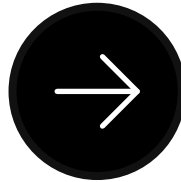


2017



Employment Benefits



We understand that what you need from us as your employer in order to make you feel supported and secure extends to more than just salary.

This booklet has been put together to show you what else you get as a Fresh Egg employee.

The **'extras'**.

We have tried to consider different lifestyles and needs to offer you a range of benefits, from discounts with local companies to help with the cost of lunch through to critical illness cover to give you peace of mind and security.

Please read on to see how these benefits can work for you, and ensure you speak to HR regarding any questions or queries you may have.



Holiday

Ensuring you play as hard as you work

The holiday year runs from 1st April until 31st March. Every employee is entitled to 23 days holiday per year from the first day at work.*

To reward you for your dedication and loyalty to Fresh Egg, the longer you work here, the more holiday you get:

Up to two years' service	23 working days per year
Two to five years' service	26 working days per year
Five to ten years' service	29 working days per year
Ten + years' service	33 working days per year

You will receive your extra days at the beginning of the holiday year following the year in which your qualifying service falls. For example: If you started work in January 2011 you will have worked for the company for 2 years in January 2013. Your holiday entitlement will increase from April 2013, in line with the new holiday year.



Please note: If you do not use your full holiday entitlement, you may carry 3 days holiday over to the next year.

* Holiday entitlement is prorated for part time employees and for those who start part way through a holiday year.

Sabbatical



Up to a year to take time for yourself

The option of taking a sabbatical of up to one year, is available to staff after they have accrued a period of continuous service.

This option is there to reward you for your commitment to the company, and acknowledge that we all sometimes get itchy feet, but need a secure base to come back to. A sabbatical can be utilised for any purpose e.g. volunteering or charity work.



Cyclescheme

Healthy for you and the environment

Cycling to work is good for you, for the environment and also your pocket – not to mention the time you'll save by avoiding queues of traffic.

Fresh Egg participates in the 'Cyclescheme' which means that we can purchase a bicycle and cycling safety equipment on your behalf, and this is then reimbursed by you to the company by way of monthly salary deductions over 12 months. At the end of the 12 months Cyclescheme get in touch with you to talk about next steps:

- Returning the bike
- Buying the bike at a cost of around 18-25% of the market value
- Paying a small deposit and continuing the lease and pay nothing monthly



To get yourself on two wheels visit www.cyclescheme.co.uk, where you can find more information and your nearest retailer.

Travel loans

A helping hand to go places



We are happy to offer season ticket loans for trains and buses.

The interest free loan is then deducted from your monthly net salary in instalments. Purchasing these tickets annually means you make considerable savings on your travel costs.

If you drive into work we have a discounted rate for the car park located above the Worthing office. Please log your vehicle details with reception.



To find out more information about the cost of a train or bus season ticket, please speak to HR.



Company Sick pay

It happens to the best of us

Fresh Egg values the health of all staff members and when you need that time to get better, we don't want you to have to worry.

Illness is inevitable from time to time and it is not in the best interests of you or of Fresh Egg for you to come to work whilst ill or to return before you are ready. Therefore, we have a robust sickness procedure in place, which supports not only coughs and colds, but the long term sicknesses that can occur. In addition to our sickness cover, we have critical illness insurance for every team member.

We pay sick pay for the first three episodes of sickness in any rolling 12 months.



You can read more about the Fresh Egg sickness procedure on the WIKI.

Critical Illness

Help when you need it most



Fresh Egg provides Critical Illness cover and a Death in Service scheme for all their staff members, commencing from the first quarterly review date after your start date.

Critical Illness Policy

This is a financial safety net designed to pay out a fixed cash amount (one year's salary) if you are diagnosed with a critical illness whilst employed by Fresh Egg. Further information and a list of the core and additional insured illnesses can be found in the Critical Illness Policy.

Death in Service scheme

From the first quarterly review date of the scheme, after your start date with Fresh Egg you are also covered under a Death in Service scheme, which pays a lump sum of 3 years' salary. This will be paid to whomever you have nominated as your beneficiary.



Childcare vouchers

To make leaving your little ones a tiny bit easier

It can be difficult to leave your little ones in the care of others and it can also be very tricky to balance childcare costs.

