



mtc

Manufacturing
Technology Centre

REWARDING YOU

A guide to your benefits at the MTC

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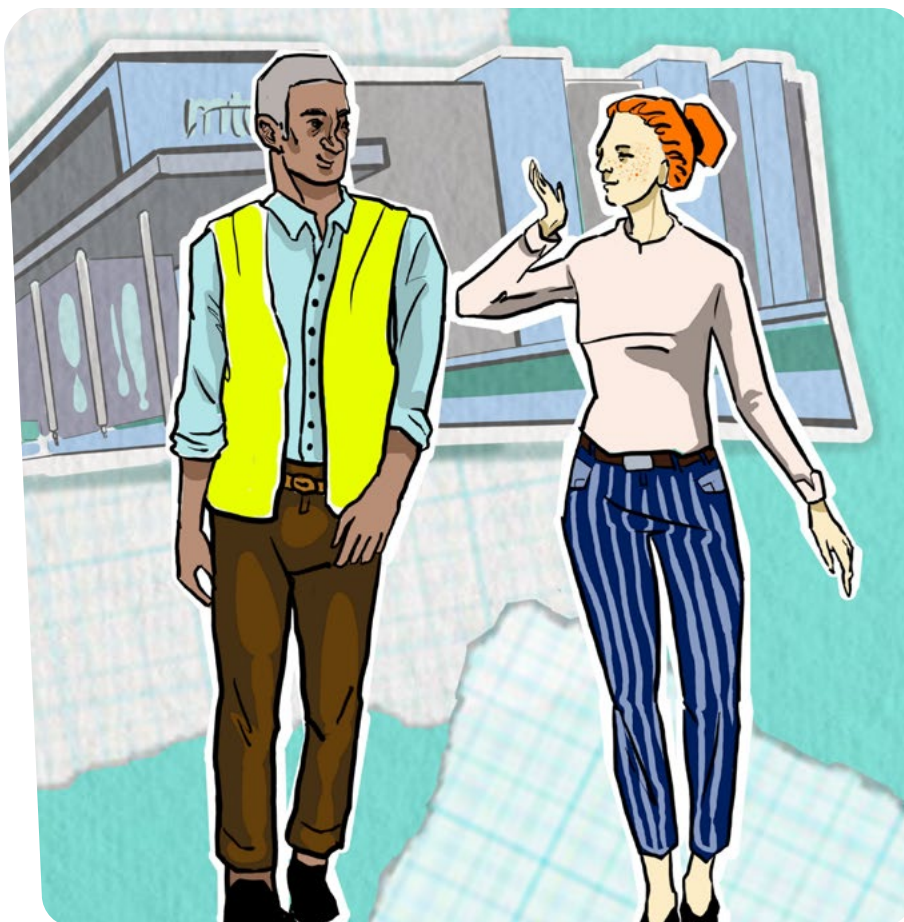
Introduction

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 retail discounts to smart holidays, to flexible working and professional subscriptions, 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 Shared Service Team. You can also find some detailed information on the HR pages of the Business Management System [BMS].





Working at the MTC

Holidays

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

In addition to eight public holidays, we provide 25 days paid holiday per annum.

The holiday year runs from January to December and you can book your annual leave simply and swiftly online. 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 day's holiday entitlement after four years continuous employment, and for each subsequent continuous year of service up to a maximum of six additional days.

Smart holiday

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

There are two windows during the year when the smart holiday scheme is open to purchase or sell holidays. These tend to be in June and November - reminders will be sent out nearer the time.



Flexible working

We want to offer you flexibility and choices at work to help balance work with your 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 am to 2:00 pm Monday to Friday with a 30 minute unpaid lunch break.
- ▶ **Working remotely:** you may have the option to work from home or remotely if it is appropriate for your role.
- ▶ **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 people 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.

Restaurants

We have excellent catering facilities at Ansty and Oxford.

Drinks and snacks can be purchased throughout the day, with breakfast served between 8-10am and lunch between 12-2pm. The main cafeterias at Ansty offer a wide selection of subsidised hot food options, as well as sandwiches, salads and soups.

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

As part of our commitment to supporting your continual professional development, to enable you to achieve your full potential, we offer up to £350 a year for a professional subscription to a relevant institution.

