

# Summary of BITC Core Benefits

| Benefit                                                                                  | Additional information ( <i>recent enhancements in italics</i> )                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pension provision: Scottish widows</b>                                                | 6 % employer contribution, 2.5% employee contribution, Ability to move funds e.g. to ESG                                                                                                                                                                                                   |
| <b>Death in service: Aviva</b>                                                           | 4 x salary                                                                                                                                                                                                                                                                                 |
| <b>Health: EAP provision: Health Assured</b>                                             | EAP help line and App for colleagues and family, 6 structured counselling sessions , <i>Additional access to online GP provision and annual health check and mental health consultants (annually reviewed)</i>                                                                             |
| <b>Flexible / hybrid working policies</b>                                                | Fully support flexible and hybrid working. Working from abroad provision, ability to work from abroad for 4 weeks each yr. Post probation.                                                                                                                                                 |
| <b>25 days' holiday as starting benefit and ability to buy and sell 1 week each year</b> | After 5 years' service, an extra day of leave per year up to 30 days                                                                                                                                                                                                                       |
| <b>Additional discretionary time off</b>                                                 | Usually between Christmas and New Year when BITC closes.                                                                                                                                                                                                                                   |
| <b>Caring policies</b>                                                                   | Parenting policy: enhanced maternity pay, shared parental pay, adoption pay. All colleagues regardless of service receive some pay and increases at 1 year service to 12 weeks full pay, 6 weeks half pay, then SMP/SAP<br><br><i>New provision for 3 days paid caring leave each year</i> |
| <b>Emergency dependants leave</b>                                                        | 5 days paid leave each year                                                                                                                                                                                                                                                                |
| <b>Paternity pay</b>                                                                     | 2 weeks full pay                                                                                                                                                                                                                                                                           |
| <b>Compassionate leave</b>                                                               | 1-week full pay                                                                                                                                                                                                                                                                            |
| <b>Paid parental bereavement leave</b>                                                   | 2 weeks paid leave followed by compassionate leave                                                                                                                                                                                                                                         |
| <b>Volunteering days</b>                                                                 | 2 days per annum                                                                                                                                                                                                                                                                           |
| <b>Moving house</b>                                                                      | 1 day per annum                                                                                                                                                                                                                                                                            |
| <b>Sabbatical leave and career breaks</b>                                                | Eligibility service criteria                                                                                                                                                                                                                                                               |
| <b>Paid study leave and financial support for relevant qualifications</b>                | Up to 50% cost and 5 days study a year                                                                                                                                                                                                                                                     |
| <b>Assistance fund</b>                                                                   | Provision for colleagues to receive a grant of up to £500 (net) for severe financial hardship                                                                                                                                                                                              |
| <b>Occupational sick pay</b>                                                             | <b>In probation period:</b> 1week full pay <b>6mths -2 years:</b> 4 weeks full /4 weeks half pay <b>2-3yrs:</b> 8 weeks full / 8 weeks half pay : <b>3 years plus:</b> 12 weeks full pay 12 weeks half                                                                                     |