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# Staff Handbook

## Schedule 30 - Benefits Policy

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## Review Panel

Name	Role
Kate Guilding	Company Secretary
Jo Chadwick	HR

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## Schedule 30

### Benefits policy

#### About this policy

This is not just another boring policy document. In fact it will tell you about all the helpful benefits that Aire Logic provides you with and how you can take advantage of them.

Although we don't plan to change them willy nilly, with the exception of your Pension, it is worth knowing that like most company benefits, these benefits are not contractual and may be changed or withdrawn at any time.

If you cannot find the information you are looking for or wish to discuss something in more detail then you can contact the member of the Operations team who is listed as the "Owner" of the benefit.

Benefit	Owner
Pension	Finance - accounts@airelogic.com
Cycle to work	Finance - accounts@airelogic.com
NHS Cash Plan	HR - hr@airelogic.com
Octopus Electric Car Scheme	HR - hr@airelogic.com
Yoga Lessons	Rita - rita.arafa@airelogic.com
Death in service	Finance - accounts@airelogic.com
Monthly team meals	HR - hr@airelogic.com
Social events	HR - hr@airelogic.com
Drinks fridge Fridays	HR - hr@airelogic.com
Referral scheme	Recruitment - recrutiment@airelogic.com
Aire Logic giving program	HR - hr@airelogic.com
Aire Time	HR - hr@airelogic.com
Well-being days	HR - hr@airelogic.com
Additional holidays	HR - hr@airelogic.com
Enhanced Parental Leave	HR - hr@airelogic.com

## Pension

Just like all companies in the UK, we are required to provide a workplace pension scheme. Aire Logic uses NEST as our workplace pension scheme.

You will be automatically enrolled if you meet the qualifying criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under the state pension age

NEST should send a welcome pack directly to you once they have processed your enrolment. Typically this will be 2 - 3 weeks after your first pay packet. If you have not heard from them please contact [accounts@airelogic.com](mailto:accounts@airelogic.com) and we'll take a look for you.

You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

You and Aire Logic will both pay contributions into it every month, and the government will also contribute through tax relief.

Aire Logic will match your pension contributions up to 5%. If you do not tell us otherwise we will make a 5% contribution and you will make a 5% contribution, making a joint contribution of 10%.

However, other options are available, subject to the legal minimum joint contribution which is 8%.

- You can choose to contribute 4% and Aire Logic will match that (so a joint contribution of 8%)
- You can of course contribute more than 5% but Aire Logic's contribution will remain at 5%.

Both Aire Logics pension contributions and your personal contribution are based on your qualifying earnings.

These are set by the government every tax year and can be found here.

<https://www.thepensionsregulator.gov.uk/en/business-advisers/automatic-enrolment-guide-for-business-advisers/9-knowing-your-clients-ongoing-duties/automatic-enrolment-earnings-threshold>

Using 21/22 as an example:

Anything earned annually under £6,240 and over £50,270 will not attract a pension contribution.

Bonuses, commissions, on call and callouts are not pensionable and these will be excluded when calculating your contribution.

### **Your workplace pension questions answered**

**Why have I been put into a pension scheme?** All employers now have to put their workers into a pension scheme if they earn over £10,000 per year, are aged 22 or over and are under state pension age. This is the law, because the government wants to get more people to have another income in addition to the state pension when they retire.

**What if I don't want to join the scheme?** If you don't want to join the scheme, you need to ask to leave it. You can choose to leave the scheme in the one month period starting on either the date of this letter or the date you were put in, whichever is the latest. You do this by completing the form available from our pension provider and following their instructions. You will need to sign the form, or if you send it electronically it will need to include confirmation that you are submitting it personally. The pension provider will also be able to tell you when the one month period started, if you aren't sure. If you leave the scheme during this period any money you have already paid into your pension will be refunded and you won't have become a member of the scheme on this occasion. If you want to stop paying into your pension after the end of this one month period you can. The money you have already put in may be refunded but this will depend on the pension scheme we are using and how long you have been paying into it.

**What if I ask to leave the scheme but then change my mind in the future?**

You can ask to rejoin the scheme by contacting us in writing by sending a letter which has to be signed by you. Or if you send it electronically, it has to contain the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.' If you earn more than £120 a week (£520 a month) we will pay into the pension scheme as well. You can only rejoin once in any 12 month period.

**If I ask to leave the scheme, what happens after that?**

Anyone who asks to leave, or stops paying into the scheme will be put back into it at a later date (usually every three years if they meet certain criteria). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens and you can ask to leave the scheme again.