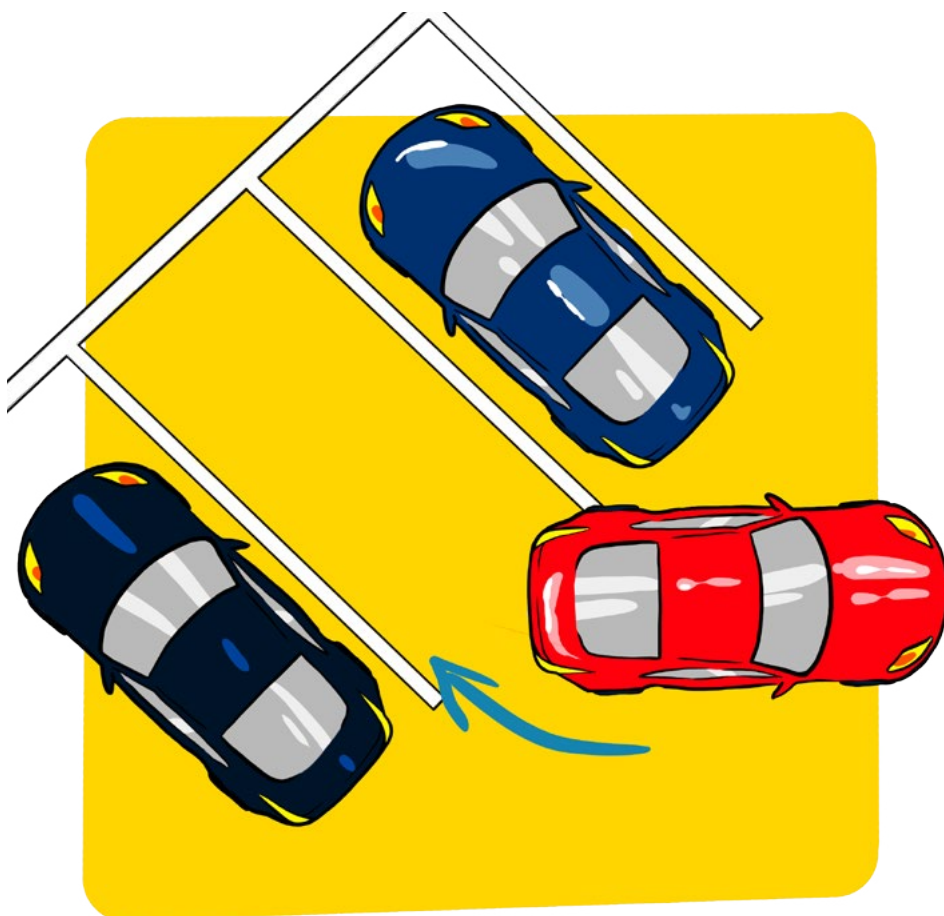
To keep it simple we ask that you pay for your subscription and then claim it back through the expenses process. You may of course join more than one professional body, subject to the annual cap of £350.

Car parking

Free car parking is available at Ansty Park and at our Oxford Training Centre.

For safety reasons, we ask that you reverse park when using MTC car parks (and we strongly recommend this as best practice whenever you park).

Whilst onsite parking is not available at the Liverpool office, public transport links are excellent.



MTC Car Sharing [Ansty and Oxford]

Car sharing is an easy way to cut your CO2 emissions and save money at the same time.

In addition to the environmental benefits, there is also a significant financial saving to those who car share.

At Ansty, there are currently 20 designated car share spaces. Admission to the scheme is on a first come, first served basis.

Each car share group must include at least three car users.

On any given day, each car must have at least two occupants to be able to use their parking place.

Birthday breakfast

We invite you 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.

If you are based at an MTC location other than Ansty, the birthday breakfast may take the form of a visit to your site by one or more Director. You will be informed of the arrangement by the Employee Communications Team.

Multi-faith prayer room

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

There is also a multi-faith prayer room on the ground floor of the OAS at our training facility near Oxford.

Relocation assistance

We can provide relocation assistance to support relocation to within a commutable distance of your work location.

More information can be found within our Relocation Policy.



