

Employee Benefits Handbook



Employee Benefits

The following pages give a brief description of the benefit plans offered to you as a Calnex employee. If you need more specific information on any of the benefits or how to action them, Kirsty Mackay and Euan Wilson are available to answer any questions you may have.



Performance Bonus

On achieving and exceeding financial targets, all Calnex employees are rewarded with an annual performance bonus. It is critical for the financial health of the company that financial goals are met, and when they are, bonuses are awarded to share in our success in recognition of the commitment and efforts of the whole team over the last year.



Flexible Working Hours

Flexible start/finish times (within reason) around core hours with potential to finish at lunchtime on Fridays.



Holidays

32 days per year (includes 4 fixed) plus Calnex employees are awarded additional days of annual leave at their 3, 5, 10, 15 and 20 year anniversaries.

Purchase of Additional Annual Holidays*

Purchase up to 10 extra days holiday per calendar year.

Sell Annual Holidays*

Sell up to 4 days holiday per calendar year back to the company. This amount is subject to tax and NI.



Pension Scheme

Calnex contributes the equivalent of 5% of your salary monthly. Calnex is subject to the government auto-enrolment scheme and contribution percentages will increase in line with government guidelines. Any amount over 5% will have to be met by the employee. Option available for you to contribute extra funds through the salary exchange scheme – save on tax and NI.

Provider: Royal London



Healthcare Scheme*

Calnex pays the cost of covering the employee and 50% of any optional element.

Provider: Aviva



Biennial Health Checks*

In partnership with BUPA, Calnex offers employees the opportunity to access a variety of health check once every two years. Calnex covers 50% of the cost and employees cover their 50% of the cost via salary sacrifice, making further savings on income tax and NI contributions.



Eyecare Vouchers

In partnership with Specsavers, Calnex offer employees a biennial eye test (worth £35).



Share Incentive Plan (SIP)*

The Calnex SIP offers employees the opportunity to own shares in Calnex. The SIP is a tax-advantaged share plan where employees can buy shares in Calnex using deductions from their pre-tax salary, saving on income tax and NI contributions. Calnex also gifts employees an extra share, free of charge, for every share purchased.



Income Protection*

Paid for by Calnex. Policy will pay 50% of your salary if you are unable to work through illness. Benefit lasts until you return to work up to 5 years, after a 13 week deferral period.

Provider: Zurich



Life Assurance Policy

Cover provided at four times your basic annual salary to be paid to your dependants/estate in the event of your death while employed by Calnex.

Provider: Zurich

*Available on completion of 3 month probationary period



Electric Vehicle Salary Sacrifice Scheme**

In partnership with Arnold Clark Vehicle Management, Calnex offers employees a cost-effective way to lease a brand-new electric car. The scheme involves sacrificing part of your gross monthly salary to pay for the car, resulting in income tax and National Insurance savings every month.



Subscriptions and Fees*

Payment of subscription and fee to one relevant professional body.



Employee Referral Scheme

To support our recruitment programme, Calnex offer a £3000 referral bonus, payable to any employee who introduces a successful candidate for any open job opportunity at Calnex. Employees will receive the £3000 reward once the referred candidate, who successfully secures the role, completes their 3 month probation period.



Offsite Gym and Sports Facilities

Calnex will contribute towards the monthly membership cost of the gym of your choice.

*Available on completion of 3 month probationary period

**Available on completion of 6 month probationary period

Concessionary Benefits



Bike to Work Scheme*

A government initiative that provides a tax and NI saving incentive that enables you to enjoy savings on the price of a new bicycle and safety equipment. Calnex pay for the bicycle and equipment and you hire this from the company through Salary Exchange over 12 monthly payments.

For more information visit
<http://www.bike2workscheme.co.uk/>



Wellbeing Classes and Services

Calnex encourages and supports employees in taking care of their physical and mental wellbeing through a variety of wellbeing classes and services:

- Circuits/Abs Training Class open to all levels of fitness
- Pilates Class (beginner to intermediate level)
- Yoga Class (beginner to intermediate level)

All instructor led classes and free to all employees.

*Available on completion of 3 month probationary period