

## Our Benefits

### A guide to employee benefits at the British Safety Council LLP

## Thrive Together

Connect Belonging Health Good Work



#### Bank Holidays

All employees are entitled to eight bank/public holidays per year. This includes four mandatory national holidays, and four additional festive holidays selected as per the company's holiday calendar. All bank holidays have already been mapped in the PeopleHR system

#### Holiday Entitlement

All employees receive 18 days of annual leave per year. In addition, you get 8 casual leave days. Leave entitlement is calculated on a pro-rata basis from your date of joining.

For every 3 years of completed service, you will receive 1 extra day of annual leave, up to a maximum of 5 days per year.

#### Buying and Selling Annual Leave

Employees have the option to buy or sell part of their annual leave. Full-time employees can buy or sell up to 5 days per year, as long as their total leave does not exceed 30 days or drop below 20 days. For part-time employees, this is calculated on a pro-rata basis.

To make a request, you'll need to:

- Complete the Buy/Sell Leave form
- Get approval from your manager
- Submit the form to HR before the end of September
- This form is available on PeopleHR.

#### Employee Assistance Programme (EAP)

Our Employee Assistance Programme is available to you from day one. It offers confidential telephone counselling and support for a wide range of personal and work-related issues. Face-to-face sessions can also be arranged if needed. You can download the Manah Wellness app to track your emotional wellbeing and connect with a counsellor whenever you need support. Sessions can be booked by calling Manah's helpline number +91 8045687722.

#### Maternity and Paternity Leave

Female employees who have worked at least 80 days in the last 12 months are entitled to 26 weeks of maternity leave. Up to 8 weeks of this leave can be taken before the baby's due date.

Male employees are eligible for 2 weeks of paternity leave following the birth of their child. This leave must be taken within 3 months of the child's birth. This benefit is available for all the babies

#### Eye Care

Employees are entitled to up to INR 5,000 to cover eye tests and glasses. This benefit is available from your first day of joining. They need to complete the expense form and submit it to HR along with the supporting invoices.

#### Referral Incentive

Employees who refer a new hire to the company can earn a financial reward of INR 20,000.

For Permanent Employees:

- INR 10,000 when the new employee starts
- INR 10,000 after the new employee successfully completes their six-month probation period

For Associate Employees:

- INR 20,000 after the associate has worked regularly for six months

Please note: Senior and Line Management team members are not eligible for referral incentive.

#### Flexible Working

We support a flexible approach to work that helps you maintain a healthy work-life balance. However, this entirely depends on the nature of work. We have the flexible work policy.

#### Training and Development

Employees have access to a range of development opportunities including:

- E-learning courses
- On-the-job training
- Skill enhancement programmes

## **Bereavement Leave Entitlement**

Full-time employees are entitled to 5 days of bereavement leave in the event of the death of an immediate family member. This is applicable in the case of death of an immediate family member i.e. spouse, parent, child, brother, sister, grandchild, or grandparent. Please refer to policy handbook.

## **TOIL (Time off in Lieu)**

Colleague who work outside of their regular hours, such as working during weekends, or travelling for business purposes, may be eligible for compensatory leave (TOIL). However, they must obtain authorisation from their line manager prior to the work or travel and inform HR, who will process the request in peopleHR after the event has occurred. TOIL should be taken within three months of being accrued.

## **Provident Fund & Pension**

To support your long-term financial wellbeing, both you and the company contribute 12% of your basic salary each month. The Pension helps you save for retirement, while the Provident Fund offers added financial security for the future.

## **Mediclaim Insurance**

This is available from your first day of joining. It includes individual cover, as well as cover for your spouse and up to two children (once all required information is submitted to HR)) Provider - IFFCO TOKIO

## **Life Assurance**

This is in place from day one of your employment and provides a death in service benefit of two times your CTC. For more details about insurance, please contact the HR team.

## **Social Events**

Our Social Committee organises a variety of events throughout the year to bring everyone together. Typical events include the Summer Party and the Christmas Party.

## **Thank You via PeopleHR System - Thank Your Colleagues**

Show your appreciation by awarding a unique badge to a colleague. Each badge highlights different skills or qualities, and you can personalise it with a special message to explain why you're giving it.

*More details on our benefits can be found in safebook. The benefits are subject to the terms and conditions as detailed in the staff handbook.*

