

Breast Cancer Now Terms and Conditions

Our commitment to you

We fully recognise that our people are our greatest asset and play a role as active ambassadors for our charity. In recognition of your commitment and in support of the work that you do, we want to share with you the portfolio of health, wellbeing and staff benefits that are available to you.

Taking time out of work

We offer a variety of paid leave options to help you maintain a healthy work-life balance. We recognise that as well as taking annual leave, there may be other occasions when you need to be away from work and to support you with this, we offer the following 'other types of leave' options:

Annual leave	<ul style="list-style-type: none"> • 25 days paid leave per year; increasing annually by one day to a maximum of 30 days • January to December annual leave year • Carry over of up to five days to be taken by 31 December • Buying and selling annual leave scheme with opportunity to buy up to two weeks' additional annual leave
Dependants leave	<ul style="list-style-type: none"> • Up to five days' paid leave per rolling year
Compassionate leave	<ul style="list-style-type: none"> • Up to five days' paid leave per rolling year
Sabbatical leave	<ul style="list-style-type: none"> • Up to six months' unpaid leave upon completion of five years' continuous service
Christmas and New Year closure	<ul style="list-style-type: none"> • Offices close at 12.30pm on Christmas Eve (Friday before if the 24th falls on a weekend) and re-open when normal business activity resumes in the new year

Family friendly

We provide a number of family friendly initiatives above the statutory requirements that are designed to support you should you be considering starting or extending your family whilst in our employment:

Maternity leave and pay	<ul style="list-style-type: none">• 20 weeks full pay after six months' continuous service
Adoption leave and pay	<ul style="list-style-type: none">• 20 weeks full pay after six months' continuous service
Paternity leave and pay	<ul style="list-style-type: none">• Three weeks full pay after six months' continuous service
Shared parental leave and pay	<ul style="list-style-type: none">• Take shared parental leave in accordance with the maternity leave provision (20 weeks full pay after six months' continuous service)

Your health and wellbeing

We take your health and wellbeing seriously which is why we have the following:

Sick Pay

Two weeks' full pay in your first six months of employment and six months' full pay after six months of employment (once confirmed in post)

Group Income Protection

Should your sick pay cease, this will provide 75% of your basic salary less state deductions for a capped period of two years

Health Cash Plan

Access to assistance with health costs including contributions towards treatments such as optical, dental, physiotherapy and chiropody

Employee Assistance Programme (EAP)

Entitled to free, 24-hour lifestyle, wellbeing and telephone support, including up to six counselling sessions

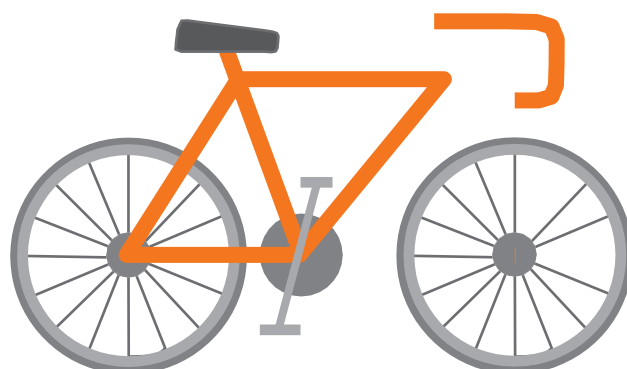
Health, Wellbeing and Lifestyle

Actively supports health, wellbeing and life-style programmes

Financial assistance

We offer schemes designed to help make your salary go further:

Season ticket loan scheme	<ul style="list-style-type: none"> An annual, interest-free season ticket loan once you have successfully completed your probationary period
Bicycle loan scheme	<ul style="list-style-type: none"> Support and assistance with the purchasing of a bicycle once you have successfully completed your probationary period



Pension, life assurance and pay

We want to support you at the point you may wish to leave work and draw your retirement, or to provide for a loved one should you die whilst in our employment.

Pension plan	<ul style="list-style-type: none"> Automatic enrolment into the Group Personal Pension Plan after completing two full months' employment Favourable employer contributions matching employee contribution plus 2% up to a maximum of 8% <ul style="list-style-type: none"> 3% EE Contribution / 5% ER Contribution 4% EE Contribution / 6% ER Contribution 5% EE Contribution / 7% ER Contribution 6% plus EE Contribution / 8% ER Contribution
Life assurance	<ul style="list-style-type: none"> Four times annual salary to a nominated beneficiary(s) should you die during employment
Pay award	<ul style="list-style-type: none"> If eligible, you will receive a pay award on 1 August