Clubs and societies

We understand that it can't be all work and no play, so we encourage interested colleagues to establish and participate in MTC clubs or societies to encourage colleagues from across the organisation to meet socially.

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.

You can apply to run a club or society: all you need is 10 colleagues 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.

Information about the clubs and societies will be available on the BMS.



A man in a grey polo shirt with 'mtc' on it is holding a large, complex mechanical part in a factory setting. The part is mounted on a stand and has '1660/8' written on it. The background shows industrial equipment and a robotic arm. The entire image has a blue tint.

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 the HR system.

Awards for Excellence

We want to celebrate, thank and reward our colleagues for their hard work, success and commitment.

The Right Way Award and the Exceptional Performance Award recognise the positive impact or success that our colleagues have had. Nominations can be submitted by any colleague and the winners are awarded £50 (in either a restaurant top up or a Virgin Experience voucher).

In addition, there is an annual awards ceremony for the following categories: Technician, Supporting Team Player, Collaborative Project and Industrial Project.

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.

Where appropriate, please ensure that risk assessments are carried out.



A photograph of a woman with long dark hair, smiling broadly and hugging a young child from behind. The child is wearing a blue jacket and has their eyes closed, appearing to be laughing or crying with joy. The entire image is overlaid with a semi-transparent teal color. The text "For you and your family" is written in white, sans-serif font across the center of the image.

For you and
your family

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 the 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.

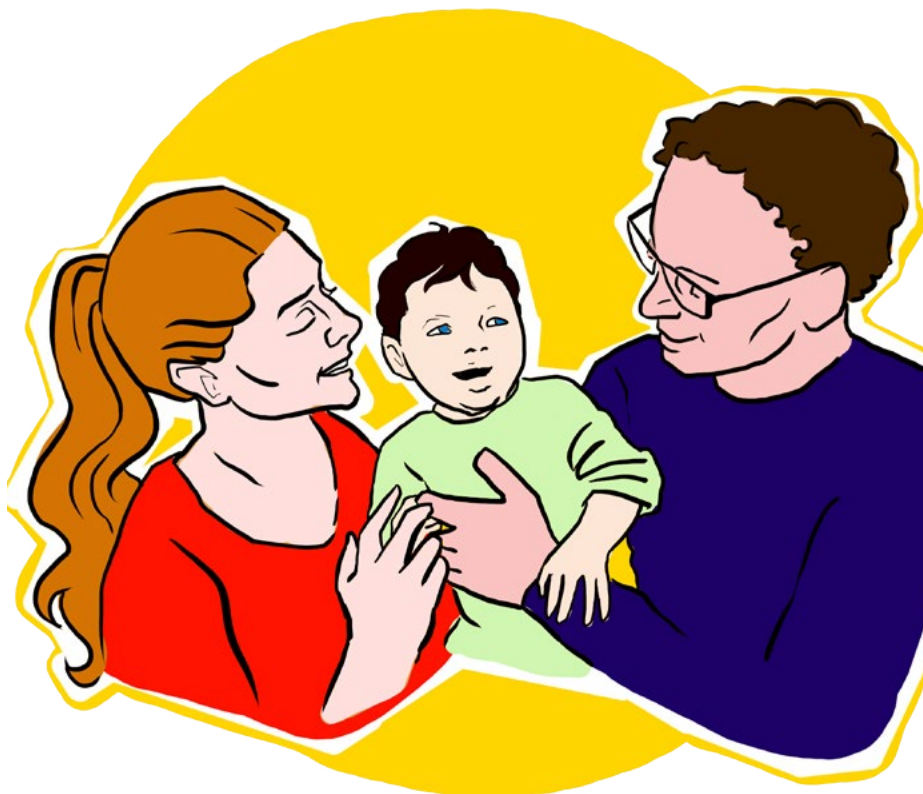
We also offer paid paternity leave for new dads. If you have worked at the MTC for 12 months [continuously] prior to the EWC you will qualify for enhanced paternity pay.

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 Shared Service 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.





Just in case

Hexagon Metrology GmbH
HEX PMB Control Panel 12 m
Type: M05-991-492-000
Serial number: 169
Made in Germany

Flu vaccinations

We offer free flu vaccinations at Ansty during the autumn. We offer colleagues a slot in advance of the pharmacists coming on site.

