policy.

There are 3 membership levels:

- Category 1 - Partners;
- Category 2 - Management;
- Category 3 - Employee (cash plan)

Elsby & Co will pay for your premium, but if you wish to add family members /dependents, you would contribute towards these premiums as a salary sacrifice.

Included in all categories is a free remote GP service, available 24/7 for you and your family members. This

provides access to a private GP, either by phone or video, depending on which is preferred and which is most appropriate.

You will simply call the advice line and speak to a specially trained operator who will take some information and arrange for a GP to call you back at a convenient time.

Category 3 - The cash plan for employees includes:

- £100 general dental treatment;
- £100 optical treatment;
- £300 therapy - cash benefit
- £200 out-patient consultations & tests

The good news is no health checks are required for the cash plan, all I will need is your request to join the scheme.

For members of category 1 & 2, you will have the option to join by moratorium underwriting or full medical. Full advice will be provided via WPA along with detailed presentation of the schemes.

Please note eligibility for Private Health Insurance (all categories) will commence on successful completion of a probationary period.

To find out more please speak to Clare Elsby.



BONUS SCHEME

The primary purpose of the Bonus Plan is to motivate staff towards delivery of budgeted business performance and to reward employees for achievement of their objectives.

Plan participation

The plan is open to all Elsby & Co employees and eligibility starts after completion of one year's service. Payment of the Bonus is entirely at the discretion of the Partners. The bonus plan is a non-contractual element of total remuneration.

Target setting and bonus pay-out

Bonus amounts become payable when the annual profit after Partners profit shares and salaries result in a surplus.

The employee's total bonus amount is based on delivering two elements: 1) the actual business profit (30%) and 2) on achievement of the individual objectives (70%) as agreed as part of the annual appraisal process. Levels of achievement of individual objectives are assessed by the Partners.



Timing of payment

The Bonus is paid on an annual basis and amounts are calculated and paid out after the 31st March year end results are finalised. The amount calculated will be the gross value which will be subject to tax and national insurance deductions.

To assist with business cash flow, the Partners reserve the right to spread the Bonus amount and pay over 3 consecutive months.

Specific circumstances

- In event of a resignation, no bonus is due. This includes the notice period.
- In event of involuntary termination of employment for redundancy, disciplinary or other reason, no bonus will be paid.
- In the event of long term ill health absence, any bonus payment would be at the Partners discretion.



DISCOUNTED SHOPPING & HOLIDAYS

We have an Employee Benefits package which is full of perks and FREE for you to enjoy on a daily basis.

How does it benefit you?

You will be able to access a wide range of exclusive discounts across:

- Supermarkets e.g: Tesco, Sainsburys, Asda,
- Department Stores e.g.: John Lewis, M&S
- Fashion e.g: Primark, TK-Max
- Digital & Electrical e.g: Currys/PC World, Halfords, Argos
- Eating & Drinking out.
- Cinema tickets e.g: Odeon
- Holidays

How does it work?

You will register via an app and be entitled to apply for either e-vouchers or via reloadable gift cards.

We also allow your household members to register and access the savings and discounts at no additional cost.

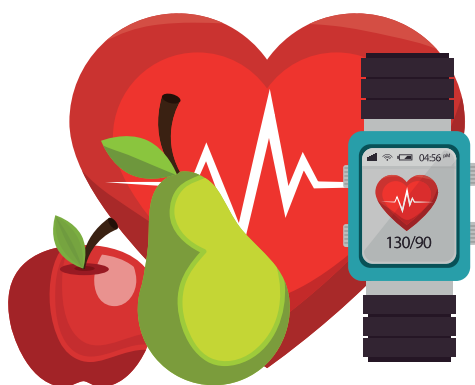
Your benefits app notifies you when you are close by participating retailers, so you don't miss out on savings.

How do I register?

We will automatically register you with the benefits scheme, unless you specifically request otherwise.



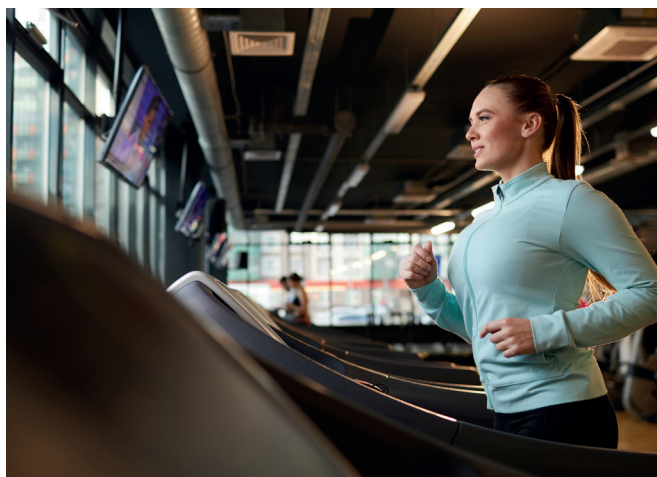
HEALTH & WELLBEING



Sometimes people need support in different aspects of life. You will now have free access to professional services to support mental, financial and physical health.

What does the Health & Wellbeing package provide?

- Confidential support service - Employee Assistance Programme via "Health Assured"
- Gym discounts
- Debt assistance
- Prescriptions service
- Hapi Life



Employee Assistance Programme

We will continue to provide this confidential 24/7 support service, which will cover two main areas: Legal information and counselling.

