



This document explains how our Flexible Benefits scheme works and what benefits are available under the scheme

## What is Flexible Benefits?

- Our Flexible Benefits scheme is our way of giving you choice to select the benefits that fit your lifestyle.
- Your flexible benefits are accessed via a portal, which you can log on to from work or home.
- On the next page is a table that captures the core and flexible benefits available. They have been categorised into Health, Wealth and Lifestyle, to make it easier for you to design your bespoke benefits package.
- As your lifestyle choices and circumstances change, you can adapt your benefits selection to suit your changing needs.

## How does the Flexible Benefits scheme work?

### A total flexible benefits investment

- Each employee receives a total flexible benefits investment. Your total flexible benefits investment is a percentage of your salary, used to fund your core and flexible benefits.
- You can choose to spend your flexible benefits allowance to fund any of the flexible benefits available, to top up your core benefits, or you can take it as cash.
- There are three total flexible benefits investment packages: the primary package (16.5% of salary), the manager package (28% of salary) and the need car manager package (18% of salary).

### Core and flexible benefits

- Your core benefits are funded by your core benefits allowance. Your core benefits allowance only funds your core benefits; you do not have the option to take this allowance as cash in your salary.
- Your flexible benefits are paid for out of your flexible benefits allowance, which is the balance of your total flexible benefits investment less your core benefits allowance.

## Core benefits

**Core IPS (Income Protection Scheme)**  
**Core Life Cover**



If you are unable to continue to work due to illness or injury, you would receive 50% of your salary for 5 years with this insurance.

In the event of your death whilst working for the company, this insurance means your dependants would receive a tax-free lump sum of 2 times your salary.

## Flexible Benefits

Health	Dental Cover	Helps towards the cost of routine check-ups, x-rays and hygienist appointments, as well as remedial and emergency care.
	Optical Cover	Take care of your eye health with a choice of cover levels suited to your personal needs.
	Private Medical Care (dependants)	Private Medical Care for your dependants. Only available to select as a flexible benefit if you yourself are already part of the company's Private Medical Scheme.
Wealth	Critical Illness Cover	This insurance provides a lump sum payment to help you deal with changes in your lifestyle if you are diagnosed with a serious illness.
	IPS (Flex & Stretch)	You can choose to <i>flex</i> the amount you are paid to either 60%,70% or 80% of salary. And/or you can <i>stretch</i> the length of time you are paid this salary up to state pension age.
	Life Cover (top-up)	You have the option to increase your core level of Life Cover insurance to up to 10 times your salary to suit your individual needs.
	ISA	This benefit gives you access to online ISAs, allowing you to invest in Stocks & Shares, Junior & Lifetime ISAs (based on eligibility) with contributions being deducted directly from your monthly net pay.
	Pension	You can contribute as much of your allowance and salary to your pension as you want as long as you don't fall below national minimum wage.
Lifestyle	Car Lease	Take a car through the company's car lease scheme.
	Cycle-To-Work	Keep fit and reduce your transport costs by hiring a new bicycle of your choice and/or appropriate cycling safety equipment.
	Gym membership	Get fit for less with discounted gym membership at a wide range of health clubs, gyms and leisure centres.
	Flex Holiday (non-statutory)	Make sure you have the right amount of holiday for your plans by buying additional holiday hours on top of your statutory hours.
	Give As You Earn (GAYE)	This is a Government initiative to allow you to make regular tax-efficient donations to the registered charities of your choice.

## Other benefits

Retail Discount Scheme		An online tool provided to enable you to take advantage of a wide range of retail discounts and schemes to help make your money go further.
Financial Wellbeing Online Tool		Nudge is an online portal that aims to demystify personal finances and provide you with tools and information about the world of money. Relevant 'nudges' are sent to you on areas you select and interest in by text or by Whats App.
Travel Season Ticket Loans		This is a Government initiative to promote environmentally-friendly travel by providing tax & interest-free loans for the purchase of season tickets for travel by bus or train.

## Additional Services

You can also sign up for access to the following services onsite or at your convenience:  
Will Writing • Mortgage Broking • Independent Financial Advice

