



## Employee benefits summary

All permanent and fixed-term contract employees are entitled to the following benefits:

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| Annual Leave      | <p>34 working days paid entitlement including bank holidays in the annual leave year (1 April to 31 March). The entitlement will be pro-rated for part-time employees and employees that work for part of a year.</p> <p>The Foundation traditionally operates a shutdown over three days between Christmas and New Year. All staff are required to retain a sufficient number of holidays from their annual entitlement to be taken on these days. However, it is possible that there may be opportunities for the Foundation to host events over this period. Such events will be built into the programme schedule and arrangements for managing and delivering them will be made in advance. Any staff required to work over this period will be given reasonable notice and their leave may be used on alternative days.</p> |
| EAP               | <p>You have access to the Employee Assistance Programme, currently provided by Life &amp; Progress, which provides staff with a free, confidential 24-hour counselling and advisory service.</p>  |
| Pension Scheme    | <p>Auto enrolment into the Bishopsgate Foundation pension scheme will occur after 3 months' employment after which the employee can choose to formally opt out of the pension scheme process.</p>   |
| Enhanced Sick Pay | <p>Occupational sickness pay is payable according to the length of service; this will be detailed in your contract.</p>   |
| Staff Development | <p>As part of our annual training plan, we offer training to staff in line with identified training needs and business priorities. Additionally, individual training needs are supported where identified or requested in order to support performance at work and/or business needs. We value staff wellbeing and offer Mental Health First Aid training to all staff within their first year.</p>   |
| Free Tea & Coffee | <p>Bishopsgate Institute provides tea, coffee and milk for all staff.</p>   |

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| Training & Development | A number of training courses are provided for all staff, such as Mental health First Aid. Additionally, individual training needs are supported where identified or requested in order to support performance at work and/or business needs. |
| Staff Social Events    | Bishopsgate Institute pays for or contributes to the cost of social events for staff during the year. This usually includes a fully paid meal at Christmas and at least one other event, but this is subject to change.                      |

In addition, after successful completion of their probationary period, permanent and fixed-term contract employees will also be entitled to:

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| Discounts               | <p>A discount of 50% on the full ticket price for up to a maximum of 4 tickets per event for single eligible events run as part of the Bishopsgate Institute programme, subject to availability.</p> <p>A discount of 75% on learning programme activity, such as courses and workshops (this discount cannot be applied to single drop-in attendance in a longer course). There will be a maximum number of Bishopsgate Institute staff discount places on each course or workshop.</p> |
| Eye Tests               | Bishopsgate Institute will refund the cost of an eye test carried out by a qualified optometrist, once every two years.  |
| Bereavement Counselling | A counselling service is available to help employees, or the family of a deceased employee, at what can be a difficult time.   |
| Life Assurance          | Membership of the Bishopsgate Foundation Group Life Assurance Scheme is automatic and is at no additional cost to staff.   |
| Probate Advice          | A Probate Helpline is available to support employees and their families when managing a wide range of legal, financial and administrative matters, at an emotional time.   |
| Enhanced Maternity Pay  | Staff on maternity are entitled to full pay for the first 12 weeks subject to the condition of returning to work for a minimum period of 3 months after their maternity ends.  |
| Paid Jury Service       | Bishopsgate Institute will top up your claim for loss of earnings to that of your salary   |

Bishopsgate Institute offers spot rate salaries and does not operate a performance related pay scheme. However, we issue annual pay awards of between 1% and 3% to all staff based on an organisation performance.

Unless otherwise specified in the employee's contract of employment, the benefits summarised above (excluding holidays, sickness benefits and membership of the Foundation's pension scheme) do not form part of an employee's contract of employment and can be removed or varied at the sole discretion of the Institute.

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