

OUR PEOPLE BENEFITS

For England, Scotland, Wales
and Northern Ireland

**BAXTER
STOREY**
FUEL YOUR INDIVIDUALITY

YOUR BENEFITS

At BaxterStorey, it's not just about a job and a payslip, it is so much more.

We have an excellent learning academy that can provide you with the development that you desire.

We offer opportunities to work in many fantastic client locations across the UK, Ireland, France, Belgium and The Netherlands, or in one of our support teams.

Working with the RISE committee, we also have a benefits package which shows that we have listened and that we care. We respect that you have a life away from work.

Our ambition is to set the standard and be recognised for having the most inclusive culture in hospitality, and the benefits that we offer are an essential part of that.

**SPEAK TO YOUR LINE MANAGER
TO LEARN HOW TO ACCESS
YOUR BENEFITS.**



WEDDING DAY / COMMITMENT DAY LEAVE

It's your big day, not your birthday, we'll focus on that shortly... but the day that you decide to commit to a loved one.

We know that there is usually a lot to prepare so one thing we can help you with is not having to take the day off from your holiday entitlement – it's on us!

You just need to tell your line manager at least one month in advance, provide a copy of your marriage / commitment certificate after the event, and we will do the rest.

If your wedding day / commitment day falls on a weekend, you can take a day off during the week that is either side of your special day.



BIRTHDAY HOLIDAY

Now it's your birthday and you may not want to celebrate this at work so take the day off, or any day during the week either side of your birthday.

You just need to book the time off with your manager and don't forget to bring in some cake if you have some left over.

The birthday holiday benefit commences from 1st January 2024, to ensure that everyone benefits.

MATERNITY LEAVE

Spending time with family is so important which is why we offer up to 24 weeks full paid maternity leave.

This also supports our commitment to increase the number of female leaders within the business.

There are some key conditions such as:

- You will need to have two years or more service.
- You will need to provide a copy of your MATB1 form, and we will do the rest.
- If you do not return from your maternity leave, or leave within six months of returning, there is a pay back condition.

Enjoy your special time and don't forget to send us loads of baby photos!



SECONDARY CARER LEAVE

Being a parent is an exciting time for you which is why we offer up to 4 weeks paid secondary carer leave for team members who have two years or more service.

We also want you to enjoy this life changing event and you're not excused from sending photos as well.

This replaces our paternity leave policy.

SURROGACY AND ADOPTION LEAVE

You guessed it, we want your photos too!

More importantly, we offer up to 24 weeks paid leave for team members when the latest addition to your family is going through either a surrogacy or adoption process.

You will need to have two years or more service, and a pay back condition applies.



FERTILITY TREATMENT LEAVE

We appreciate that not everything in life is straightforward which is why we offer 4 weeks full pay for each period of fertility treatment for either partner who have two years or more service.

VOLUNTEERING DAYS

We appreciate that you may have community interests away from work therefore each team member can take up to 3 days a year to volunteer to a good cause.

ANYONE CAN VOLUNTEER. IT CAN BE VERY REWARDING AND IS A GREAT WAY TO:

- Meet new people
- Gain new or use existing skills
- Get experience
- Make a big difference to your community

If you want to help out, but don't know where to start, the link below will help you.

<https://www.gov.uk/government/get-involved/take-part/volunteer>



GRANDPARENT LEAVE

Becoming a grandparent is an exciting event but we know that it can also be a time precious moment, for you and family members, as well as parents needing an extra pair of hands to change nappies.

This is why we offer up to 3 days (or pro rata) of paid grandparent leave during the first year of your grandchild's arrival into your family.

This applies for adoption and surrogacy too! You will need to book the time off with your line manager at least one month in advance, provide a copy of your grandchild's birth, adoption or surrogacy parental order, and we will do the rest.

PENSION

Saving for your future is very important, which is why we participate in the government auto-enrolment scheme (Nest) for team members, and we also have a Group pension scheme (Aviva) for Location Managers and above.

For many people, paying into a workplace pension is a good idea, even if you have other financial commitments, such as a mortgage or loan. This is because you could benefit from contributions from your employer and tax relief from the government. Over time, this money adds up and can grow.



HAPI APP

The Hapi 2.0 app is the one place to go for wellbeing and financial advice, discounts from high street, travel, entertaining and restaurants which is available to all team members.

It also provides you with access to the training centre, your payslip, job opportunities, our social media accounts and the opportunity to recognise members of your team.

Download Hapi 2.0 now on Google Play or the Apple App Store!



hapi
2.0

GOLDEN BITE

Golden Bite is our reward scheme for when you help us to spread the word about how great BaxterStorey is and it results in finding new business.

You could earn up to £1,000 if your lead results in a new contract win.

There are payments throughout the sales process, and you can submit as many leads as you like.



Aware of a new building, business park or catering opportunity that could help us to find new business for BaxterStorey?

THE REWARDS

£10

For a new lead that is not already on our database or if it is on our database but you provide new information

£50

If this leads to a first appointment for our sales team

£100

If we then present a proposal to the company

£840

When we secure the business and take on a new contract

This could total **£1,000** for each lead submitted Tax Free!

**FORKFULS OF
FEEL-GOOD!**

HOW IT WORKS

We are looking for **genuinely new sales lead information** about companies who could become profitable new clients for BaxterStorey and we are prepared to pay for it!

Just tell us as much about the company as possible - the contact name, telephone number and organisation as well as why you think it is a viable lead then leave the rest to the sales team. **We will keep you updated on the process** at each stage of your lead.



