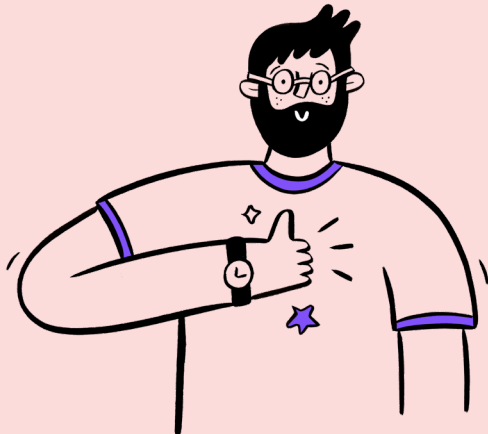


WELCOME TO THE TEAM

Woohoo!

We're delighted you're interested in joining us and we have a range of benefits we'd like to share especially with you. From looking after your health and well-being, to activities outside of work and planning for your retirement, we want you to get the most from your career here at the Charity for Civil Servants.

This leaflet lists a series of schemes to support the dedication and commitment of our amazing staff as well as recognise and reward your contribution to the business.



TIMEOUT AND FINANCIAL

Annual Leave

Your annual leave entitlement is 33 days plus eight bank holidays (pro-rata if you work part time). Three of these days must be taken between Christmas and New Year when the Charity is closed.

Pension Scheme

The Charity offers all employees a generous salary sacrifice defined contribution pension scheme on a matched and doubled contribution basis. This means that if you put in 3% of your base salary, the Charity will double your contribution with an additional 6%. The Charity will match your contributions up to 14% (7% from you), but you can contribute as much as you wish above that. To find out more, please refer to our comprehensive Pension Booklet.

Life Assurance

Regardless of whether you pay into the Pension scheme, you will automatically be enrolled in the Charity's Group Life Assurance Plan from your start date. This means that if you die whilst in service for the Charity, we will pay three times your salary to your nominated beneficiaries.

HEALTH AND WELLBEING

Health Cash Plan

You will automatically be enrolled into Benenden, which is our health cash plan, providing money back for health and dental treatments not normally covered by the NHS. This includes diagnostics, optical, dental and complimentary therapies.

Employee Assistance Programme

As part of the health cash plan, you will have access to their 24-hour, 7-days-a-week confidential helpline offering practical help, counselling, legal and financial information on any private matters.

Confidential Help & Advice Service

Don't forget that you are also entitled to the services that we provide to the people we help. If you would like to enquire about this confidentially, please contact one of the HAS Team Managers.

Headspace

You have access to an employer-paid subscription to the Headspace app, which offers a variety of meditation sets and content to support mindfulness.