

AdoptionUK
Together we're family

EMPLOYEE BENEFITS

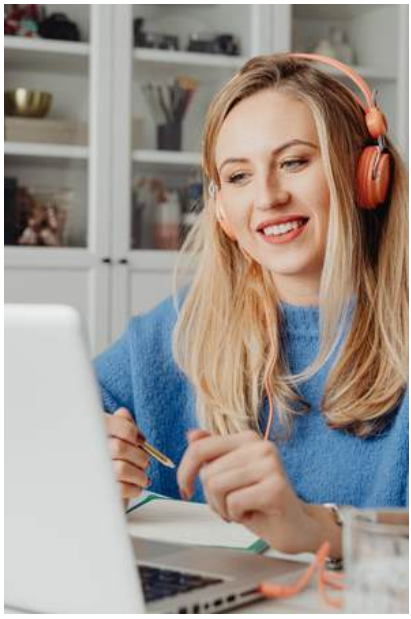
2025

Adoption UK, Bloxham Mill, Barford Road, Bloxham, Banbury, OX15 4FF.
Registered Charity No. 1160647 (England & Wales) Registered Charity No. SCO37892 (Scotland)
Adoption UK is a company limited by guarantee. Company Number 9454381



Without you we couldn't be there for the children and families who need our support. That's why it's so important to reward and recognise your hard work. You'll find lots of information about our benefits in this booklet, from enhanced employment benefits and health support to high street discounts and savings on famous brands. We listen to what our employees say and work hard to design and deliver rewards and benefits to meet the needs of our varied workforce.

Please take some time out to review the available options and contact People Services with any questions.



Leave and pay benefits

ANNUAL LEAVE

We understand how important it is to balance your home life and work commitments, and how challenging this can be. This can be especially challenging if you work from home or have a family situation or lived experience aligned to the work we do.

This is why, as well as flexible working practices, we offer a generous minimum holiday allowance of 25 days a year, rising to 30 days after five years (pro rata), as well as public or bank holidays that fall in your area of the UK and an additional three days paid leave between Christmas and New Year for business closedown. Our holiday year runs from 1 April to 31 March.





FAMILY LEAVE AND PAY BENEFITS

We offer great maternity, paternity and adoption benefits, as well as other flexible leave options.

Organisational maternity leave includes up to 18 weeks at full pay. Paternity (Partner) leave is topped up from Statutory Paternity Pay to full pay for up to the first 3 weeks. Adoption leave is paid at the same rate as Organisational Maternity Pay, with up to 18 weeks at full pay for eligible employees.

Employees also get paid time off for ante-natal appointments and paid time off for introductions where an adoption is taking place. We also offer up to five days of paid dependency leave each year, should you need to take care of loved ones; as well as up to 12 weeks paid leave where neonatal children are receiving hospital care, and paid leave for parents experiencing pregnancy loss before 24 weeks.

Other flexible leave options include:

- Paid compassionate leave,
- Jury service,
- Up to five days paid development leave (pro-rata),
- Up to four weeks unpaid parental leave per child per year.
- Up to one week of unpaid carers leave.

All employees are eligible for Company Sick Pay from day one.

Everyday benefits

CYCLE TO WORK SCHEME

Save up to 47% when you buy a new bike through our Cycle to Work Scheme. Choose from thousands of retailers and snap up your new bike for a fraction of its original price. You can also choose to spread the cost.

SEASON TICKET LOAN

Why not apply for an interest-free loan to cover your monthly or annual commuting and annual parking costs?

WORKING FROM HOME ALLOWANCE

We will pay up to £312 a year tax free allowance to meet additional costs incurred when working from home.

HIGH STREET SAVINGS

All our employees are eligible to access two schemes designed to help with the cost of living. The Advantage Scheme (accessible via your employee log in to the members are of our website)

The Advantage scheme, giving access to offers and discounts from high street and brand names across Shopping, travel and holidays, insurance, motoring, household good and electricals, advice and many more.

You'll receive money off codes straight to your email or mobile phone. There are loads of discounts to enjoy, including up to 40% off some domestic appliance makes, 20% off high street retailers, 20% off technology and 65% off holidays with the Holiday Exclusive VIP club.