Scan me
to find out more information

**BAXTER
STOREY**
FOR INDIVIDUALITY

LOYAL SERVICE AWARD

Loyalty is sometimes gone unnoticed, but not at BaxterStorey. We want to ensure that your loyalty is recognised and that you get a little something back in return.

- 5 years service – 1 additional days leave and £50 of vouchers
- 10 years service – 2 additional days leave and £150 of vouchers
- 15 years service – 3 additional days leave and £250 of vouchers
- 20 years service – 5 additional days leave and £350 of vouchers
- 25 years service – 5 additional days leave, £500 of vouchers
- 30 years plus – let's talk about it, as this needs something extra special

These increased amounts are effective from 1st August 2023.

Additional days leave is for the year that the loyalty award is granted and is not added to your current holiday entitlement.

Date of service is from the point the team member commences work, or transfers, to BaxterStorey.



COMPANY CAR SCHEME

Some roles within the business require a company vehicle which ensures that you have the means to operate effectively in your job.

We always ensure that we provide suitable, safe and comfortable vehicles through our leasing partner which also includes the option of motability vehicles should you need one.

As a responsible company we are making the move to a more efficient car fleet which includes the option of an electric vehicle.

Safe motoring!



**YOUR WELLBEING
MATTERS**

HOLIDAY ENTITLEMENT

Your wellbeing is very important, to you and to us, which is why we ensure that you have a holiday entitlement which allows you the opportunity to take a break from work.

All team members will have a minimum of 20 days holiday (plus bank holidays) which will increase with length of service or as you progress within the business.



AVIVA WELLBEING HUB

Your wellbeing is very important to us so we want to make sure that you can get the best support that we can offer. This is why we have the Aviva Wellbeing Hub.

HEALTH CHECK

One per policy year, per employee.

DIGITAL GP

Up to 3 sessions per policy year, shared between employee and immediate family. Available for employee, their spouse or partner, and children up to the age of 18 or 21 if in full time education.

SECOND MEDICAL OPINION SERVICE

Up to 2 second medical opinions per policy year, shared between employee and immediate family. Available for employee, their spouse or partner, and children up to the age of 18 or 21 if in full time education.

MENTAL HEALTH CONSULTATIONS

Up to 6 consultations per policy year, shared between employee and immediate family.

Up to an additional 6 Bereavement consultations are also available outside of the app, also shared between employee and immediate family.

Available for employee, their spouse or partner, and children from the ages of 16–18 or 21 if in full-time education.

NUTRITIONAL CONSULTATIONS

Up to 6 consultations per policy year, shared between employee and immediate family.

Available for employee, their spouse or partner, and children from age 12–18 or 21 if in full time education.

Employees covered by PHI (Income protection) have 6 Digital GP sessions and 12 Nutritional consultations per year.

CYCLE TO WORK SCHEME

We always want to encourage team members to focus on their wellbeing and to protect the environment so if cycling is your thing why not take advantage of our Cycle to Work scheme.

You can use the scheme to purchase a bicycle or e-bike (up to the value of £1,500) from Halfords and payment will be deducted from your salary on a monthly basis over a pre-agreed period of time.

Happy cycling!



THE BENEFITS WE HOPE YOU NEVER NEED HEALTH AND LIFE COVER

We want to ensure that you have access to health advice when you need it which is why we have the Aviva Wellbeing Hub, and for some roles in the business we offer health insurance cover.

In the event of death there is life cover in place for all team members to support your family and loved ones.



THE BENEFITS WE HOPE YOU NEVER NEED

EMPLOYEE ASSISTANCE PROGRAMME

Welcome to Employee Assistance Programme (EAP) provided by CareFirst via Aviva.

This resource is available free of charge, offering immediate information, answers and advice to a range of workplace and personal issues. (Please note this is only for employees and not family members).

When life is good, and you're carefree, it's easy to hold your head up and smile. But occasionally you might experience a time when nothing seems to go your way, be it at work or at home. That's when things can start to feel like they're getting on top of you.

Whether you need information or have questions regarding issues such as stress, pregnancy, menopause, debt, landlords, neighbours or nutrition, CareFirst online wellbeing can provide the answers.

Articles, information and news are kept up-to-date by a team of CareFirst professionals.

If you can't find the answer to your question within the online area, or you need further information, you can contact CareFirst free of charge and talk to one of the Information Specialists or Counsellors.

How to contact CareFirst

Call: 0800 015 5630

(Calls to this number are free of charge from a landline and mobile. Calls are recorded.)

Or go online: eap-carefirst.com

Username: Lifestyle1234

Password: carefirst

THE SUPPORT WE HOPE YOU NEVER NEED

PREGNANCY LOSS, CHILD OR SPOUSAL

BEREAVEMENT LEAVE

Should the unthinkable happen, we offer the following:

Pregnancy loss leave

- Up to 12 weeks - up to 2 weeks paid leave
- 12 weeks to 23 weeks - up to 8 weeks paid leave
- 24 weeks and above - up to 24 weeks paid leave

If you are a partner of someone who experiences pregnancy loss please speak to your manager or a member of the People Team to see how we can support you.

Child bereavement leave

Up to 6 weeks paid leave

Spousal bereavement leave

Up to 6 weeks paid leave

This support is regardless of length of service.

Please speak to your manager, or a member of the People Team, to ensure that we can provide you with any additional support that you may need in addition to time off.

MORE INFORMATION ON ALL BENEFITS

For more information, including any policy or procedure, on the benefits detailed in this booklet, please refer to The Vine, Hapi App or speak to your manager or People Team contact.

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