



STAFF BENEFITS

fdf

food & drink
federation

passionate about food & drink

Introduction

At FDF we endeavour to offer a range of benefits for our employees to support individual lifestyle choices. Our comprehensive guide details all of our benefits to help you understand the options available, whether from your first day in employment or after you have completed your probationary period.

Our employee benefits are a core element of our wellbeing strategy, and have been designed to support your physical and mental wellbeing, financial wellbeing and work wellbeing.

The benefits we offer are a significant part of your reward package. Should you wish see the total value of all pay, rewards and benefits received, we invite you to look at your Total Rewards Statement on IRIS HR, which demonstrates the monetary value of your complete remuneration package.

More detailed information about all of our benefits can be found in the Employee Handbook, on the staff area of the website and from HR.



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Money, Savings & Retirement

Group Personal Pension Plan (GPP)

After you join FDF you will be sent a notification confirming that you will be automatically enrolled into our GPP, which is provided by Aviva.

The GPP allows you to:

- Build up a sum of money in a tax efficient way to provide for your retirement.
- Provide benefits on your death to your dependant(s) and beneficiaries.

You will be able to easily make changes to personal details, pension contributions and investment choices directly through your Aviva online account. Provided you contribute 3% of your pensionable salary, FDF will pay contributions into your fund on your behalf of 9% of your pensionable salary.

For further information about your GPP please log in to your Aviva online account (www.avivamymoney.co.uk) or contact HR.

Employee Perks

At FDF, we're committed to ensuring everyone feels valued and appreciated. The Perkbox website and app have been designed to add value to every lifestyle. You will be automatically added to Perkbox when you join FDF, giving you access to hundreds of perks to save money on everyday purchases, including food, drink, cinema tickets, clothing, homeware and much more. You'll also get a number of freebies such as access to free online exercise and yoga classes and a monthly free movie rental.

The recognition platform is also a fun and interactive way to celebrate achievements across our company and recognise and support colleagues.



Protection

Group Life Assurance

Our Excepted Group Life Assurance Scheme (GLA) offers a lump sum life assurance payment in the event of death in service before State Pension Age. All eligible employees are entitled to this benefit from the date they join FDF. The benefit level offered is 4 x salary for all employees.

The Trustees have ultimate discretion to whom the benefits are paid in the event of your death; however, your wishes will be taken into account. It is therefore very important to make sure you complete the Expression of Wish Form and keep it up to date at all times. The form is available on the staff area of the website and from HR.

Private Medical Insurance



Our Private Medical Insurance (PMI) scheme is designed to provide you with rapid, high quality medical treatment, provided by BUPA. The scheme allows you to choose a convenient treatment date, time, specialist and hospital, within any conditions imposed by the insurer.

The scheme offers direct access to medical professionals without a GP referral in four areas: mental wellbeing; cancer; muscles, bones and joints; cataracts.

The scheme offers other benefits, such as the Babylon Digital Health care app, offering 24/7 health advice with online video GP consultations, a family mental healthline for support if you're worried about the emotional wellbeing of a young person, an anytime healthline for 24/7 nurse support and menopause healthline.

Protection contd

Once you have completed your six month probationary period, you will be eligible to join the scheme.

Your spouse/partner and/or children are also entitled to join the scheme.

There is a £200 excess for all claims. Claims for amounts not settled by BUPA will be reimbursed by FDF on an individual basis. You should claim these payments back via the expenses process.

Premiums for the scheme are paid by FDF but since this is classed as a benefit in kind, you pay your marginal rate of Income Tax on the premium (plus any excesses paid by FDF). The tax liability will be reportable by FDF on your annual P11D.



Points to Consider

If a newborn is added within 3 months of their birth and the policy holder has been covered for at least 12 continuous months, the baby will be added without the need to be medically underwritten. There will be no charge for this addition until the following renewal, so we therefore ask that you inform HR as soon as practicable after the birth of a newborn should you wish to add them to your policy.

Dependents will continue to be covered on the policy until the age of 24, and will be removed from their parents' cover at the renewal following their 24th birthday.

