

EMPLOYEE BENEFITS PACKAGE



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At Bridgend we realise that benefits packages are incredibly important. They allow you to take care of yourselves and your families, make your wages go further, help with future planning, encourage a healthy working environment and make Bridgend a more enjoyable workplace all round. What's not to like?

Although most people know what an Employee Benefits Package is, many of you will be left with additional questions? Why are they important? What kind of benefits are available?

Look no further because we have answered all those questions and more in this publication about your Employee Benefits Package. We've covered everything that's included in your package such as

- ✔ Health & Wellbeing Benefits
- ✔ Financial Benefits
- ✔ Personal & Professional Benefits
- ✔ Benefits to improve work/life balance

But first lets cover the basics



What is an Employee Benefits Package?

An Employee Benefits Package is a range of indirect, non wage compensation offered to you by Bridgend Motor Group. Basically it is all the perks, rewards and benefits you can receive from Bridgend in addition to payments such as wages, bonuses, commissions and the like.

Some employee benefits are mandatory according to UK legislation . For example pension contribution, paid parental leave and paid holiday. Otherwise we have chosen employee benefits that align with our company culture, values and your needs. We consulted with a section of team members and colleagues before putting this package together.

We appreciate that there are a wide variety of what matters most to people and that not all benefits are interesting to everyone. We have chosen where we think your priorities lie. We have a good variety of benefits in the package for you to pick and choose from ensuring that they are useful to our diverse workforce.



Health & Wellbeing Benefits

There are several different benefits in this category. First & foremost is our Company Health Insurance. We also offer healthy lifestyle and wellbeing benefits through our Sage Employee Benefits app. These benefits make all the difference in our overall health and are well used.

- Private Health Insurance (Taxable Benefit)
- Mental Health Champions (in House)
- On Demand GP – Speak to a GP at a time that suits you. Get advice, referrals and prescriptions (covers your partner & dependents too)
- Telephone Counselling 24/7 – legal advice, financial help or just a sympathetic ear
- Face to Face Counselling – up to six sessions per year
- Wellbeing Portal – including a full health assessment
- Discounted Gym Membership
- Digital Fitness Discounts – On Demand Workout Programmes
- MOVE GB Exercise Classes in person or online – 30 days for £1/£1.99 thereafter
- Health Advice App
- Cycle To Work Scheme



Financial Benefits

It goes without saying that financial benefits are popular as they make your wages go further. Here are the ones we offer

- ✓ Life Insurance (Death In Service)
- ✓ Staff Discount Schemes at Bridgend
- ✓ Staff Shopping Discount App
- ✓ Financial Planning Resources
- ✓ Staff Referral Scheme
- ✓ Interest Free Loans of up to £1000
- ✓ Advance Pay Scheme
- ✓ Tool Club
- ✓ Workwear Allowance & Shop

We have an excellent app that contains discounts, benefits and rewards for everyday items such as supermarkets, takeaways, home and garden centres, holidays, major electronic purchases, cinemas, restaurants and many many more.

We have a Staff Reward & Recognition platform where we can reward you with money in your app to spend how you like!





Employee Engagement Benefits

Another exciting category of benefits that has a lot of potential to enrich your working environment. This encourages you to interact and engage with each other.

- ✓ Staff Recognition Programme
- ✓ Monthly "All Hands" Meetings
- ✓ Social Events
- ✓ Volunteering Initiatives (Paid time off)
- ✓ Bridgend Buddy and Bridgend Big Sister mentoring programmes
- ✓ Charity & Community Fund
- ✓ Charity Fund Raising Events
- ✓ Staff Facebook Page
- ✓ Staff Newsletter



Professional & Personal Development Benefits

Not only do we hire great people but we also invest in them to help them be the best that they can. Professional and personal development helps build great teams and progress your career.

- ✓ Career Counselling
- ✓ Career Pathways
- ✓ Future Planning Resources
- ✓ Professional Development Opportunities
- ✓ Fully Funded Training Courses with Industry Recognised Qualifications
- ✓ Professional Development Events
- ✓ Personal Project Programmes
- ✓ Personal Counselling



Work/Life Balance Benefits

Finding time for all the responsibilities and demands that come along with life can be challenging for all working people. We have the following benefits to assist with this

- ✓ Company Sick Pay Scheme
- ✓ Flexible Working
- ✓ Enhanced Holiday Allowance rising with length of service (up to 40 days)
- ✓ Holiday Buy & Sell Scheme
- ✓ Employee Assistance Programme
- ✓ Wellbeing Hub
- ✓ On Site Parking



Fun Extra Benefits

Some things at Bridgend are just downright fun and there's nothing wrong with that as it makes for a dynamic and enjoyable professional environment.

- ✓ Monthly team breakfast
- ✓ In house competitions & prizes
- ✓ Charity Events such as Christmas Jumper Day & McMillan Coffee Morning
- ✓ Staff Awards & Milestone Recognitions
- ✓ Monthly Suggestion Scheme Prize



Bridgend's Enhanced Holiday Allowance

UP TO 40 DAYS PER YEAR

Our holiday year runs from 3rd January to 2nd January.
(Pro Rata for part time)

Up to 5 years	30 days
5 Years Service	32 days
10 years Service	34 days
15 years Service	35 days

You can purchase up to 5 extra days holidays per year.

You can sell back up to 5 days holidays per year (2 days for sales department) as long as you have used the minimum of 28 days.

Life Insurance/ Death In Service

Once you have passed your 3 months probation you will be invited to join our Bridgend Life Insurance scheme.

