

# Employee benefits and terms of employment

## Employee benefits

We review our benefits from time to time to ensure we are rewarding our employees the best way we can.

**Pension:** From 1 May 2014 Bible Society will use NEST (National Employment Savings Trust) for new staff, for the first six months of employment. Thereafter, new staff will be given the option to join our defined contribution pension scheme. Alternatively, they could stay with NEST.

**Life Assurance:** We provide you with free life assurance cover of two times pensionable salary. Enhanced cover is provided if you decide to join the pension scheme.

**Private Health Care:** You may choose to join our private medical insurance.

**Medical Examinations:** You will be required to have an eye examination at the start of your employment and biannually after that. You may also decide to have a flu injection annually. These are currently paid for by Bible Society.

**Childcare Allowance:** Our childcare allowance is a subsidy towards the cost of childcare, for a child under school age, being cared for by a legally-registered carer or nursery.

**Family-friendly Policies:** Maternity, paternity, adoption and parental leave follow statutory guidelines.

**Staff Sales:** As a valued member of staff, you can purchase our published materials, DVDs and software products for personal use at a discounted rate of 25 per cent.

**Car Parking:** Car parking is currently free at our premises.

**Holidays:** Holiday entitlement, for all employees, start at 23 days per year, It increases to a maximum 26 days after four years (pro rata for part-time staff). Employees are entitled to paid bank/public holidays (pro rata for part-time staff).

**Sickness Scheme:** There is an occupational sick pay scheme in operation for all our employees which includes Statutory Sick Pay (SSP).

**Training and Development:** We are committed to the training and development of all staff. We encourage employees to develop their skills and potential in line with the business needs.

**Subscriptions:** Where there is a business need, the subscriptions to professional bodies are paid for by Bible Society.

**Worship:** We hope you would choose, on occasions, to attend a variety of worship services held daily and monthly.

**Corporate Gym membership:** Simply gym in Swindon gives staff access to their gym, sauna, steam room, showers and exercise classes if they choose to sign up.  
**Cycle Scheme:** This scheme allows employees to purchase a bicycle and safety equipment through a reimbursement from salary or salary sacrifice

**Employee Assistance Programme:** Practical information, resources and counselling to help staff balance their work, family and personal life. Support via phone and online 24/7.

This specific document is for **information only** and is subject to terms and conditions.

## Terms of Employment

Our employees are increasingly working hard to deliver the Society's mission.

We have developed our excellent charity-sector benefits package to help us attract, motivate and retain exceptional people.

**Head Office:** Trinity Business Centre, Stonehill Green, Westlea, Swindon, SN5 7DG.

Employees may be required to work at the premises of the Society's customers, clients, suppliers, satellite offices or associates within the United Kingdom from time to time and in some cases employees may be home-based.

**Working Environment:** The Society has a spacious, bright and refurbished office environment which is conveniently situated close to the M4 motorway.

**Hours:** normal working week is 37 ½ hours normally worked between 8.45 am to 5 pm, Monday to Friday with 45 minutes for lunch. Part-time hours are available on certain roles.

**Working patterns:** We will consider flexible working patterns where appropriate but there may be some roles where flexible working patterns cannot be accommodated due to the business needs.

**Probationary Period:** Every employee will have to fulfil a six month probationary period when joining the Society.

**Performance Review:** The aim of the annual review is to help individuals to perform to specific standards and targets and then to develop their skills and potential.

**Salary:** Salaries are paid on 20 of each month by credit transfer into a bank or building society account.