

# HAZLEWOODS BENEFITS

2022

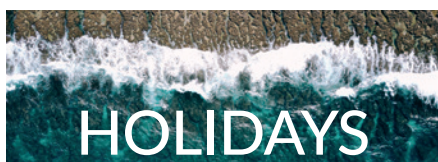
People are at the heart of everything we do at Hazlewoods. As such, our employee benefits package offers a wide range of financial and non-financial rewards, designed to support your working life.



## EMPLOYEE PROFIT SHARING

The profit share 'pool' will receive an allocation of 5% of the firm's net profits for each financial year ending 30 April. The pool will increase, and decrease, in line with the performance of the firm.

The full terms of the policy and eligibility criteria can found on the eHub.



## HOLIDAYS

**All chargeable and operational staff** up to and including Associate Manager: 25 days per year. There will be no additional days for length of service.

**Managers and Directors:** 28 days per year. After 5 years' continuous service, you will be entitled to an additional 2 days' holiday (in the year following the completion of the holiday year).

**Trainees and Apprentices:** 23 days per year.

All employees (except trainee apprentices) will have the option to purchase additional holiday.

For further information, please see our holiday policy on the eHub.



## PENSIONS

- All employees can make contributions of up to 4% (gross) of their monthly salary.
- Employees who have been a member of the Hazlewoods Group Personal Pension Scheme for five years can have their contributions matched up to 5% (gross).
- Managers and Senior Managers will receive an employer contribution of 7%.
- Associate Directors will receive an employer contribution of 8%.
- Directors will receive an employer contribution of 9%.

We also offer **salary sacrifice** for our pension scheme which is an efficient way of paying in to a pension.

For further information, please see our pensions policy on the eHub.



## HEALTH

- Employee Assistance Programme (EAP)
- Group Income Protection – supporting you during long-term sickness absence
- Enhanced Health & Wellbeing Programme (Mind Body Soul)
- Aviva DigiCare+ Workplace including virtual GP appointments, health checks and mental health consultations.
- Enhanced Sickness Policy
- Medical Checks for Directors
- Eye Care Reimbursements up to £100 biennially.
- Access to free Flu jabs
- Thrive: Mental Wellbeing App
- Bereavement Counselling



### LIFE ASSURANCE

All chargeable and operational staff up to and including Associate Manager: 4x annual salary

Managers and Directors: 6x annual salary



### SOCIAL

Our social committee arranges events every month. All employees are welcome and popular events include:

- Annual summer party
- Annual Christmas party
- Hazlewoods quiz
- Trainee socials



### LONG SERVICE AWARDS

**5 years:** Luxury locally sourced hamper.

**10 and 15 years:** £500 voucher.

**20 years:** £1,000 holiday voucher of your choice.

**25 and 30 years:** £1,500 voucher of your choice.

### FLEXIBLE WORKING

**Hybrid working:** We offer hybrid working to many areas of the business.

**Flexi:** Hazlewoods recognises that, from time to time, there is a need for you to work beyond your core hours in order to get work complete. When this happens, the business will give the hours back as 'flexi' to eligible employees.

For further details please refer to the Flexi/Glide time policy.



### FAMILY

**Enhanced maternity and adoption policy:** Up to three months' full pay and three months' half pay.

**Enhanced paternity policy:** Up to one-week full pay.

For further information, please see our Family Leave Policy.

### DISCOUNTS AND OFFERS

- Subsidised tuck shop
- Corporate gym discounts
- EE perks
- Railcard reimbursements
- Gloucester rugby and Cheltenham Town Football free tickets and discount
- Historic Houses Association membership
- Tastecard+ Promotions
- Shopping discounts such as Charles Tyrwhitt, SCI-MX, Narbeth Candles
- Cheltenham Reflexology and Massage discount



### PROFESSIONAL SUBSCRIPTIONS

Hazlewoods will pay the cost of membership fees to certain professional bodies.

For further information, please see our Professional Subscriptions Policy.



### CYCLE TO WORK

The cycle to work, 'salary sacrifice' scheme saves you between 25-39% on a bike and accessories up to the value of £3,000.

Get in touch with HR for more information.



### CLIENT REFERRALS

Referral bonuses to those who refer an eligible client that subsequently becomes a new client of Hazlewoods.

For further information, please see our Client Bonus Scheme Policy.



### VOLUNTEERING

Take a paid day to support a local cause through fundraising and volunteering local causes.

For further information please see our volunteering page on the eHub.

### RECRUITMENT INCENTIVES

We are always looking for outstanding people to join us. As such, the firm will pay a bonus to any employee who successfully refers a candidate for a role.

- Employee referral bonus up to £6,000
- Alumni bonus for returning employees up to £3,000
- Direct applicant bonus up to £1,500

#### Internal opportunities

- International secondment opportunities with our HLB network
- Apprentice rotations



### EMPLOYEE STAFF SUGGESTION SCHEME

A £25 voucher per successful suggestion. Click the quick link box on the eHub homepage to make a suggestion.