**If I want to stay in the scheme. Do I have to pay in?**

The minimum joint contribution is 8%. Previously, the default position (which Aire Logic followed) was that the employee paid in 5% and Aire Logic paid in 3%. We have chosen to match up 5% but if you want to remain in the scheme and pay less you can contribute 4% and we will contribute 4%. Whichever percentage contribution you choose, this will be taken directly from your pay and may include tax relief from the government.

**Can I choose what funds my pension is invested in?**

You can choose which funds your pension is invested in via the NEST portal. Once you have logged into NEST scroll to the bottom of the screen and choose Retirement pot additional fund choices. You will be taken to a screen that details where your pension is currently invested and the six funds you can invest in. Simply click on each fund to learn what it offers. If you would like to invest your pension in a particular fund click 'switch to this fund'.

## Cycle to Work scheme

The Cycle to Work Scheme is a UK Government tax exemption initiative to promote healthier journeys and reduce environmental pollution. If you're interested in the scheme, then **please get in touch with Finance** and they can arrange for a 'welcome email' to be sent through to you. This contains a unique link to redirect you through to the Aire Logic employee page of the Cyclescheme website.

You'll need to visit this link in order to choose your retailer and bike, then submit your request in order for a certificate to be issued. The link also provides a wealth of information on how the scheme works as well as answers to FAQ's.

Once the request has been submitted by the employee it is required to be approved and then the Certificate will be ordered and paid for by Aire Logic.

Repayment for the bike is typically done over a 12 month period in the way of salary sacrifice.

## WPA - NHS Cash Plan

We have partnered up with WPA to introduce a NHS cash plan. The NHS Top-Up Cash Plan contributes towards the cost of routine healthcare, which means you don't have to be ill to benefit. You can claim money back from a range of healthcare services such as Dental, Optical, Therapies and Specialist Consultations. The plan also allows you the opportunity to add family members so they too can benefit!

You will be auto-enrolled onto this scheme however if you do wish to opt out, please fill out this [form](#).

For more information on this scheme and what it offers, please contact HR.

## Octopus Electric Car Scheme

Aire Logic's Electric car scheme is run through Octopus EV. The scheme is a salary sacrifice car scheme in which employees benefit from access to a fantastic range of electric vehicles at no upfront cost. The scheme offers a number of tax and personal benefits savings for employees as you will pay for the electric vehicle from your gross salary before tax.

You will be entitled to this benefit once you have passed your 6 month probation. If you have any further questions regarding this scheme, please contact HR.

## Yoga lessons

Yoga and meditation is an extremely effective stress reliever. That's why we have introduced weekly yoga sessions which are open to all levels of experience.

The sessions take place virtually via Zoom, and you should have automatically been invited.

For more information, please ask HR.

## Death in Service

Death in service is a payout made by your employer to your loved ones should you die while an employee of the firm.

Aire Logic's Death in service benefit is paid as a tax-free lump sum, and covers every employee for 5 x salary, up to state pension age.

In order to sign up for this benefit, you will need to complete an expression of wish form. Below is a link to the form template, please create a copy (do not update the master copy), then complete and return to [accounts@airelogic.co.uk](mailto:accounts@airelogic.co.uk).

[Aire Logic Expression of wish template](#)

The form asks for the scheme name, which is: Aire Logic Group Life Assurance Scheme.

## Monthly Team Meals

We all love good food, right? A good working lunch of course tastes better together and is also a great opportunity to properly get to know your peers. It therefore goes a long way when it comes to making new friends at work. So why not arrange lunch for your team?

Whether you want to book a table at a restaurant, order some food to the office or even just get the team some vouchers and have a virtual lunch together - we've got you covered!

Once you have all the details (numbers of people, venue, food orders etc) just drop an email to HR and we will help with getting it all booked.

## Social Events

Aire Logic typically hosts a number of social events over the course of the year. These include, but are not limited to:

- Christmas Parties
- Summer BBQs
- Company away weekend
- Charity events



- Team meals

These events are typically organised by the events committee, however, if you are interested in helping to plan an event or you have an idea that you'd like to put forward, please contact HR. Most events are announced via email, Slack and All Hands meetings.

## Drinks Fridge Fridays

Have you got that Friday feeling? Every Friday at 3pm we open the drinks fridge at Aireside House and Peter House (Manchester). Stocked with a variety of beers and soft drinks, we welcome all our peers to come and grab a drink.

