



Inspiring Great British Manufacturing

Rewarding you

A guide to your benefits at MTC

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1 Introduction

Welcome to your Benefits Booklet.

We are incredibly lucky at the MTC to work alongside such a skilled, capable and committed team of people. We in turn are committed to giving something back to you and are delighted to offer you a range of benefits as set out in this booklet.

We understand that you may have different needs depending on what stage you are at in life, so we strive to offer a wide range of benefits. From smart holidays to car schemes and professional subscriptions to staff awards, we have something for everyone.

You will find a summary of all the benefits we offer over the next few pages. If you do need any further information on any of these, please do not hesitate to contact a member of the HR team. You can also find some detailed information on the HR pages of the BMS.

2 Working at MTC

Holidays

We want you to enjoy a healthy work/ life balance and offer an attractive annual leave entitlement to support this.

You are entitled to 33 days paid holiday each year, including 8 public holidays (part time workers holiday entitlement is pro-rated).

The holiday year runs from January to December and leave can be booked simply and swiftly online through AX. The MTC normally closes between Christmas and New Year and you will need to take these days as part of your leave entitlement.

You will also benefit from one additional days holiday entitlement after four years continuous employment and for each subsequent continuous year of service up to a maximum of 6 additional days.

Smart holiday

We want to ensure your holiday entitlement works for you so in addition to your contractual holiday, you are offered the option to purchase up to 5 days extra annual leave by sacrificing pay or to sell up to 5 days annual leave for additional pay.

There are two windows during the year when the smart holiday scheme is open to purchase or sell holiday and we will let you know when these windows are open and the process for applying.

Flexible working

We want to offer our staff flexibility and choices at work to help balance work with personal responsibilities and interests. A suite of flexible working policies are available to you;

Career break/ sabbatical: if you have one year's service you can apply to take a career break or sabbatical.

Emergency time off for dependents: you can take (unpaid) time off to deal with an emergency.

Flexible working: you can request flexible working if the standard flexi hours scheme does not give you the flexibility that you need. The core hours in the current flexi hours scheme are 10:00 to 14:00 Monday to Friday with a minimum 30 minute unpaid lunch break.

Homeworking: you may have the option to work from home or remotely if it is appropriate for your role. Please see the homeworking policy for more details.

Part-time working: we recognise that part-time working can be a good way to balance work and home commitments and we offer you the option to work part-time.

Talent partnerships: a talent partnership is a form of flexible working which enables two employees to voluntarily share the responsibilities and duties of one full time job. Pay, benefits and leave entitlement are allocated on a pro rata basis (divided approximately by hours worked). This may benefit you if you are returning from extended leave or considering the start of a phased retirement.

Phased retirement: for those in the later stages of their career, we offer the option of a phased retirement.

Details of all our policies can be found in the HR section of the BMS.

Clubs and societies

We understand it can't be all work and no play, so we encourage (interested) staff to establish and participate in MTC clubs or societies. We have a number of clubs and societies established already at the MTC, including the Badminton Club, Charity Raft race, Flight Club, Football Club, Golf Society, Running Club and the Tilly Shilling Initiative.

New clubs or societies can be created by 10 employees or more who have a mutual interest in a particular activity. MTC will support these groups with a budget of up to £500 per year.

Staff restaurant

We have excellent catering facilities on site with three different cafeterias available to you. Drinks and snacks can be purchased throughout the day, with breakfast served between 8-10am and lunch between 12-2pm. There is a wide selection of hot food options, as well as sandwiches, salads and soups. We subsidise your food purchases within the cafeteria when using cashless payment.

There are kitchen areas located across all our buildings with free tea and coffee and fridges should you prefer to bring your own food. Microwaves are also available in the cafeterias.

Professional subscriptions

We offer up to £350 a year for a professional subscription to the ImechE (or other relevant institutions). To keep it simple we ask that staff are reimbursed through the expenses process.

Car parking

Free car parking is available at Ansty Park, with covered parking for bikes. Whilst onsite parking is not available at the Liverpool John Moore MTC facility, the public transport links are excellent.

Birthday breakfast

We invite all our staff to attend a birthday breakfast during the month in which your birthday falls. You will receive an invite a few weeks in advance and, as well as a free breakfast, you will have the opportunity to meet your Executive Team and colleagues from across the organisation who share your birthday month.

Multi-faith prayer room

A multi-faith prayer room is provided for your use on the first floor of the AMTC building.

Relocation assistance

We can provide relocation assistance to support relocation to within a commutable distance of the MTC site at Ansty. More information can be found within our relocation policy (see the HR section of the BMS).

3 Celebrating your success

Long service

We know how hard each of you work and how important holidays are to encourage a work/life balance. With this in mind, we wish to reward long service by offering an additional day's holiday after four years continuous employment with us. Furthermore, we offer an additional day's holiday for each subsequent continuous year of service up to a maximum of 6 additional days. This entitlement will automatically be added on to your holiday allocation in AX.

Staff awards

We want to celebrate, thank and reward our staff for hard work, success and commitment. The RIGHT Way Award and the Exceptional Performance Award recognise the positive contribution, impact or success our staff members have had. Nominations can be submitted by any member of staff and the winners are awarded £50 (in either a restaurant top up or a Virgin Experience voucher).

£50 Virgin Experience vouchers are also awarded to the top Health and Safety good spot, and the top Continuous Improvement suggestion so don't delay in submitting yours today.

Team building

To celebrate your team's success we encourage teams to arrange a team building event (outside of working hours) where we will provide up to £65 per head per year. The event must include some work related content, but should certainly include some leisure too. This can be anything from bowling and burgers to human curling – we will leave you to decide.

