

# Company benefits

This policy is to set out the particulars for all employee of Aintree Plastics Ltd who are entitled to benefits under our incentive scheme.

## What's on Offer?

### Company Events

As a company we recognise that employees may want to partake in social events outside of working hours. It is down to the employees to book and organise these events, however the company is always happy to contribute to social events when these are organised. For further information please speak to your Line Manager.

You will be entitled to this benefit from the start the first day of your employment.

### Employee Assistance Programme

We recognise that sometimes you may face certain challenges in your work and home life that may be difficult to deal with. We subscribe to a confidential and professional life management service which provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is deemed clinically appropriate. This service is totally confidential. More details of this service are available from your Line Manager.

You will be entitled to this benefit from the start the first day of your employment.

### Death In Service

After 6 months continuous service with the company you will qualify for our death in service benefit which is a type of life protection benefit. It pays out a sum of money to your dependents in the unfortunate event of your death while you're working for the company. Further details are available from your Line Manager.

### Bonus Scheme

After successful completion of your probationary period, you will qualify for the company's performance related bonus scheme which will be awarded on the basis hitting targets and KPI' of Aintree Plastics EBITA budget target for the full year. On reaching/exceeding this target, an amount not exceeding 5% of the EBITA budget figure will be allocated for employee bonus payments.

The amount paid to each employee is at the discretion of the Managing Director. Any bonuses will only be paid on the condition that you are in our employment and not serving notice at the time that the bonus is due to be paid. The company reserves the right to amend/withdraw the bonus in accordance with the needs of the business.

### Pension Scheme

When required, we will operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Company.

## **Annual Holidays**

Your holiday pay will be paid based on your average earnings over the previous 52 weeks.

Your annual leave entitlement will increase with each year of service as follows:

- After three years continuous service your entitlement will increase by 2 days to a total of 22 days
- After five years continuous service, your entitlement will increase by 2 days to a total of 24 days
- After 10 years continuous service, your entitlement will increase by 2 days to a total of 26 days

## **Safety Boots/PPE**

You are required to purchase safety boots from the catalogue provided up to the value of £50.00 paid by the company. Should you chose a pair of boots above the value of £50.00 the additional cost will be deducted from monies owing to you from your wages. All other PPE and uniform will be provided free of charge.

## **Refreshment Making Facilities**

We provide refreshment making facilities for your use, which must be kept clean and tidy at all times. The refreshment making facilities may only be used during authorised breaks.

## **Canteen**

We provide a canteen for your use, which must be kept clean and tidy at all times. It may only be used during authorised breaks.

## **Parking**

Where parking facilities have been made available to you on our premises you must ensure that you observe all of our traffic requirements e.g., speed limits, etc.

## **Flexible Working**

You have the right to request flexible working in accordance with the current statutory provisions. Further information on the application process can be obtained from your Manager.

## **Equality Inclusion and Diversity Policy**

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy.

## **Maternity/Paternity/Adoption Leave and Pay**

After successful completion of your probationary period, you may be entitled to enhanced maternity/paternity/adoption leave and pay should you meet the qualifying criteria. Maternity and adoption leave depending on length of service is full pay for the first four weeks, 90% pay for the following four weeks, 50% pay for the next eight weeks then SMP thereafter for the remaining six months.

Paternity leave depending on length of service is full pay for the first week and 50% pay for the second week.

## **Training & personnel development**

There is a budget for training and development. Anyone who feels they would benefit from additional training should discuss this with their line manager during their monthly 1 to 1 meeting.

### **Qualifying Criteria**

Unless otherwise stated all benefits are from the commencement of your employment to be eligible for the benefits you must meet the qualifying criteria:

- You are not serving your notice
- You are not undergoing any disciplinary action
- Bonus will be subject to performance and training

The company will always, make any decisions in line with the equality legislation. The company shall not make any awards based on discrimination or characteristics in the Equality Act 2010

If you are eligible for our performance related bonus, this would be paid in arrears the month after qualifying and identified separately in your payslip.

If you would like any further information, please contact us