

Summary of Employee Benefits

- ♥ Annual Leave
- ♥ Hybrid & Agile working
- ♥ Private Health Insurance
- ♥ Group Death in Service
- ♥ Discounted shopping & holidays
- ♥ Health & Wellbeing
- ♥ Community support
- ♥ Pension Contributions
- ♥ 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.**



THE ONLY EMPLOYER YOU'LL EVER WANT

SUMMARY OF EMPLOYEE BENEFITS

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Introduction

At Elsby & Co, we know that choosing a new employer is about more than the role itself. It's about finding a place where you feel valued, supported and rewarded for the contribution you make.

We're incredibly proud of our team, and we believe that looking after our people is key to creating a great place to work. That's why we've developed a range of benefits designed to support your wellbeing, provide flexibility, recognise your hard work and help you make the most of life both inside and outside of work.

From generous annual leave and health support to lifestyle perks, professional development opportunities and team events, our benefits package reflects our commitment to helping our people thrive.

This booklet gives you an overview of the benefits available as part of being a member of the Elsby team. We hope you'll enjoy taking advantage of everything on offer, and we're delighted to have you with us.

Claire Emery
Managing Director - Elsby & Co



ANNUAL LEAVE

We offer the following holiday package:

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

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

Holiday purchase scheme

As part of our commitment to supporting work-life balance, employees who receive the standard annual holiday entitlement of 22 days may have the opportunity to purchase up to five additional days of annual leave through our discretionary Holiday Purchase Scheme.

Full details of the scheme, including eligibility criteria and application arrangements, are communicated each year.

Please note that the scheme is not available to employees who are currently receiving study support from the firm, as study support is provided as a separate benefit package.

Eligibility and participation remain subject to the terms of the scheme in place for the relevant holiday year.



HYBRID & AGILE TEAM WORKING

We know that balancing work and life isn't always straightforward. That's why we offer eligible team members the flexibility to work from home, another office location, or temporarily flex their working hours where it makes sense to do so.

We're open to a wide range of flexible arrangements, including wider working windows, occasional weekend working and alternative working locations, provided they work for both the individual and the business.

Hybrid working is agreed with your manager, reviewed regularly and designed to provide temporary flexibility rather than permanent changes to working arrangements. Like all good plans, sometimes things need to change, so we ask everyone to be flexible when business, team or client needs require it.

It's all about making it easier to do great work whilst managing busy lives.



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 Ann Phillips.



GROUP DEATH IN SERVICE

Group in life benefit is now in place for all employees at the below rates:

- 4x salary for all staff
- 5x salary for managers and above

If you are not familiar with what this means, essentially, should something happen to you, your loved ones will receive the above.

Hopefully, we will never need to claim on this but hopefully it gives you some piece of mind.

You may want to reconsider your other insurance requirements of which Howard at EWM would be happy to help.



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?