4 For you and your family

Childcare vouchers

We operate a childcare voucher scheme to help you meet the costs of childcare. You can opt to sacrifice some of your salary to purchase childcare vouchers which can be used to pay or part pay any registered childcare provider up to a child is aged 15. You will need to register with our voucher provider on www.applechildcarevouchers.co.uk.

Enhanced maternity, adoption and paternity

We offer a range of support and benefits to new mums and dads alike. New mums are entitled to maternity pay, and if you have worked at MTC for 12 months (continuously) prior to the Expected Week of Childbirth (EWC) you will qualify for enhanced maternity pay.

Similarly, if you adopt a child and you are the primary adopter you will be entitled to statutory adoption pay or, if you have worked at MTC for 12 months continuously, you will qualify for enhanced adoption pay.

We also offer paid paternity leave for new dads. If you have worked at the MTC for 12 months (continuously) prior to the EWC you will qualify for enhanced paternity pay.

Shared parental leave

You can also benefit from shared parental leave which enables (eligible) parents to choose how to share childcare during the first year following birth or adoption. Leave can be shared, either together or separately, in either a continuous block or as intermittent periods. Please speak to the HR team to understand more about the eligibility criteria.

Please check out more details on our Maternity and Adoption Policy and our Paternity Leave policy by visiting the HR section of the BMS.

5 Just in case

Flu vaccinations

We offer free flu vaccinations at MTC premises early autumn. All staff are offered a slot in advance if the pharmacists coming on site.

Sick pay

If you are off work due to sickness, we do offer company sick pay. Your entitlement will depend on your length of service as the below table sets out;

Length of service	Your entitlement
During your probationary period	Only SSP payable
After successfully completing the probationary period, but less than one year's continuous service	One month* gross pay, two months half gross pay
One to three years continuous service	Two months'* gross pay, four months half gross pay
Three to five years continuous service	Three months'* gross pay, six months half gross pay
Over five years continuous service	Six months'* gross pay, 12 months half gross pay

**For the purposes of calculation; 1 month = 22 days*

Life assurance

We provide life assurance cover for all staff who have a contract of employment of more than six months. The cover is provided from your employment start date right the way through until your employment ends. The death in service benefit is equal to four times basic gross annual salary.

Private health insurance

We offer private health insurance to our senior managers (details are provided to those who are eligible).

Special leave

We understand that there will be occasions when you may need to request leave for personal reasons. You may need to take unpaid leave to deal with a family emergency for example, or you may at the discretion of a manager be entitled to special paid leave.

In the event of an immediate family member bereavement, we offer you up to three days compassionate paid leave. We also offer one day's compassionate paid leave for an extended family member (as specified in the employee handbook).

In the event of being called for jury service, the company will pay two weeks full pay. If your duties have to extend beyond two weeks, payment will be reviewed on a case-by-case basis.

6 More for your money

Salary sacrifice car scheme

You can offset some of your salary before it gets taxed in exchange for a brand new car through the car benefit scheme from Tusker. To find out more about the scheme visit tuskerdirect.com and create an account using company code MTC1 and your payroll number.

Panasonic

As a MTC member, Panasonic offers us a staff discount on a variety of Panasonic products. Visit www.panasonic.co.uk/partnershop to view the range of appliances and accessories; from televisions, home appliances to personal care.

Cycle to work

You can hire a brand new bike and safety accessories through the Halfords Cycle2work scheme. To find out more about the scheme visit cycle2work.info and register with the employer code MTCC2W.

Eye care vouchers

You are entitled to an eye test voucher provided by Specsavers enabling you to obtain a full sight and eye health check. Please contact your HR team for more information.

7 For help and support

Pension guidance

Free basic pension guidance is available from our independent pension's advisor, Secondsight. The advisor is frequently invited on site and we will let you know when a visit is planned so you can make an appointment in advance. For all your pension queries in the meantime you can call Secondsight on 01932 870785.

Employee assistance programme

As part of our commitment to your health and well-being, you have access to an employee assistance programme – a free, independent and confidential advice service available to you 24 hours a day.

The service provides a professional counsellor who can speak to you about matters including bereavement, stress, anxiety, relationships and personal legal support and also provides a suite of online resources.

The helpline number is [0800 048 2702](tel:08000482702), or you can visit www.unumlifeworks.co.uk (User ID: unum Password: lifeworks).

Bereavement counselling

You can access a 24/7 bereavement helpline, and sessions with a qualified counsellor by calling free on 0800 912 0826.

Probate helpline

You can access a 24/7 probate helpline providing access to probate experts covering family disputes, validity of wills, power of attorney and obtaining probate. Call free on 0808 164 3079.

8 For your future

Pension

We provide a highly competitive pension scheme to our staff – we pay an employer contribution at twice the contribution you make (up to a maximum employer contribution of 8% of gross basic salary). You will be automatically enrolled in the pension scheme (if you are eligible to join) at the current minimum legal contribution rate. You can opt to change your level of contribution into your pension, and this will need to be done in writing.

The MTC RIGHT pension is a salary sacrifice pension which means that your contribution is deducted from your gross basic salary before TAX and NI is deducted. This can lead to both tax and NI savings for you.

If you aren't eligible for the RIGHT pension, you will automatically be enrolled in the Group Pension plan where you will still receive an employer contribution at twice the contribution you make and still receive tax relief on your contributions.

For more details on the pension, see the pension info in the HR section of the BMS or speak to our Payroll Administrator.

Learning & development

We're committed to building a highly capable and motivated workforce at the MTC and we will provide learning and development opportunities linked to your own personal goals and those of our business. You can request training at any time by completing a training form (accessed via the HR section of the BMS) and submitting to our Learning and Development Manager.

We encourage our staff to study to achieve relevant educational qualifications and in some cases, we may be able to provide support in funding course fees and day release where this is appropriate to the interests of the business and where funds are available.