Before undertaking any treatment, you should contact BUPA to confirm that your treatment will be covered and your claim authorised.



Health & Wellbeing

Feel Good 4 Life (FG4L)

'Feel Good 4 Life' is FDF's workplace wellbeing scheme. It has a vision for FDF to be an exemplar for workplace wellbeing to pro-actively provide a responsible and social calendar of events each year aimed at encouraging well-balanced, healthier lifestyles and mental wellbeing.

FDF staff have a personal responsibility to look after their health; in return FDF will provide the investment to enable staff to do this in the workplace. The remit of the FG4L scheme will include promoting physical activity, celebrating food and encouraging a balanced approach to diet, encouraging responsible alcohol consumption and improving social cohesion (that increases mental wellbeing) across teams and divisions.

The FG4L team organise regular events throughout the year which have either a health and wellbeing or social focus.

They also provide a twice weekly fruit drop to promote healthy eating.

Eye Care Vouchers

As part of our commitment to employee wellbeing, we offer employees vouchers for free annual eye care examinations. The vouchers we provide are accepted by over 90% of opticians which ensures that all employees can enjoy flexibility and choice on where to get their eyes examined.



All employees are eligible to receive an eye examination voucher as soon as they join FDF. You can receive a maximum of one voucher per year.

FDF Staff Benefits

Health & Wellbeing contd

Employee Assistance Programme

FDF offers a confidential, free and independent employee wellbeing service that offers employee support, expert advice, information via a 24/7 online or telephone service and specialist counselling provided by qualified professionals to support you and your immediate family through any of life's issues or problems.

This specialist information service is available to help you with practical information and advice covering a range of topics including health, family, bereavement, money matters, legal matters and work.

The service covers:

- Support with legal, financial, health and family issues
- Managerial support to help with a variety of work situations
- Telephone counselling
- Face to face counselling (up to 8 sessions)
- Online Cognitive Behavioural Therapy (CBT)
- Wellbeing information and resources online
- Additional resources through the MyHealthyAdvantage app

Gym & Exercise

Gym & Exercise Subsidy

As part of FDF's workplace wellbeing scheme, all employees who have completed their six month probationary period are eligible to receive a subsidy for regular gym subscriptions, exercise classes or activities.

We will pay up to £30 per month for these activities (maximum of £360 per year). The subsidy is paid through the payroll process and is therefore subject to tax and NI.

If you wish to claim your gym subsidy, please obtain a form from the staff area of the website or from HR. You will need to attach proof of payment along with your application.





Cycle to Work Scheme

Employees who have completed their six month probationary period are offered the opportunity to obtain a new bike and cycling equipment through the cycle to work scheme provided by Cycle Scheme.

The scheme is supported by the UK Government to promote cycling and enables employees to make big savings on

the retail cost of cycles and equipment.

The Cycle to Work scheme is a hire scheme, with the cost of a bike and equipment being taken from your monthly salary before National Insurance and Income Tax contributions are deducted.

Our scheme allows you to rent a bike and accessories, paid back to FDF in 12 monthly instalments.

On completion of the hire period you have the option of:

- Returning the bike
- Keeping it and paying a fair market value for the bike (18% to 25% of the value)
- Extending the hire agreement and carry on using your bike for a refundable deposit (3% to 7%) until it is 3 years old, at which point you will be transferred ownership of the bike/equipment

If your Cycle to Work hire agreement is still active on leaving FDF, you will need to pay the balance of the outstanding amount to FDF in your final salary. If your final salary payment will not cover the entire balance, you will need to pay the remainder to FDF within 14 days of you leaving. Cycle Scheme will then contact you with regard to any further payments.

FDF Staff Benefits

Health & Wellbeing contd

Health & Wellbeing Assessment

FDF offers employees a confidential 20 minute onsite health and wellbeing assessment carried out by a qualified Occupational Health professional.

The assessment tests cholesterol, blood pressure, BMI, height and weight.

The assessments are offered to employees every 2 years and are arranged by HR.

