



# SPANA STAFF BENEFITS

We offer competitive salaries and an attractive package of benefits, designed to support the health and wellbeing of everyone who works at SPANA. We know there's more to work than targets and being behind a screen that's why we're committed to creating a mentally health workplace for everyone. Because we all achieve more together when we're happy and healthy.

## What we offer

### SALARY

Salary is paid in arrears in 12 equal instalments; payments are made by direct transfer into your personal bank account.

Salaries are normally reviewed annual. Any adjustment to your salary, which will take into account a review of your performance, will be notified to you in writing.



### ANNUAL LEAVE

All SPANA employees receive 22 days holiday with additional days off for Christmas closure so you can enjoy the festivities with loved ones uninterrupted.

Should you not use all your holiday, We also have a holiday rollover scheme so any unused holiday can roll over to the next year.

### WORKING HOURS

SPANA full time equivalent is 34.5 hours per week with core working hours of 10am-4pm. We believe a healthy work life balance is essential for all, that's why we have a flexible approach to our working environment.

### EMPLOYEE ASSISTANCE PROGRAMME

The wellbeing of all our staff is of the utmost importance to us, that's why we provide 24 hour access to our Employee Assistance Programme to help with all matters from Financial to Legal advice.

### CHILDCARE VOUCHERS

If you are currently claiming Childcare Vouchers we will continue to support you and your family.

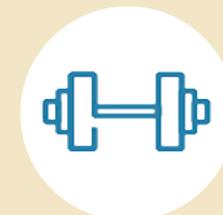
### EYECARE VOUCHERS

Every two years you will entitled to a free eye test and if you require glasses for VDU you could receive an extra discount on them.



### GYM MEMBERSHIP DISCOUNT

We encourage all staff to live a happy, healthy life. We have discounted rates at 2 local gyms, to help you keep fit!



## LIFE ASSURANCE

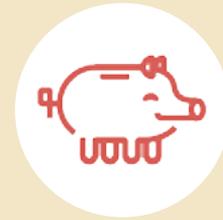
Should the worst happen, life assurance will give your loved ones some peace of mind with nominated individuals receiving a pay out should you die in service.



## After three months of continuous service:

### ENHANCED PENSION SCHEME

We offer a group personal pension plan. You will be automatically enrolled into our pension scheme after three months with SPANA contributing 10%.



## On successful completion of probation period:

### PROPERTY RENTAL SCHEME

We know it can be difficult to find somewhere perfect to live, that's why we've partnered with local estate agents to find you the right home at a reduced rate.

### PRIVATE MEDICAL INSURANCE

As an employee at SPANA you will be entitled to join our organisation's private medical insurance scheme with Standard Life.

### CYCLE TO WORK SCHEME

The scheme allows employees to spend on bikes and equipment, tax-free.

### TRAINING AND DEVELOPMENT

We are committed to the professional development of our staff, that's why we invest in training and development for each and every employee to give them the best opportunities in their career.



### OCCUPATIONAL SICK PAY

We have an enhanced sick pay scheme that you can access when you need it the most.

### TRAVEL INSURANCE

All staff will have access to our travel insurance scheme, for travelling abroad for work and for leisure activities.



### SEASON TICKET LOAN

Travel can be expensive that's why we help you spread the cost through our season ticket loan scheme in twelve equal monthly instalments

