

Benefits for **our** people



creating places
where people
want to live

www.lqgroup.org.uk

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1. Welcome

We are delighted to introduce you to the latest L&Q benefits booklet.

As part of our drive to make this a great place to work, we are very pleased to offer you this wide choice of benefits which are now available in addition to the existing benefits you enjoy through being part of L&Q.

On your behalf we have negotiated discounts on a range of products and services that we may all need at various times in our lives. We are able to offer these reductions because of the size of our organisation and hope that you will make use of the products and services on offer, to save you money throughout the year.

The benefits range from holiday discounts and travel insurance to discounts on electrical items.

We welcome your comments on the products and services on offer.

Please let the HR team know your views, by telephoning **0844 406 9000** or email them at the address below:
humanresources@lqgroup.org.uk

2. Core benefits

a) Holiday

It's not all work and no play at L&Q. We offer 26 days rising with service to a maximum of 31 days after 10 years service as well as statutory public holidays.

Managers receive 31 days leave per year.

b) Pension

All staff are invited to join the L&Q Pension Plan. The plan is a joint arrangement between you and L&Q for your future financial security. Therefore both you and the L&Q will pay contributions to the plan. L&Q will double the level of contribution made by employees and also provide the opportunity for the employee to pay additional voluntary contributions.

c) Rewarding our people

As an Investor in People L&Q are fully aware of the benefits to be gained by formally recognising the efforts of our people. L&Q have a number of ways of both encouraging and rewarding staff who have done that bit extra or something out of the ordinary. This could involve recognising an action which epitomises our values or exemplifies role model behaviour that others within L&Q can learn from and emulate. L&Q also recognise the efforts made by staff throughout their service and have developed a number of initiatives in order to recognise these efforts.

2. Core benefits

These include:

- Our people awards
- Ideas and innovations scheme
- Long service awards
- Staff introduction scheme
- Attendance award
- Professional qualification achievement award
- Summer and winter celebrations
- Non-work related training

L&Q have an enviable record of delivering excellence in training and development, which includes:

- A strong culture of internal development and promotion
- A wide range of internal and external courses
- A structure of appraisals and reviews to enable personal development
- Annual conferences, planning days and team building events
- Sponsorship towards a professional qualification including day release
- Paid subscription to a professional body
- The L&Q Leadership Academy in partnership with Cranfield School of Management

2. Core benefits

d) Employee Assistance Programme

L&Q offer a non-contributory Employee Assistance programme including counselling and legal advice for you and your family.

e) Eye care

L&Q provide a scheme for regular display screen equipment users which covers the cost of eye tests. You may also be eligible for a voucher towards the cost of glasses. Please contact Facilities to claim the vouchers on 0844 406 9000.

f) Benenden Healthcare

L&Q offer affordable healthcare to employees and their families for £1.50 per person per week. Benenden Healthcare are a mutual not-for-profit Friendly Society and not a private medical insurer. These features make membership much easier:

- No medical needed
- No restrictions or extra charges for any current or previous medical conditions
- No limit to the number of times you can ask for any of our services

Please contact the Human Resources department for further information on **0844 406 9000**.

2. Core benefits

g) Family Friendly Policies

L&Q provide a number of family friendly policies, which contain benefits that exceeds the statutory requirement.

These include:

- Maternity leave
- Paternity leave
- Adoption leave
- Leave for infertility treatment
- Parental leave
- Grandparent leave
- Carers leave
- Childcare scheme
- Flexible working
- Career Breaks

h) Sick pay

L&Q have a generous company sick pay scheme for staff who are unable to attend due to unavoidable sickness absence and who follow the set down notification and certification procedure.

i) Permanent health insurance

The scheme is non-contributory and could provide financial security for staff who become permanently incapacitated due to ill health and are unable to resume employment.

2. Core benefits

Please note that the provision of the Permanent Health Insurance benefit is subject to the rules of the provider, which may vary from time to time. L&Q reserves the right to change provider, vary entitlement or discontinue the scheme, without prior notice to the employee.

j) Non-contributory life assurance

All permanent employees below the age of 65 are covered by free life assurance.

Please note that the provision of the life assurance benefit is subject to the rules of the provider, which may vary from time to time. L&Q reserves the right to change provider, vary entitlement or discontinue the scheme, without prior notice to the employee.

k) Email and internet access

L&Q provide staff with access to both email and internet. This may be used for personal use in line with the agreed policy/procedure.

The above is intended as a guide to employees within L&Q. Actual entitlement may vary, please refer to individual Terms and Conditions of Employment. Some benefits are discretionary and not a contractual entitlement. Further information can also be obtained from Line Managers, the Staff Handbook, the Intranet or the Human Resources Department.

2. Core benefits

1) Cycle to work scheme

The scheme has been developed by P&MM Employee Benefits with Halfords Business Services as part of Cycle 2 Work - a government-backed scheme.

Launched in 1999, Cycle 2 Work aims to help people access a more sustainable means of transport to work and help improve the UK's congestion problems. You must be over 18 to join.

The bike scheme is open every 3 months and saves you money in two ways:

- You don't have to pay VAT on the bike, because technically L&Q is buying it, meaning it is classed as a business asset and therefore exempt from VAT
- You save on tax and national insurance deductions, because you'll pay for the bike through a fixed monthly payment from your gross salary before contributions.

You'll also be spreading the payments over 18 months, during which time you will be technically leasing the bike from L&Q. For further information please visit the website www.lifestylebenefits.co.uk/lqgroup or call the hotline on **0845 050 2174**.

2. Core benefits

m) Vielife

Vielife online offers health and well-being information and programmes to our staff via the vielife website:

- Health improvement programmes with personal assessments and information on health including sleeping well, managing pressure, eating healthily and exercising effectively
- Assess health and performance through online assessments
- Available 24 hours a day, 365 days a year and accessible wherever there is access to the internet
- Over 200 articles on topics ranging from top tips on power napping to avoiding back pain

The site is regularly updated and all the information is medically validated and represents the latest research findings.

To register please visit **www.vielife-online.com** and use the the registration keyword **LQ**.

3. Lifestyle

Lifestyle has been created for you offering a comprehensive range of savings on everyday purchases such as vouchers, magazines and travel deals both in the UK and abroad.

There are great offers for your leisure time such as the cinema, theme parks, eating out DVD rental and child care. In addition **Lifestyle** also provides savings on Flowers direct, car rental, cheap electricals and high street vouchers for Asda, Debenhams, M&S, John Lewis and many more.

You can register for **Lifestyle** by visiting the website: www.lifestylebenefits.co.uk/lqgroup. The **Lifestyle** hotline is **01908 352133**.

If you do not have a card please contact Human Resources.

This service is subject to the email policy in that it can be accessed either before or after work or at home if you have access to the internet.



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www.lqgroup.org.uk

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