Menopause Plan - BUPA

Includes a 45 minute appointment with a GP specially trained in menopause, either face to face or remotely over the phone or video, as well as a 15 minute follow-up appointment. You do not need to be a member of the medical insurance to access the menopause plan.



Flu Vaccinations

As part of our commitment to health and wellbeing, FDF offers annual flu vaccinations to all employees. HR will provide vouchers for employees wishing to have the vaccine. Employees are then able to arrange appointments at a time and location most suitable for them.



Lifestyle

Annual Leave

Our standard annual leave entitlement for all employees is 25 days, plus 8 bank holidays. This is pro-rated for part time employees.

In addition, FDF offers employees an additional 3 days holiday to use between Christmas and New Year when our offices close.

Our holiday year is 1 January to 31 December and employees are able to request carry over of up to 5 days to the following year (to be taken by 31 March).

Long Service

FDF also offers up to 5 additional days holiday to employees according to their length of service, so that total annual holiday entitlements will be as follows:

- › 25 days up to 5 years' service
- › 26 days at 5 years' service
- › 27 days at 8 years' service
- › 28 days at 10 years' service
- › 29 days at 15 years' service
- › 30 days at 20 years' service

The additional holidays are awarded during the year in which the relevant level of service is completed and will be pro-rated for any part time workers, as well as for any employees who leave during the holiday year.

Additional holidays may be taken within the normal holiday year but cannot be added to the maximum carry over amount of 5 days. At the end of the holiday year, any additional holidays untaken will not be paid so make sure you use up all your leave.

Lifestyle contd

Discretionary Paid Leave

FDF offers support to staff who are preparing for significant events in their lives, and once you have completed your six month probationary period, discretionary paid leave is available for:

- House-moving: up to three days after one year's service, depending on circumstances and limited to a maximum of three days in five years' service;
- Your own marriage: up to five days after one year's service and limited to a maximum of five days in 5 years' service;
- Re-located staff moving from other parts of the country: up to three days.

Please note the above entitlements will be prorated for colleagues working part time. FDF also offers discretionary paid time off for compassionate leave such as bereavement, and jury service.

Career Breaks

We also have a career break policy in place to enable employees to take extended periods of unpaid time away from work and to help employees strike a balance between their work and personal life. A career break can be used for a variety of purposes such as further study/ qualifications, childcare, pursue a personal interest or travel. Employees can request to take up to 52 weeks unpaid leave and applications must be submitted in writing

to your line manager.

Hybrid Working

We are committed to supporting colleagues to achieve a work/life balance. Our hybrid working model enables colleagues to work two or three days in the office, or at external meetings, and two or three days at home (based on a FTE).

It is important that our ways of working support our ability to do our work effectively, and that they reflect how our members are working. In order for hybrid working to succeed, all employees will need to demonstrate the same flexibility that they will be given by the organisation.

Our hybrid working arrangement enables greater flexibility and allows colleagues to work from home on a regular basis. It is a benefit, not a contractual right, and your normal place of work will remain as stated in your contract of employment. This means that most colleagues can work two or three days a week from home, without seeking additional permissions. The days you work in the office will depend on the nature of your role and the team you work in, as well as the business needs.

FDF Staff Benefits

Lifestyle contd

We recognise that hybrid will develop over time; that what works well may change and amendments may be required in the future. We will continue to regularly review how effectively the hybrid model works for us at an organisation, team and individual level.

Flexible Working

FDF is committed to supporting work-life balance for all employees, without compromising the delivery of our business objectives.

You have a legal right to request flexible working once you have worked for FDF for 26 weeks. In addition, our workspace and technology have been designed to enable us to work flexibly in a range of different workspace settings, based on individual preferences and the work that needs to be undertaken.

We have guidelines in place to support you to work more flexibly both within and outside the office environment. Please speak to your line manager to discuss any flexible working requests.

Travel Insurance

All employees are automatically added to our business travel insurance when they join FDF. As soon as you have completed your probationary period, you are eligible to extend your cover to include leisure travel for yourself as well as your spouse/partner and/or children, provided they live at the same address.

HR will send you the form to complete on confirmation that you have completed your probation. If you wish to take up the leisure travel option, you will need to return the completed form to HR. The insurance will start on the day you submit the form to HR.