## Referral Scheme

Aire Logic are always looking for talented people to join the team. If you know of anyone who you think would be a good fit for our company, please get in touch with Recruitment. If they are successful it may benefit you both, you could earn up to £2,000!

## Aire Logic Giving Program

The Aire Logic giving program allows you to donate £250 per year to a charity/charities of your choice once you have successfully passed your probation. If you wish to make a request for a donation to the charity of your choice, you will need to complete a charity donation form here:

<https://managed-forms.forms4health.com/al-careers/SinglePass/charitable-donations>

Your request will be assessed by a member of the Operations team and an email will be sent to you to confirm your request has been approved. If you have more than one charity in mind and can't make up your mind who to donate to, you can choose to split the £250 between multiple charities.

An employee is entitled to pledge £250 per year. The year starts counting from your start date. So if you start in March 22 you can pledge £250 for the period to March 2023.

We won't backdate pledges so if you start in March 22 and have not pledged anything by March 23 you will lose that entitlement. We won't allow you to pledge £500 the following year.

You can also use up to three years allowance (£750) in one year, however, this would mean that you would have no allowance for the following 2 years.

### **Additional information**

- All charities must be UK registered
- If it's a local sports team they must be a registered Community Amateur Sports Club (CASC)
- Donations must be made between January and December
- Donations must directly benefit the charity e.g. if you want to climb Mt Everest the company will sponsor you for the climb, but won't cover the costs of travel

**Examples of charity donations include, but are not restricted to:**

- Transfer of funds directly to a registered charity
- Sponsorship for an event such as a marathon
- Sponsoring a local community amateur sports club

Each year Aire Logic will select 3-5 charities of choice, which the company will work with to organise fundraisers and events. Anyone can take part in these events and the Operations team will communicate what's coming up via emails, All Hands meetings and the intranet, so keep your eyes peeled for the latest opportunities.

For information on our chosen charities, please ask HR who'll be happy to provide this information.

## Aire Time

Aire Time has been designed to allow you to use company time for your own personal growth and development. We have created an intranet page, [here](#), which explains what Aire Time is and how to use it, however, if you have any additional questions please contact HR.

## Well-being Days

We've all had days that, for one reason or another, we've struggled to motivate ourselves to start work. This could be due to a number of factors, whether it's over-tiredness/burnout, ongoing mental health issues, personal/family matters or just feeling overwhelmed. We acknowledge that everyone has to deal with varying levels of stress day to day and that's why Aire Logic is introducing well-being days.

Well-being days are designated time-off that you can use to recharge your batteries, putting you in the right headspace for work. An effective mental health day can help you:

- Destress
- Get a handle on your emotions
- Relax

- Reset your perspective
- Rest
- Take a step back to evaluate

Ordinarily we ask colleagues to schedule leave far enough in advance that it allows time to arrange your workload and allow your team to plan for your absence, however, we realise that's not always possible when it comes to well-being days as there is no way to predict when you might need one. We are, therefore, happy for you to take a spur-of-the-moment well-being day with little to no notice if you need to. (Just make sure HR is aware so they can help notify the rest of your team(s).)

Jo, Victoria or Charlotte will check in with you following a well-being day to make sure you're okay and see if you need any further support and are happy to talk to you about the reason you felt you needed the day off, however, you are not obligated to go into any detail if you do not wish to.

Each employee is entitled to two well-being days per year (January - December).

## Additional Holidays

We recognise how important it is to have time off for some of those major life events such as moving house or getting married. That's why Aire Logic allows its colleagues one additional day of annual leave for each of these events.

The day of leave can only be used once, in the year that the event takes place, i.e. this will not be a permanent addition to your total number of holidays.

If you are planning to move house or have a date for your wedding, then please get in touch with HR and they will make sure that this is added to the holiday calendar.

We also allow you to buy additional holidays up to a maximum of five additional days per year. For more information, please see the Holiday policy.

## Enhanced Parental Leave

We have recently updated our maternity leave, paternity leave and shared parental leave policies as we have increased the amount of paid leave our colleagues are entitled to. We are now offering the following periods of fully paid leave:

[Maternity Leave](#) - up to 12 weeks

[Paternity Leave](#) - up to 2 weeks

[Shared Parental Leave](#) - up to 10 weeks

You can find the full policies on our intranet or by clicking the above links. If you have any questions or wish to discuss these policies, please speak to HR.