Accordingly, Fresh Egg offer the Childcare Voucher scheme. The scheme enables you to pay for childcare out of your Pre-Tax and National Insurance income. This works by 'salary sacrifice', a process where the employee gives up part of their salary in return for some form of non-cash benefit; in this case, vouchers for childcare.

Childcare vouchers are an employee benefit available to all eligible working parents with children up to the age of 16 years*. They are a recognised payment method for registered carers. Childcare vouchers are non-taxable and NI exempt. The savings you will make depends on your individual circumstances.

The amount of vouchers you can purchase varies as follows:

Basic rate (20%) tax payers can pay for up to £243.00 of childcare with vouchers each month or £55.00 per week.

Higher rate (40%) tax payers can pay for up to £124.00 of childcare with vouchers each month or £28.00 per week.

Top rate (50%) tax payers can pay for up to £97.00 of childcare with vouchers each month or £22.00 per week.

Childcare vouchers are available to both parents in any family. The above amounts are per parent, so two working parents can double the above figures. These figures are based upon salary per parent, not number of children, so the above will apply no matter how many children you have.

*Until 1st September following the child's 15th birthday or 1st September following 16th Birthday for children who are registered disabled.



Pension

Preparing for the future

It might seem a little early to be thinking so far ahead, but the truth is it's never too early.

Fresh Egg offer a pension scheme through The Pension's People. You will be automatically enrolled in the scheme and then have the choice to opt out, if you so wish. We are currently part of a staging process so our contributions are increasing over time.



Fresh Egg contributes to this pension, and this rate varies over time. For further information please speak to HR.



Rewards

A thank you goes a long way

Team members can acknowledge each other's excellence through our kudos system.

On a bi-monthly basis, we look at who has received the most kudos and that person receives a voucher, gift or weekend away. Not only that, the top five people with the most kudos choose a book they would like for the office library, and we vote on which one to get.

We also run a 'Fresh Egg Awards' presentation at Christmas to say a special thank you to our shining stars.

Training

To help you keep progressing



We want everyone to start off on the right foot so we run detailed induction sessions with each discipline for every new starter.

But we don't want learning and development to stop there. We review performance with team members regularly using competency frameworks, and we ensure that each employee has a personal development plan in place.

From these, we are then in a really good position to work out what should be in our training plan for the year and ensure you get the help you need to achieve your personal development goals.

The perks

Because the little things matter too



Free VDU eye test vouchers

In accordance with the Display Screen Equipment Regulations (1992), Fresh Egg will pay for all employees to have an annual eye test with Specsavers. The voucher also entitles the holder to a pair of glasses (£45 range) or contribution towards glasses if required specifically and solely for VDU use.



Fresh Egg gym

Following a gym induction all staff are able to use the equipment provided during lunch breaks and outside office hours. A large variety of equipment is available including cross trainer, running machines, vibration plate, rowing and cycling machines as well as weights and weight training equipment. From time to time, fitness initiatives happen across the company and groups motivate each other to get exercising!



Games consoles

Games consoles and comfy bean bags are provided for the purpose of relaxation during lunch breaks and outside office hours. Every so often people will stay to play video games for an evening and perhaps order a curry.



The perks

Because the little things matter too



Pool, ping pong and darts

A pool table, ping pong table and darts board are provided for use during lunch breaks and outside office hours. Occasionally tournaments are organised for a bit of fun.



Worthing shop discounts

We have negotiated with some of our local businesses to secure a discounted rate for Fresh Egg staff. Not only does this help you guys but helps our community by ensuring we shop locally.

10%
OFF

Parklife cafe – 10% off everything

TRADERS
DISCOUNT

Cafe Pitti – Traders discount

10%
OFF

The All Beef Burger Co – 10% off any burger

10%
OFF

Jimmy's Chip Shop – 10% off everything

UPTO
20%
OFF

Caprichos Restaurant – 15-20% off normal menu, 5% off special menu

FREE
DRINK

Crescent Road Cafe – Complimentary drink off breakfast / lunch / dinner menus

10%
OFF

Munch Cafe – 10% off everything

10%
OFF

Treds Shoe Shop – 10% off all shoes

Speak to
reception
if you'd like a
discount
card.

Notes



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