Gym Discounts

You will have access to discounts at over 3,000 participating health and leisure centres, boot camps, yoga studios and online courses.

Debt Assistance

The plan includes free debt advice, help with realistic budgeting and help with getting your finances back on track.

Prescriptions Service

You also have access to a free on demand GP service which includes a prescription (if needed) which can be emailed / faxed to your pharmacy of choice (NB; prescription charges still apply).

Hapi Life

This is a resource library providing you with accessible, fact-checked advice on improving different aspects of your physical, mental, financial and social wellbeing.

As with the Employee Benefits package you will be automatically registered, unless you specifically request otherwise.

ELECTRIC COMPANY CAR

- open to our Managers and Partners

In line with the drive to Net Zero we wanted to do “our bit” and therefore to encourage the conversion to electric cars which also have enviable tax benefits, we are able to offer staff at manager level and above the opportunity to have a company electric vehicle.

Under the agreement, we would lease the EV and then recover the monthly lease payment from you via the salary sacrifice scheme. There would be an agreed annual mileage and this would be reflected in the lease payment as dictated by the lease finance company. You would be responsible for paying any excess mileage charge over the duration of the lease.

You are also responsible for rectifying any damage to the car, other than normal “wear and tear” in a timely manner as well as any end of lease repairs deemed necessary by the lease company.

Any motoring fines or penalties levied on the EV would be paid by the company, but deducted from your next salary as a gross deduction.

Should your employment with Elsby & Co be terminated by either party, you would be required to pay the company all costs relating to the lease, until the end of the lease period, unless any other arrangements are made to satisfy the lease.

You may be eligible to claim for a domestic Charge Point under the Electric Vehicle Home Charge Scheme.

To find out more, please speak to **Clare Elsby**



COMMUNITY SUPPORT

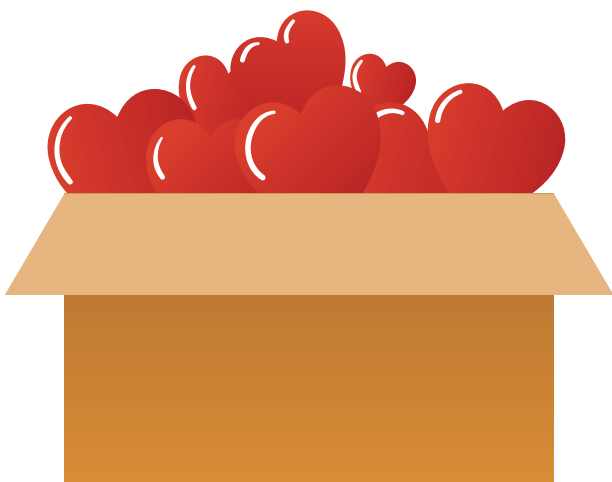
We appreciate that you will most likely have your own favourite Charity or Community group which you like to support throughout the year. This could be a national Charity close to your own heart such as the Alzheimer's society, RNLI, Race for Life or a local social enterprise or Community group such as the Scouts.

We believe that "corporate social responsibility" isn't simply corporate jargon and as such rather than fund-raising for one particular charity each year, as we have done in the past, we wanted to share our support through the **Elsby Community Fund**.

We have therefore put aside a fund which will allow each member of staff to have an amount of £100 which you can use towards a fund-raising event to either add towards your personal total or as sponsorship towards the event itself.

In return, we would help promote your event through our social media channels and feature details on the Community page of the Elsby & Co website.

If you wish to apply for the fund, please contact **Clare Elsby** for more information.



PENSION CONTRIBUTIONS



Elsby & Co has its company pension scheme with Royal London and following a mandatory postponement period of 3 months, you will then be auto-enrolled into the scheme, with the option to opt-out if you wish.

If you wish to make additional voluntary contributions to the Elsby & Co Royal London scheme, we can accommodate this on the basis that these contributions are deducted from your net pay.

The proviso is that you are eligible, are opted into the pension scheme AND the contributions are a fixed amount (as opposed to a % of salary) and deducted on a monthly basis.

If you wish to take advantage and make a regular AVC, please speak with Clare Elsby.

SOCIAL EVENTS

We appreciate more than ever the importance of team building and simply being able to be social following our experience with COVID. We have a social committee and regularly hold office and inter-office events, such as bowling, meals out or muddy 5Ks!

We also realise that for our trainees and younger staff members, work really is one of the ways you get to meet new people and network. We want to make sure this is part of the culture at Elsby & Co.

Partners Kupe and Leona are therefore heading up our social committee and would welcome suggestions from all staff.



THE SMALL PRINT...

- Private Health Insurance - WPA Healthcare Practice Plc
- Discounted shopping & holidays - SAGE Benefits
- Health & Wellbeing - SAGE Benefits
- Elsby & Co Pension Scheme - Royal London
- Agile Team Working - Your People Matter - M Dovey



Probably the **best**
employer in the world...

We hope you agree we have provided a comprehensive package of benefits to fit with our desire to be your Employer of Choice.

Contact

For HR queries, questions about individual benefit packages, Payroll, holiday, sickness, pension or bonus scheme queries - speak to Clare Elsby



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