

# EMPLOYEE BENEFITS



At Bowel Cancer UK we value all those who work for us and are pleased to offer the following benefits to all employees as a way of demonstrating this:

# Your Workplace



## Flexible working hours

- **Standard Hours:** 35 hours per week.
- **Core Hours:** 10am to 4:30pm.
- **Flexibility:** Customize your schedule to fit your personal commitments.
- **Goal-Oriented:** Focus on achieving objectives rather than clocking specific hours.
- **Manager Coordination:** Agree on your working hours with your manager remembering that you will also need to be flexible if you need to attend meetings at a particular time.

## Lunch Break

- **Flexible Timing:** Take your break at a time that suits you and your manager.
- **Mandatory Break:** Ensure you take a break to recharge; working through breaks is not permitted.

## Time Off In Lieu (TOIL)

- **Extra Hours:** Receive appropriate time off for hours worked beyond your weekly contract, pre-agreed with your manager.
- **Work-Life Balance:** Ensuring you maintain a healthy balance between work and personal life.

## Agile Working

- **Flexible Locations:** Work from a different location for up to 5 days in a rolling year.
- **Policy Details:** Specific arrangements are outlined in our policies.

## Family Friendly and Inclusive Policies

- **Enhanced Pay:** Generous pay schemes for all types of parental leave.
- **Support for Families:** Policies designed to support working families.
- **Inclusive Environment:** Commitment to family-friendly and inclusive workplace practices.

## Teambuilding

- **Time together days:** Regular events designed to help you connect with colleagues across the charity.
- **Directorate days:** Special days dedicated to team building within your directorate.
- **Christmas Lunch:** Celebrate the festive season with a fun and inclusive Christmas Lunch.

## Career and Personal Development

- **Structured Reviews:** Regular 1-to-1 meetings and annual performance reviews.
- **Competency Framework:** Aligned with our values-based competency framework.
- **Online Training:** Access to an online training platform with assigned courses.
- **Personal Development:** Identify and meet personal development needs with your manager.

# Your Finances



## Pension

- **Automatic Enrolment:** Start contributing from day one
- **Employee Contribution:** 4% of your salary.
- **Employer Contribution:** Bowel Cancer contributes 5% of salary
- **Salary Sacrifice Scheme:** Save on tax and national insurance.

## Life Assurance (MetLife)

- **Eligibility:** Available to all staff from 16 to 70 years on joining.
- **Benefit:** Provides payment of four times your salary to your nominated beneficiaries in the event of death in service.
- **Nomination:** You can nominate who will receive the payment.

## Medicash Scheme

- **Eligibility:** Available to all staff from day one of employment.
- **Benefit:** Claim cashback on everyday healthcare costs such as dental, optical, physiotherapy, prescriptions, inoculations, and flu jabs.
- **Additional Benefits:**
  - Discounted health club membership
  - Virtual GP and prescription service (unlimited access)
  - Premium Employee Assistance Programme
  - Up to 8 face-to-face counselling sessions
  - Free cover for up to 4 children (up to age 24 if in full-time education)
  - Access to digital health tools via the My Medicash App (including HealthLens, SkinVision, Phio, Eargym, and mProve YOURSELF)

- **More Information:** Download the **My Medicash App** to manage your policy and submit claims easily. Full details and claim guidance available from the HR team.

## Season Ticket Loan

- **Interest-Free Loan:** Obtain an interest-free loan to purchase a season ticket or annual travel card.
- **Eligibility:** Available after the completion of probationary period.
- **Repayment:** Monthly payments are deducted directly from your salary.

## Living Wage Employer

- **Fair and Competitive Pay:** Committed to transparent pay benchmarking bi-annually and annually.
- **Accreditation:** Living Wage Employer.
- **London Weighting:** Employees who live in (within the M25 corridor) also receive a weighting allowance.

## Charity Worker Discount

- **Wide Range of Discounts:** Access a variety discounts, money-saving deals, and vouchers.
- **Categories:** Includes discounts on holidays, fashion, gym memberships, mobile phones, and utilities.

# Health & Wellbeing



## Health & Wellbeing

### Wellbeing Support

- **Holistic Strategies:** Comprehensive support for employee wellbeing.
- **Wellbeing Hour:** Take a wellbeing hour each week at an appropriate time.
- **Wellbeing/Mental Health Champions:** Trained staff available for support and guidance.
- **Wellbeing Group:** Regular employee-led meetings to discuss and recommend new initiatives
- **Wellbeing Hub:** Access a wide range of resources on our intranet.

### Occupational Health

- **Generous Scheme:** Inclusive of statutory sick pay, detailed in employment contracts.

### Unexpected Leave

- **Paid Time Off:** Available for compassionate leave or sudden emergencies

### Holiday

- **Annual Leave:** 27 days paid holiday per year for full-time staff, plus bank holidays.
- **Pro-Rated:** Holiday entitlement is pro-rated for part-time staff.
- **Special Leave:** Enjoy 1 day of paid additional leave in the month of your birthday.
- **Christmas Leave:** Additional 3 days leave over Christmas.