



## HONEYCOMB GROUP

### Looking after our hive

#### BENEFITS OF WORKING FOR HONEYCOMB GROUP

We want to make sure we're looking out for all of our worker, here are our Honeycomb Group benefits.

##### 1. General

- Annual leave: 28 days (managerial); 23 days (non-managerial) + one 'My Day'
- Enhanced maternity/paternity/adoption pay
- Flexible working opportunities
- Cycle to work scheme (salary sacrifice)
- Generous discounts with leading retailers, cinema chains and gyms
- Access to kitchen facilities and free tea and coffee
- Free car parking
- Health & Wellbeing package which includes access to a counselling service, free flu jab etc
- Annual subscription fees met for membership to one relevant professional body

##### 2. Your learning and development

- A full induction programme
- External events and conferences
- Access to a suite of training courses
- Support with professional qualifications
- The opportunity to develop knowledge and increase skills by getting involved in working groups across all areas of our organisation.

##### 3. Pension Scheme

We will auto-enrol all eligible employees into a Group Pension Plan within 3 months of their start date. Normal retirement age for this Pension Scheme is 65.

Honeycomb Group will contribute 6% of your basic salary. In return you must personally contribute a minimum of 3% of your basic salary.

You can increase the employee contribution to boost your income in retirement, subject to the HMRC limits. There is a limit to how much of your contribution will qualify for tax relief. This limit is called the 'Annual Allowance', which covers not just your contributions, but any contributions made by your employer on your behalf. If the total exceeds the 'Annual Allowance' you may have to pay Income Tax on the amount above the allowance. The 'Annual Allowance' is set by HMRC at £40,000.

The Honeycomb Group will make contributions through the Group Pension Scheme and not any other pension plan.

#### 4. Death-in-Service (Life Assurance) Scheme

All permanent and fixed term employees of the Honeycomb Group will receive a lump sum death-in-service benefit that is equivalent to x4 your basic salary, provided by Ellipse. There is also a dependents pension that is equivalent to one-third of your salary that will be issued in the event of death before you reach normal retirement age. The retirement age for the payment of benefits under the Group Life Assurance Scheme is 65 (or the individual's state pension age if this is higher). The cost of the Group death-in-service scheme is met entirely by the Honeycomb Group. Please complete the 'Expression of Wish Form' enclosed in your offer of employment pack.

#### 5. Group Income Protection Scheme

All eligible employees of the Honeycomb Group are provided with membership of a Group Income Protection Insurance Scheme with Aviva. The scheme ensures that in the event of long-term disability (as a result of an accident or sickness) a benefit will be payable of 75% of your salary, less than the basic rate plus the work related activity component of the state employment and support allowance, plus pension contributions of 4% of your salary, plus employers National Insurance Contributions at the contracted rate.

This benefit is payable after being absent from work for at least 26 weeks. The expiry age for the payment benefits under the Group Income Protection Scheme is 65 (or the individuals state pension age if higher, subject to a maximum age of 68). The benefit payment includes 5% escalation per year. The cost of the Group Income Protection Scheme is met entirely by the Honeycomb Group. Employees will only be eligible for this scheme if you work more than 17.5 hours per week and are 16+.

#### Further Information

The Honeycomb Group Pension Scheme, Group Death-in-Service Scheme and Group Income Protection Insurance are administered by Employee Benefit Consultants Benefex.

Capita Contact	Contact Details
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