



## STAFF BENEFITS

Welcome to Mind Havering, Barking & Dagenham, where we prioritise the wellbeing of our valued team members. Our comprehensive benefits package reflects our commitment to nurturing a positive and supportive work environment. Explore the array of benefits designed to enhance both your professional and personal life as a member of our dynamic team.

### Annual leave

25 days + Bank Holidays. After 5 years of service, staff will be entitled to an additional 1-week annual leave (subject to a maximum of 30 days). Annual leave is pro-rata for part-time employees.

### 1 day off on your birthday

This benefit is permitted after an employee has passed their probationary period. If the employee's birthday falls during their probation they will need to wait until their next birthday to make use of the benefit. This leave should be used on the employee's birthday or the next working day if it falls on a weekend/bank holiday.

### 4 personal wellbeing days plus 1 all-staff wellbeing day between 1<sup>st</sup> April – 31<sup>st</sup> March

Staff are entitled to four wellbeing days per year, and they should be booked as individual days. These days are pro-rata'd throughout the year (1 per quarter), allowing for flexibility in scheduling and enabling continuous focus on staff wellbeing. This is designated time off that an employee can use to recharge themselves, putting them in the right headspace for their job. Unlike annual leave, wellbeing days are non-accumulative and will not be compensated if unused upon departure from the organisation.

Wellbeing days are requested with sufficient notice to allow teams to plan their resources. This benefit is enabled from day 1 of service.

### 1 volunteer day per year between 1<sup>st</sup> April – 31<sup>st</sup> March

1 volunteering day per year to support MHBD events. Staff can volunteer as many times as they wish throughout the year on MHBD fundraising event days but this benefit will allow staff to claim back the time during their normal working hours for a maximum of 1 working day only.

When claiming back the day this should be requested with sufficient notice to allow teams to plan their resources.

### Buy up to 1 week of annual leave per year 1<sup>st</sup> April – 31<sup>st</sup> March

Buy up to 1 week of annual leave [based on staff working week]. To qualify for this benefit, staff must have passed their probation period.

- Annual leave can be purchased at the individual's hourly rate of pay at the time and will be deducted from their gross pay over the following 12 months (spreading the cost equally across 12 months). If the individual leaves part way through the year, the outstanding amount will be deducted from their final pay.

- For staff who opt-in, their annual salary will be reduced by the relevant amount of pay with effect from 15 April.
- Staff are unable to change their mind during the year. If staff purchase additional leave and do not use it by 31 March of the following year, they will not be able to sell it back.
- As it is a salary sacrifice arrangement, there are also tax and NI savings.

This request needs to be confirmed with the Resource Manager by March 15 2024 with a signed Annual leave repayment agreement form before the annual leave entitlement starts on 1<sup>st</sup> April and cannot be changed throughout the year.

Staff to request the form from the Resource Manager with confirmation of how many hours they would like to purchase.

We all need to have time off work for our wellbeing therefore we do not allow staff to sell any of their annual leave and we will continue our no carryover policy.

### Credit Union membership

Staff have the option to sign up for a salary savings scheme with London Capital Credit Union. They are a not-for-profit co-operative that encourages saving as an alternative to borrowing but also provides low-cost loans at times of need.

Staff can arrange to have a portion of their salary deducted each month and put into a savings account. The sacrificed amount will be deducted before tax and National Insurance are applied so there are also tax and NI savings. The amount deducted from your pay will show in your savings account 3 days after payday.

Join now: <https://credit-union.coop/join-now/>

Name of employer: 'Mind in Havering, Barking & Dagenham'

More information can be found here:

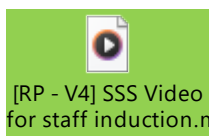


Figure 1 - Staff benefits video

London Capital Guide

<https://haveringmind.sharepoint.com/:w:/s/DeskAid/EX-BgL23sRRMs627s0EJjloBVFvqOCg3UGpy2b3uiqpGIA?e=GQ9jtK>

*London Capital is authorised and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA).*

### Paid eye tests

Specsavers vouchers can be requested via the Resources Manager and staff will be entitled to 1 voucher per 12-month period. A Specsavers voucher will entitle an individual to:

- a full eye examination
- £20 discount off glasses from the £99 range and above

- When the prescription in the glasses is required specifically and solely for intermediate use, staff will receive a pair of single-vision glasses from the £49 range or a £49 contribution towards another pair. Please note that not everyone will be eligible for the £49 contribution, it does not give a contribution for glasses which, as well as VDU use, could also be used for additional tasks such as reading or driving even if this is not their recommended use. Should staff use their existing glasses for general use including VDU work they will NOT be entitled to any additional contribution.

