

Staff benefits





AGILE WORKING

The Association recognises that having a healthy work/life balance is important to employees and aims to support and empower colleagues to achieve this whilst reflecting the business needs of the organisation.

Employees are empowered and trusted to choose where they work (which may

include short-term working from home abroad), depending on the nature of their role, so long as they ensure they have a suitable, confidential and safe place to work where they can be an effective, efficient and productive team member.

The BDA will provide equipment such as a laptop, desk and chair to allow colleagues to work in a more agile way.

More details on this can be found in the BDA's Agile Working Policy.

FLEXIBLE WORKING HOURS

The BDA is committed to allowing employees to work flexibly, subject to the needs of members and the business needs of the Association, and we operate a flexible working hours policy.

Flexi-time allows staff, within certain limits, to adapt the hours they work to their domestic circumstances or social life by giving them the opportunity of varying start and finish times.

The working day core times and the pattern of flexible working is dependent on the job role and must be agreed with your line manager in advance.

FAMILY LEAVE

The BDA recognises that many employees either will have, or will be thinking of starting, families of their own during the tenure of their employment at the BDA.

In addition to supporting colleagues to ensure a healthy work / life balance, the BDA also has Maternity, Paternity, Adoption, Surrogacy, Parental and Shared Parental Leave Policies many of which offer enhancements over and above statutory requirements, subject to certain qualification criteria.

More details on these are available in the BDA's Family Leave policy.

ANNUAL LEAVE

We provide 37 days paid leave (inclusive of public holidays).

Annual leave is calculated on a pro rata basis for new staff, fixed term contracts, part-time workers and leavers.

Our offices are closed during the national Bank Holidays, which are also calculated on a pro-rata basis for new staff, part-time employees and leavers.

Additionally, the BDA is closed during the period between Christmas Eve and New Year's Day each year providing members of staff with an additional four days annual leave.





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PENSION SCHEME

We offer a defined contribution pension scheme through Scottish Widows.

Employees are automatically enrolled into the company pension scheme upon joining the BDA, subject to meeting the qualification criteria.

The BDA contributes a generous 7.5% of an employee's salary toward their pension scheme and in return employees are required to pay a contribution of 5% (you can pay more if you wish) enhanced by generous employer contributions.



After 3 years in the pension scheme the BDA's Employer contribution will increase to 15%.

There is also generous life cover provision. The scheme offers lifestyle flexibility, with excellent online facilities provided by Scottish Widows, enabling you to keep in touch with the performance of your pension investments.

OCCUPATIONAL SICK PAY

We value the health and wellbeing of our employees but also appreciate that there may be times where you are unwell.

The BDA will provide occupational sick pay as follows depending on length of (continuous) service:

Less than one year of service – one month's full pay followed by one month's half pay

More than one year, less than two years – two months full pay, followed by two month's half pay

More than two years, less than 3 years – three month's full pay, followed by 3 month's half pay

Over three years of service – four month's full pay, followed by four month's half pay.

During the induction period, employees will only be entitled to SSP (statutory sick pay).

SPECTRUM LIFE EMPLOYEE ASSISTANCE PROGRAMME

We provide an Employee Assistance Programme (EAP) through Spectrum Life which enables staff to have access to qualified counsellors 24 hours a day.

The counselling and advice offered can help with a wide range of issues including:

- Childcare
- Consumer issues
- Debt
- Domestic abuse
- Drugs and alcohol
- Family issues
- Financial
- Gamblina
- Housing
- Insurance claims
- Legal
- Relationships
- Stress
- Work



Counselling is available either via telephone or face-to-face and Spectrum Life counsellors are bound to confidentiality by a code of ethics. The telephone number for the Spectrum Life EAP is given below. When you call, the only information you must give is the name of the BDA.

The service is also free to use for partners of staff and/or family members.

As a member you would also have access to a Digital gym and wellbeing seminars focused on topical themes.

The Employee Assistance Programme also provides managers with an opportunity to discuss with a trained professional how best to approach employee issues where there is an emotional component causing concern.

https://app.spectrum.life | 0808 196 2016



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Simply Health provides cash back

Homeopathy), consultation costs,

and private prescription service.

healthcare, complementary therapies

health screening costs, GP consultation

If you are interested in joining the scheme,

we will pay for the bronze level cover on

benefits for dental and optical

(Physiotherapy, Osteopathy,

Chiropractic, Acupuncture,

HEALTHCARE

LIFESTYLE SUBSIDY

We provide a subsidy of £23.50 to staff that are members of any gym, sports or fitness club (such as swimming, yoga, Pilates, self-defence) classes that require physical activity.

EYE TEST VOUCHERS

Colleagues that use a computer or laptop should undertake regular eyesight tests (at least once a year). Vouchers for eyesight tests are available from the HR Department and are redeemable at most opticians across the UK.

RECOGNITION OF LENGTH OF SERVICE

We think it is important to recognise the loyalty and commitment of our employees. As a token of our appreciation, colleagues will be awarded with the following for their length of service milestones:

10 years' service

• £100 gift voucher

25 years' service

- One additional month's paid leave to be used within two years of the anniversary date of 25 years of service or a sum of £2,500
- £250 gift voucher
- Personalised and branded commemorative item of choice (e.g. glassware, clock, pen etc) up to a value of £100

The thank you gestures will only be awarded for continuous service (and not cumulative service)



LLOYD & WHYTE

Staff are able to take advantage of the services provided by Lloyd & Whyte – our financial services and insurance partner. Employees will benefit from special rates for various Lloyd and Whyte products.

INTEREST FREE SEASON TICKET LOAN

We provide an interest free season ticket loan for travel to assist staff with the purchase of annual travel tickets and Oyster cards.

your behalf. The level of cover can be extended to include cover for partners' and children at an additional cost.