

# Your benefits package at Thirteen

We want your experience at Thirteen to be a great one, so we carefully consider how we work, behave, support and reward you to make us an employer of choice.

Your **benefits package** is everything that we give you in exchange for the work you do at Thirteen. The package aims to consider the things that are most meaningful to you, your lifestyle, the business and the environment.

Your benefits package includes:



## Your terms and conditions

We offer a range of attractive and desirable terms and conditions, including:

- Competitive salaries that are regularly reviewed
- Generous pension
- Holidays starting at 28 days a year (full-time colleagues) rising to 31 days after three years, plus eight bank holidays.
- Health cover with a range of upgrade options

**Hours of work** are 37 hours per week for full-time roles.

**Tools** are provided to trade operative colleagues where they're needed.

**The way you work** is based on the job you do and the needs of your customers: you could be a home, roam, hub or operative colleague.

**Travelling** during working hours means you can claim mileage and subsistence (depending on the way you work).

**Our culture** promotes great days at work, with experiences that make us all feel proud, energised and in-control, connected and informed, challenged and valued. You play a part in creating these experiences by living our values: being **considerate** in how you do things, **smart** in how you do them, and **progressive** in how you work.



## Your working life - getting the balance right

While work is important, your health and wellbeing is essential. Our policies and procedures take account of life events that sometimes need your attention, helping you to manage these alongside your daily work. They include:

- The option to **buy and sell holidays**
- **Flexible working** for those in suitable roles
- **Up to one hour for doctor or dentist appointments** and time to attend health screening or other hospital appointments.

We allow time for pregnant women to attend **antenatal-related appointments**, and if you're adopting, you can take time to attend relevant meetings.

We offer **maternity, adoption, or shared parental leave** and new parents receive two weeks leave at full pay.

We allow five days leave a year for **fertility treatment** if you've worked with us for 26-weeks or more. If you're a **foster carer, guardian or kinship carer** and you need to attend training, we'll try to help you with this.

If you're unwell and unfit for work, we want you to feel supported. Our **sick pay scheme** depends on your length of service and offers up to six months full pay and six months half pay.

We'll consider the time you might need to care for **someone who needs your support**. This includes up to three days leave for an emergency or to care for a close relative who is seriously ill.

If you've told us that you're a carer, you can take up to five days each year as **special carers leave**.

**Bereavement leave** gives you up to 15 working days following the loss of a close relative. We'll also consider up to 10 working days leave following the loss of other relatives, such as grandparents.

We offer **career breaks** of up to one year.

If you're selected to compete at **national sporting events**, you'll be given time during the event. If you wish to join a volunteer rescue group, talk to your manager about arrangements to help you attend.

We'll help with your **learning and development**. This includes funding and time off to complete qualifications that are essential to your role, or part of your development at Thirteen. We'll also allow you study and exam leave, and a day off for your graduation ceremony.

If you've already gained your **professional status**, we'll pay the annual cost of your professional body membership where required.

You can find all the details around work/life balance in our policies and procedures on Channel.



## Making your money go further

We offer a variety of ways to help you maximise your income through discounts and savings, including:

### Travel discounts

- **Our Cycle to Work scheme** helps you access a bike and safety equipment
- **Bus travel discounts** save you money on travel with Arriva around Teesside
- **Rail travel discounts** allow you to travel by train for less with discounts and interest-free loans on a season ticket for Northern Rail services
- **The new car salary sacrifice scheme** will help you to buy a new electric or ultra-low emission vehicle on a lease.

T'dar gives you **shopping and leisure discounts** on a range of grocery, electronic, clothing and beauty products. An easy saver card offers discounts at around 40 high street stores. You can also access discounts at cinemas, hotels, accommodation and flights.

You can join the **credit union savings scheme** to save money straight from your pay. You can also access other money services and loans as an alternative to other lenders.

We've produced a wide range of information and support to help you make your money go further. The money section of **T'dar's wellbeing centre** gives you details about budgeting and spending, credit and borrowing, savings and investments, and loads of money tools to help with budgeting and pensions.



## Care for you, your health and wellbeing

Your health and wellbeing is important to us because if you're well, you're bringing your best to work. To help you look after yourself, you can:

Access **Simplyhealth** to claim back money on health expenses including: prescriptions, dental, optician and hospital appointments. You can access 24/7 advice and counselling, and a virtual GP service. You can also choose to include family members and upgrade to higher levels of cover.

Simplyhealth provides special offers on **health and lifestyle activities** including nutrition, sports clothing and footwear, adventure days, spa breaks and travel - there are loads of savings to make.

**Gym membership discounts** are on offer so you can get discounted memberships at thousands of gyms across the country.

To support all colleagues with their mental health and wellbeing we have **mental health advocates** who offer support when you need it.

Visit the colleague wellbeing section on Channel for more details.



## Recognising your efforts and your colleagues

Your contribution to Thirteen doesn't go unnoticed. We recognise the effort that all colleagues make.

**Long service awards** celebrate colleagues who've hit an amazing milestone in their career. Family members and co-workers can get involved and as a special thank you, colleagues are offered vouchers so they can treat themselves.

Our **annual staff Brick awards** recognise the excellent work that makes a difference to our customers, colleagues and teams.

But you don't have to wait for Thirteen to recognise colleagues - you can acknowledge colleagues for their hard work and achievements they do every day by sending **eCards** through T'dar. Whether it's a colleague who's gone the extra mile, someone who's helped you solve a problem or a team member who's taken the time to check on your wellbeing - there are so many ways to recognise others and help create #greatdays using T'dar.

### And there's more

We encourage colleagues to host a range of **informal events** and you can get involved in our activities to support Thirteen's official charity and other national and local charities.

We listen to what you think and feel about working for us through our **employee surveys** and you can start or join in the conversations on Channel.