Eye tests should be booked during personal time or staff can utilise annual leave for the appointment as outlined in our employee handbook.

### Staff Wellness Plan

The Staff Wellness Plan is a comprehensive resource designed to support the wellbeing of our employees. It includes guides for managers and staff to navigate and address wellness and stress-related concerns. It includes details of our Project staff's Reflective Practise, Enhanced Employee Assistance Program, Wellness Action Plans, and more. Please find the document in Teams Channel 'Desk aid', folder 'Staff Wellbeing'.

### Flexible working

We believe in the power of flexibility to enhance staff work experience. Embracing flexible working arrangements not only promotes a healthier work-life balance but has also been proven to boost productivity and job satisfaction. We encourage open discussions with your line manager to explore options that best suit your individual needs while ensuring alignment with the organisations overall goals and requirements.

### Operating Principles

Highlighting our commitment to a collaborative environment, we have established operating principles created by our dedicated staff. These principles guide everyone associated with our organisation, including employees, volunteers, and those accessing our support services. These principles contribute to a positive and inclusive workplace culture, reinforcing the values that make our organisation unique and supportive for all.

### Pension scheme

All staff are automatically enrolled after 3 months of service. The organisation contributes 3% and the employee contributes 5%. If staff would like to contribute more to their pension, please discuss this with the Resources Manager.

### Development

We encourage professional and personal development and support individuals to learn and master new skills through our online learning platform, which is a library of training and courses. We also encourage shadowing, interim roles, and gaining recognised and accredited qualifications.

MHFA and ASIST training is available to all staff and mandatory for all project staff.

### The office will be closed from 12:30 on Christmas Eve and NYE

When these days fall on a weekday.

### Work Anniversaries

In addition to celebrating with colleagues, employee's 10<sup>th</sup>, 20<sup>th</sup>, and 25th work anniversary is appreciated and recognised by being given 1 day off.

## All staff recognition

We will always aim to recognise and acknowledge great teamwork.

As an extraordinary recognition, all staff in 2023 received a Love2Shop £50 gift card as a thank you for your hard work and continued commitment, as 2022-2023 had been another extraordinary year.

In 2023 all employees also received a 5% Cost of Living increase.

## Gym membership discount

Everyone Active gym membership for £39.99\* per month

*\*Prices correct at time of writing.*

## Sick pay

| Continuous service       | Maximum payment in any 12 month period    |
|--------------------------|---|
| 4 months-1 years service | 1 month's full pay and one month half pay |
| 2-5 years service        | 2 months' full pay and 2 months half pay  |
| 5 years service or more  | 3 months' full pay and 3 months half pay  |

## Unpaid Parental Leave

Unpaid Parental Leave after 1 year continuous service. Employees are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child. Parental leave must be taken as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless agreed otherwise with the Chief Executive or if your child has a disability in line with current legislation. You don't have to take all the leave at once. A 'week' equals the length of time an employee normally works over 7 days.

Further guidelines can be found here <https://www.gov.uk/parental-leave>

## Bathroom care boxes

Providing essential items for personal hygiene and comfort in the workplace

## Free tea, coffee & biscuits

Use of a fully functioning kitchen and a wonderful outside space at Harrow Lodge House.

## Free parking

We are currently able to take advantage of extensive free parking in the Council car park adjacent to our building

## REVIEW SCHEDULE

| Owner             | Next revision Date | Approved by |
|-------------------|--------------------|-------------|
| Resources Manager | Jan 2024           | CEO         |
| Resources Manager | Jan 2027           |             |
|                   |                    |             |
|                   |                    |             |