BLUE LIGHT CARD.

The Blue Light Card offers many different savings against many more high-street and branded offers. Sign up as a "Care Company Workforce" member at just £4.99 for 2 years.







Your wellbeing and your future

PENSIONS

If you're eligible, you'll be automatically enrolled on to the Adoption UK pension scheme. This is a defined contribution scheme looked after by Royal London. We pay pension contributions of 3% of your salary (tax free), in addition to a minimum employee contribution of 5%.



Wellbeing



Your wellbeing is hugely important to us. We know that everyone can need a little bit of help from time to time, so we offer a range of support and access to training.

FLEXIBLE WORKING

All our employees work on a hybrid basis, with a mix of working from home predominantly, and attending one of our offices or other locations as required for business need. You are also entitled to request flexible working from day one; this can be for a wide variety of working patterns, such as:

- Changing your hours worked
- Changing your working pattern
- Working compressed hours
- Term time working
- Job sharing

EMPLOYEE ASSISTANCE PROGRAMME

Through Health Assured, which offers free independent counselling, and 24-hour support and advice.

SICK PAY SCHEME

From day one of employment, with Company Sick Pay rising to 65 days full pay and 65 days half pay after 5 years.

FINANCIAL WELLBEING SESSIONS

Covering retirement, savings, managing budgets and family finance.

OCCUPATIONAL HEALTH SUPPORT

Including independent medical advice, when required, so we can support you best at work.

We welcome everyone

We are committed to being an inclusive place to work where everyone is treated with equity and respect, and we strive to be representative.



EDI WORKING GROUP

a network of employee representatives who put equality, diversity and inclusion at the heart of everything we do.

SAFE AND FAIR RECRUITMENT

Our approach to recruitment champions a blind selection process and accessible interview and assessment scenarios.

EMBRACING DISABILITY

Over 18% of our workforce declare a disability and 5% a medical condition that affects their daily life We work with employees to make supportive and reasonable adjustments.

NEURODIVERSITY IN ACTION

In the region of 16% of our employees disclose a form of neurodiversity that affects their everyday lives. We support our employees to access additional supports.



LIVED EXPERIENCE

As an employer embracing and promoting the lived experience of all types of care and permanence solutions, around 75% of our workforce bring lived experience to inform and enrich our work.

HOME AND HYBRID WORKING

Unless critical to delivery, we support employees with opportunities to work from home and in bookable shared working spaces or offices as available; enabling those with disabilities and neurodiversity related needs to thrive.



LISTENING TO OUR EMPLOYEES

We carry out anonymised annual surveys and exit interviews to enable employees to share their experiences and views, as well as presenting suggestions for change.

TEAM MEETINGS

As well as individual team meetings, we run monthly all-employee meetings, providing an opportunity to share news and knowledge as well as focused sessions to consult and engage on key changes and proposals for the charity.

Learning & Development

There are always opportunities to learn at Adoption UK. While 70% of learning comes from experience, education and exposure to others are vital components to help you thrive:

Experience: 70% of learning comes from on-the-job opportunities, which take you out of your comfort zone, challenge you with new responsibilities and activities and build your experience in a supportive way

Exposure: 20% of learning comes from seeing other people in action and learning from their strengths, skills and knowledge. Whether that's colleagues in your day to day operations, managers or others in mentoring or coaching or from one of our team meeting focus sessions or lunch and learn sessions.

Education: 10% of learning is through formal activities like training courses, webinars or reading. We provide up to 5 paid development days (pro-rata) for employees to take time out to focus on development activities, whether that's training, coaching, mentoring or independent learning.





TRAINING

We have a wealth of training opportunities for employees, whether that's through e-learning, informal Lunch and Learn sessions, external specialist providers or formal internal training sessions, last year our employees accessed training on over 100 different subjects. Annual appraisals provide an opportunity to agree learning and development plans and identify training to support you in your next phase of development.

Managers and those who wish to be considered for management roles have an opportunity to access formal management and leadership training opportunities, some of which will lead to qualifications.