

**Breast Cancer Now
summary of terms and conditions and
benefits**

Our commitment to you

We fully recognise that our people are our greatest asset, and everyone plays an active role as ambassadors for our charity. In recognition of this commitment and in support of the work that is done, here is an overview of the benefits available to staff members.

Taking time out of work

We offer a variety of paid leave options to help staff members maintain a healthy work-life balance. We recognise that as well as taking annual leave, there may be other occasions when there's the need to be away from work and to support this, we offer the following 'other types of leave' options:

Annual leave	<ul style="list-style-type: none"> • January to December annual leave year • 25 days paid leave per year; increasing annually by 1 day to a maximum of 30 days • Able to carry over up to 5 days to be taken by 31 December • Able to buy up to 2 weeks' additional annual leave and sell accrued incremental annual leave (annually)
Dependants leave	<ul style="list-style-type: none"> • Up to 5 days' paid leave per rolling year
Compassionate leave	<ul style="list-style-type: none"> • Up to 5 days' paid leave per rolling year
Sabbatical leave	<ul style="list-style-type: none"> • Up to 6 months' unpaid leave after completing 5 years' continuous service
Christmas and new year closure	<ul style="list-style-type: none"> • Offices close at 12.30pm on Christmas Eve (Friday before if the 24th falls on a weekend) and re-open when normal business activity resumes in the new year

Family friendly

We provide a number of family friendly initiatives above the statutory requirements as follows:

Maternity leave and pay	<ul style="list-style-type: none">• 20 weeks full pay after 6 months' continuous service
Adoption leave and pay	<ul style="list-style-type: none">• 20 weeks full pay after 6 months' continuous service
Paternity leave and pay	<ul style="list-style-type: none">• 3 weeks full pay after 6 months' continuous service
Shared parental leave and pay	<ul style="list-style-type: none">• Shared parental leave taken in accordance with the maternity leave provision (20 weeks full pay after 6 months' continuous service)

Health and wellbeing

We take health and wellbeing seriously and offer the following:

Occupational sick pay

2 weeks' full pay in the first 6 months of employment and 6 months' full pay after 6 months of employment (when confirmed in post)

Group income protection

Should occupational sick pay run out, 75% of basic salary will be paid for a capped period of 2 years (less state deductions)

Health cash plan

Access to assistance with health costs including contributions towards treatments such as optical, dental, physiotherapy and chiropody

Employee assistance programme (EAP)

24-hour lifestyle, wellbeing and telephone support, including up to 6 counselling sessions

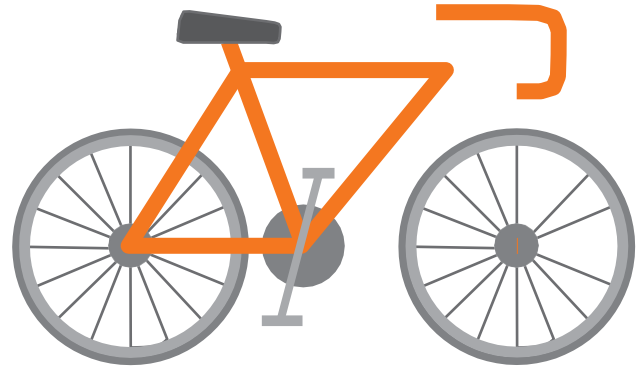
Health, wellbeing and lifestyle

Actively supports health, wellbeing and life-style programmes

Financial assistance

We offer the following financial assistance schemes:

Season ticket loan scheme	<ul style="list-style-type: none">• Annual, interest-free season ticket loan once the probationary period has been successfully completed
Bicycle loan scheme	<ul style="list-style-type: none">• Support and assistance with purchasing a bike once the probationary period has been successfully completed



Pension, life assurance and pay

We offer the following pension and life assurance options:

Pension plan	<ul style="list-style-type: none">• Automatic enrolment into the group personal pension plan after completing 2 full months' employment• Favourable employer contributions matching employee contribution plus 2% up to a maximum of 8% 3% EE Contribution / 5% ER Contribution 4% EE Contribution / 6% ER Contribution 5% EE Contribution / 7% ER Contribution 6% plus EE Contribution / 8% ER Contribution
Life assurance	<ul style="list-style-type: none">• 4 times annual salary to a nominated beneficiary(s) should death in service take place
Pay award	<ul style="list-style-type: none">• Annual pay award on 1 August (subject to eligibility)