

# Company Benefits

A Guide to Your Benefits

# Our Core Values

One of our main values as a company is to engage, develop and retain great people and this is something we take to heart.

Our Benefits Package aims to provide support to all of our employees, financially, and non-financially.

Innovative and creative

Put the **Customer at the heart** of all that we do

**Continually improve** with an objective of being the best

**Engage, develop and retain great people**

**Trustworthy** and strive for fairness, integrity and professionalism at all times

**Take responsibility** and are accountable for making things happen

**Transparent** about issues **without surprises**

# ENVIROMENT

## Company Events

Whether it be whole company parties, department days out or award show attendance, we love to get together and spend time as a team.

## Equality & Diversity

We are committed to providing a working environment which provides for equal opportunity and freedom. We will continue to provide equal treatment to all employees in a fair and consistent manner, irrespective of their backgrounds.

## Break Room Facilities

Free Tea, Coffee and kitchen facilities to use throughout your day

## Free Parking

Across all of our 3 sites, we provide free parking for all employees

**Our core values are based around trust, honesty and integrity, and are embodied by our employees. We aim to create a safe, friendly working environment where we can promote open discussion between all employees, making this a place you want to be.**

# FINANCIAL

## Bonus Scheme

We all work towards the bottom-line, therefore we want to share the profits with you. A percentage of profits are shared equally among all employees on a bi-annual basis.

## Pension

Pension Plan's are key to help fund your life after retirement, by helping you save and invest long-term.

## Life Assurance

Whilst not something talked about often, Death in Service benefit's have a vital role in providing security for a family bereavement. If the worst were to happen, we can offer up to 4x your annual salary for your beneficiaries.

## Optician Support

For DSE users, we provide reimbursement for eye tests

## Annual Pay Review

We have a company-wide annual pay review, held at the end of each year, with any agreed increases put in place the following month

## Training & Development

We want to support the development and progression of our employees, whether through internal or external courses. Through our Application for Funding process, we provide financial support to employees who wish to achieve a Professional Qualification.

In addition to course sponsorship, we contribute towards annual professional membership fees such as CIPD, CIPS, ACCA etc.

# WELL-BEING

## Annual Leave

Annual leave gives you a well-earned break from work, with the knowledge this is covered financially by us.

We offer 25 days + Bank Holidays (prorated for part time workers), with the chance to roll-over a maximum of 5 days per annual leave year.

We also offer the chance for you to bank additional annual leave days.

## Long Service Awards

In recognition of long service, we increase annual leave entitlement

## Health Assured Employee Assistance Programme

Providing up to 4 structured counselling sessions (either online, by telephone or face-to-face) as well as a 24-hour counselling line and access to a range of online health and wellbeing information and resources.

## Mental Health First Aiders

We have trained MHFAs across all sites who are able to support employees confidentially and provide guidance to the appropriate professional support if it is required or requested.

## Flexible Working

We support our employees to achieve a better balance between work and other priorities, and provide flexible working where possible.

We are committed to agreeing flexible working arrangement requests, providing both the employee and company objectives and needs are met. For indirect staff, our flexi-time scheme provides flexible start and finish times.

## Company Sick Pay Allowance

Separate to SSP, we provide company sick pay days for employees each year. If not used, these can be 'rolled over' to the next year.

# DISCOUNTS

## Perkbox

Brought to you by CIL, Perkbox is an easy way of getting discounts, small and large, on a massive range of products and experiences.

Each month you are automatically allocated **Flexi Points** by Perkbox, from us!

You may also receive **Reward Points**. These are given out by Managers and HR to reward individuals or teams in recognition of outstanding behaviour. Sometimes, they will be given on special occasions to celebrate different events, cultures and occasions.

Flexi Points and Reward Points can be traded for discounts at hundreds of retailers including Aldi, Just Eat, John Lewis, Starbucks, Netflix and Cineworld, or you can purchase items through Perkbox in exchange for Flexi Points to spend on things you really want! Additionally, you can donate your Flexi Points to charities such as UNICEF, The Trussell Trust and Great Ormond Street Hospital.



# Want More Details?

Contact the HR Team for more information!  
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