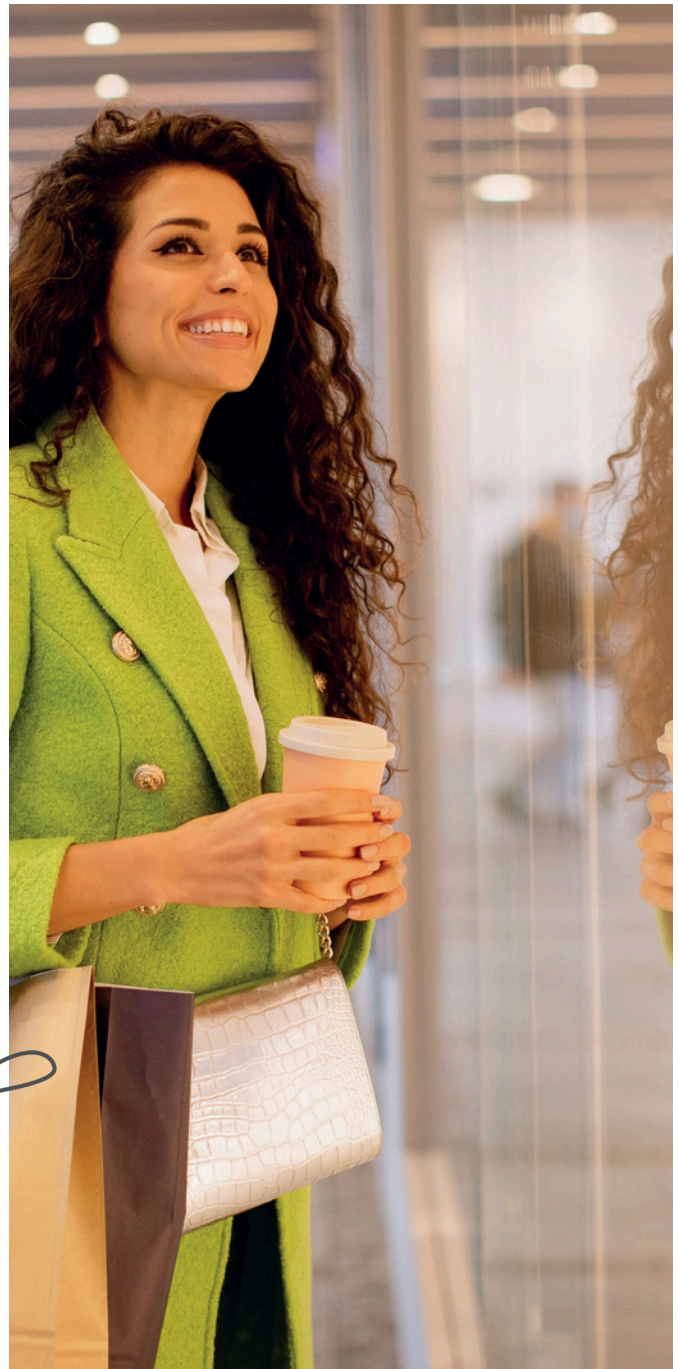
You will register via an app and be entitled to apply for either e-vouchers or via reloadable gift cards.

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 other wise.



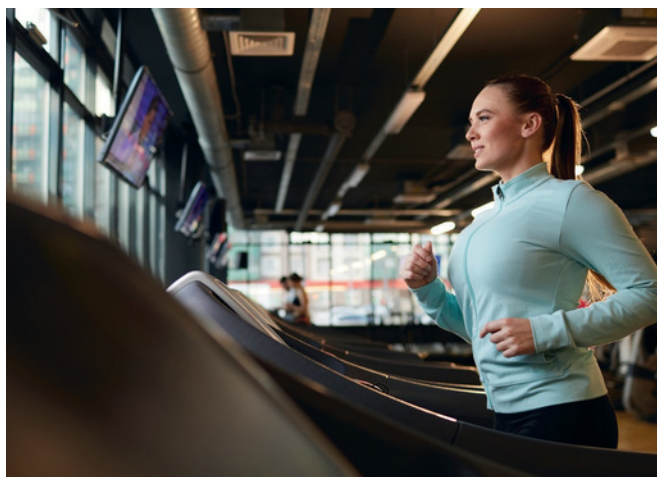
HEALTH & WELLBEING



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
- Private Prescriptions service



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).

COMMUNITY SUPPORT

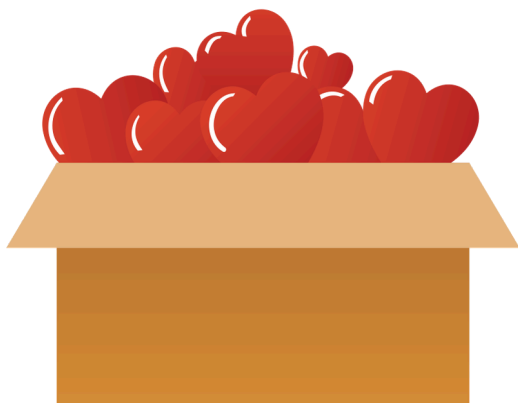
We appreciate that you will most likely have your own favourite Charity or Community group which you like to support throughout the year. This could be a national Charity close to your own heart such as the Alzheimer's society, RNLI, Race for Life or a local social enterprise or Community group such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

SOCIAL EVENTS

We like to consider ourselves to be a fun bunch of people!

We appreciate more than ever the importance of team building and simply being able to be social.

We have a social committee and regularly hold wholesome office and inter-office events, such as team days, bowling, meals out, or muddy 5Ks! We're also partial to a bake off!

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.

Partner **Leona Bateman**, heads 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

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 **Ann Phillips**



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