Travel insurance is a taxable benefit and will appear on P11D statements.

Season Ticket Loan

Once you have completed your six month probationary period, FDF can provide you with an interest-free season ticket loan up to the value of £10,000 to help you with the upfront cost of transport.

Lifestyle contd

The loan amount is repaid through monthly deductions from your salary.

Should you leave FDF prior to the end of the full repayment of the loan, you will be asked to repay the outstanding amount of the loan from your final net salary. If your final salary will not cover the balance, you will need to pay the remainder to FDF within 14 days of you leaving.

Volunteering

As a demonstration of our commitment to our employees and the communities in which we work, employees wishing to volunteer for community or charitable activities can apply to take up to 3 days paid working time per year for community volunteering (pro-rated for part time employees).

Volunteering activities may include fundraising events or time spent donating your time and skills to charitable organisations. Volunteering may be short-term such as giving careers talk in schools, delivering a workshop or supporting a charity event.



Long-term volunteering opportunities could include mentoring, becoming a charity trustee, a school governor or becoming a befriender. Any volunteering activity must have a positive and enduring social, environmental or economic impact.

FDF also covers reasonable domestic expenses related to the volunteering request, providing that they have been approved in advance.

Employees wishing to apply for employer supported volunteering should complete the volunteering application form which is available from HR. Requests are made to line managers and employees must outline the impact of the request on their team.

For further information, please read the Employer Supported Volunteering Policy in the Employee Handbook.



Incentives

Members Introduction Bonus

Staff, either as individuals or teams, will qualify for a bonus by introducing a new full, affiliate or associate member to FDF. To be eligible, you must have completed your six month probationary period.

A letter from the relevant member/ association should confirm the introduction. Company members of Associations currently in FDF membership are not included in the scheme.

Payment

The bonus will be a one-off payment totalling 5% of the new member's subscription for the first year of its membership (if this is part year, it will be pro-rated to be full year), up to a maximum payment of £1,000.

The CEO will have the final decision on payment of the bonus to either an individual or to a team.

The bonus is taxable and subject to NI but is not included as pensionable earnings and will be payable in the month following confirmation.

Recruitment Referral Bonus

FDF encourages employees to refer a friend, family member or known contact for employment at FDF. For each successful referral, the employee will receive a one-off bonus of £500. All employees (with the exception of Directors) are permitted to take part in this reward scheme, including both permanent and fixed-term employees.

All candidates referred by existing employees will receive a fair, robust application process in accordance with the FDF's standard recruitment practices. Applications will be treated in the strictest confidence in compliance with relevant employment legislation.

Incentives contd

Candidates who have already been introduced to FDF through a recruitment agency will not be eligible to be considered as an employee referral.

To receive the bonus, the following criteria must be met:

- the referring employee must be employed by FDF on the date the reward payment falls payable; and
- the referred individual cannot be an ex-employee of FDF;
- the referred individual must have successfully completed their six-month probation period.

The reward will be paid in the next normal payroll run once the six-month probation period criteria has been met. The reward is paid gross and subject to all normal deductions.

Long Service Awards

FDF offers awards in recognition of the contribution that long serving staff make to our work.

The award applies to all employees regardless of contractual working hours. The qualifying period for an award is a minimum of 10 years' service.

FDF will celebrate long service with:

- A gift voucher to the value of £100 for 10 years' service, £200 for 20 years' service and £300 for 30 years' service.
- A personal letter of congratulations from the CEO.

A discretionary award will be made to staff on celebration of retirement.

About FDF

The FDF is a powerful voice for the UK's vibrant, resilient and diverse food and drink manufacturing industry.

For over 100 years, we have successfully contributed to policy making and legislative development, championing our members' views – large and small – on the critical issues of the day.

We bring together business, government and stakeholders to ensure our manufacturers have the right conditions to grow, invest and employ, while continuing to produce high quality, nutritious and affordable food and drink.

With more than 1,000 members – from the most recognisable global brands to the most innovative start-ups – we represent the largest manufacturing sector in the country.

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