If you should die whilst employed with us your beneficiary would receive twice your annual salary.

To opt in to this you will need to fill out a form for who you would wish to receive this. This will be sealed and kept in your file.

Flexible Working

Following a difficult few years and massive changes in working lives Bridgend would like to move forward and offer employees increased flexibility in their working lives to enjoy a better work/life balance and fulfil all the commitments in their lives.

For all full time employees you can request a late start or early finish or time away from work during the day (max 3 hours) as long as your weekly hours are completed and the request is made and approved up front.

This should help with any family or wellbeing needs whilst increasing productivity and strengthening working relationships.

We will endeavour to look at any flexible working requests and work together to have a plan that will suit the individuals as well as the business needs.

We have also enhanced sick pay and holidays to better support employees in their day to day lives.

Interest Free Loans

Once 3 month probation has been completed you can access an interest free loan from Bridgend.

3 months - 2 years Service up to £500 over 6 months

2 years + up to £1000 over 12 months (max)

Under 21 years old up to £500 over 6 months

Only one loan can be taken out at a time per year.

Staff Referral Scheme

If you refer someone you know for a current vacancy with Bridgend or VTC and they get taken on you will receive a payment when they complete 2 months continuous employment, Another payment when they complete 4 months and a payment when they complete 6 months!!! (Payment dependent on skill set/trade)

Our current vacancies can be found on our website and this has to go through Alison or Karen - full terms and conditions are in the documents section of HR under "Recruitment Referral"

****NOTE THIS APPLIES TO NEW STARTS ONLY NOT PEOPLE ALREADY IN THE BUSINESS****

Company Sick Pay Scheme

The Company Sick Pay Scheme provides the following periods of paid sick pay. Once that allowance is exhausted SSP will be used.

A rolling 12 months is utilised for Company Sick Pay purposes. Payments such as commission, bonuses and other variable payments will not be made.

Company Sick Pay Scheme and payments are entirely at the discretion of the Company Directors. Employees in a probationary period are not entitled to Company Sick Pay nor are employees undergoing any disciplinary or capability processes.

Company Sick Pay will only be paid on absences of 1 working week or more. A Fit Note must be provided to cover the full time of the absence.

UP TO 1 YEARS SERVICE	£100 per week CSP for 1 week (pro rata for part time)
1-2 YEARS SERVICE	£200 per week CSP for 2 weeks (pro rata for part time)
2-5 YEARS SERVICE	50% of basic pay for 2 weeks
5-10 YEARS SERVICE	50% of basic pay for 4 weeks 33% of basic pay for 4 weeks
10 YEARS +	100% of basic pay for 2 weeks 50% of basic pay for 2 weeks 33% of basic pay for 9 weeks

A Fit Note must be provided to cover all CSP. Company Sickness Policy must be adhered to qualify. Reporting in a timely fashion, keeping in touch etc. CSP will not be paid during a notice period.

BENEFIT	IMMEDIATE	3 MONTHS	1 YEAR	2 YEARS	5 YEARS	10 YEARS	15 YEARS
HEALTH & WELLBEING							
Private Health Insurance		✓	✓	✓	✓	✓	✓
On Demand GP	✓	✓	✓	✓	✓	✓	✓
Mental Health Champions	✓	✓	✓	✓	✓	✓	✓
Telephone Counselling	✓	✓	✓	✓	✓	✓	✓
Face to Face Counselling	✓	✓	✓	✓	✓	✓	✓
Wellbeing Portal	✓	✓	✓	✓	✓	✓	✓
Discounted Gym Membership	✓	✓	✓	✓	✓	✓	✓
Cycle To Work Scheme		✓	✓	✓	✓	✓	✓
FINANCIAL BENEFITS							
Life Insurance		✓	✓	✓	✓	✓	✓
Bridgend Staff Discount		✓	✓	✓	✓	✓	✓
Staff Shopping Discount App	✓	✓	✓	✓	✓	✓	✓
Financial Planning Resources		✓	✓	✓	✓	✓	✓
Staff Referral Scheme	✓	✓	✓	✓	✓	✓	✓
Interest Free Loans £500		✓	✓	✓	✓	✓	✓
Interest Free Loans £1000 (over 21)				✓	✓	✓	✓
Advance Pay Scheme	✓	✓	✓	✓	✓	✓	✓
Tool Club		✓	✓	✓	✓	✓	✓
Workwear Allowance	✓	✓	✓	✓	✓	✓	✓
ENGAGEMENT BENEFITS							
	✓	✓	✓	✓	✓	✓	✓
DEVELOPMENT BENEFITS							
	✓	✓	✓	✓	✓	✓	✓
COMPANY SICK PAY SCHEME							
		£100 x 1 wk	£200 x 2 wks	50% pay x 2 wks	50% pay x 4 wks	100% pay x 2 wks	
					33% pay x 4 wks	50% pay x 2 wks	
						33% pay x 9 wks	
Flexible Working		✓	✓	✓	✓	✓	✓
Enhanced Holiday Allowance	30 days	30 days	30 days	30 days	32 days	34 days	35 days
Holiday Buy & Sell Scheme		✓	✓	✓	✓	✓	✓
Employee Assistance Programme	✓	✓	✓	✓	✓	✓	✓
Milestones & Recognition							
	Welcome!	Congrats!	Happy Workversary!		£50 Gift	£100 Gift	£150 Gift
						Invite to Staff Dinner	Invite to Day at The Races

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