If you are not based at Ansty, we will send you a flu jab voucher.



Sick pay

If you are off work due to sickness, we offer company sick pay.

Your entitlement will depend on your length of service as the below table sets out:

Length of Service (please see note 1)	Your Entitlement (please see note 2)
During your probationary period	Statutory sick pay (SSP)
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	Four months' gross pay, two months' half gross pay
Over five years continuous service	Six months' gross pay

Note 1 – for the purpose of calculating your company sick pay entitlement, your length of service is calculated based on your continuous service at the start of your sickness absence.

Note 2 - your company sick pay entitlement is cumulative, based on the 12 months prior to the start of your sickness absence.

Group Income Protection

This benefit provides you with income if you are unable to work for more than six months.

If you find yourself out of work due to illness or injury, we will support you alongside our provider in helping you to return to work. If you are unable to return to work, the policy will pay a benefit for the proportion of your salary up to certain specific limits.

If you needed to claim you would get around 75% of your basic annual salary.

In the event of a claim, this income will be paid via Pay As You Earn, so it will have the normal income tax and National Insurance (NI) deducted.

The benefit provider would pay for your income until you return to work or reach State Retirement Age or for a period of 2 years – whichever is soonest.

This benefit is available to all colleagues with the exception of Apprentices, who are unfortunately excluded by the insurers.

Life assurance

We provide life assurance cover for all colleagues 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 your basic gross annual salary.

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 Colleagues' Guide).

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.

A man with short dark hair and a beard is smiling at the camera. He is wearing a dark jacket over a light-colored shirt and a dark tie. He is holding a handheld device, possibly a scanner or a tool, with a red button and a black strap. The background is a blurred industrial or laboratory setting. The entire image has a blue overlay. The text "More for your money" is written in white, sans-serif font across the center of the image.

More for
your money

Cycle to work

You can hire a brand new bike and safety accessories through the Halfords Cycle2work scheme.

The scheme has something for everyone with bikes (or bike equipment such as clothing and safety items) ranging from £100 - £1000. Plus, you can check out a huge range of bikes from Halfords, Cycle Republic & Tredz stores and there are over 860 independent bike shops who accept Halfords' Letters of Collection.

To find out more about the scheme visit cycle2work.info and register with the employer code MTCC2W.



Lifeworks Discounts

Lifeworks provides a range of offers and exclusive promotions for MTC colleagues.

These are continually changing and there are special promotions each month. Many of the discounts relate to health and wellbeing, for example gym membership discounts.

You can access Lifeworks online or, if you have an MTC company mobile you can access the Lifeworks app.

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.

Partnership Discounts

MTC members and industrial partners periodically offer us discounts on products and services on well known retail brands.

Details will be advertised throughout the year.

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 the HR Shared Services team for more information.

A man in a dark suit and white shirt is looking down at a digital display. His right hand is raised, gesturing towards the screen. The background is blurred, showing other people in a professional setting. The entire image has a blue tint.

For your future

Pension

We provide a highly competitive pension scheme – 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 automatically be enrolled in the pension scheme (if you are eligible to join) at an employee contribution rate of 3% of your gross basic salary (which means MTC will contribute 6%). You can opt to change your level of contribution into your pension. 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 MTC 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 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 Administrator.

We encourage all colleagues 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.

A photograph of two men in business suits sitting on a balcony, engaged in a conversation. The man on the left is wearing glasses and has his hands clasped. The man on the right is also with his hands clasped. They are sitting on dark leather armchairs. In front of them is a light-colored wooden table with a spiral notebook and a pen on it. The background shows a large window looking out onto a cityscape with a river. A large green plant is visible on the left side of the frame. The entire image has a blue color overlay.

For help
and support

Lifestyle assistance helpline

As part of our commitment to your health and well-being, you and your immediate family members have access to a free, independent and confidential advice service which is available 24 hours a day, 7 days a week, 365 days a year.

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**, 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 for 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 for free on **0808 164 3079**.

Pension guidance

Free basic pension guidance is available from our independent pension advisor, Secondsight.

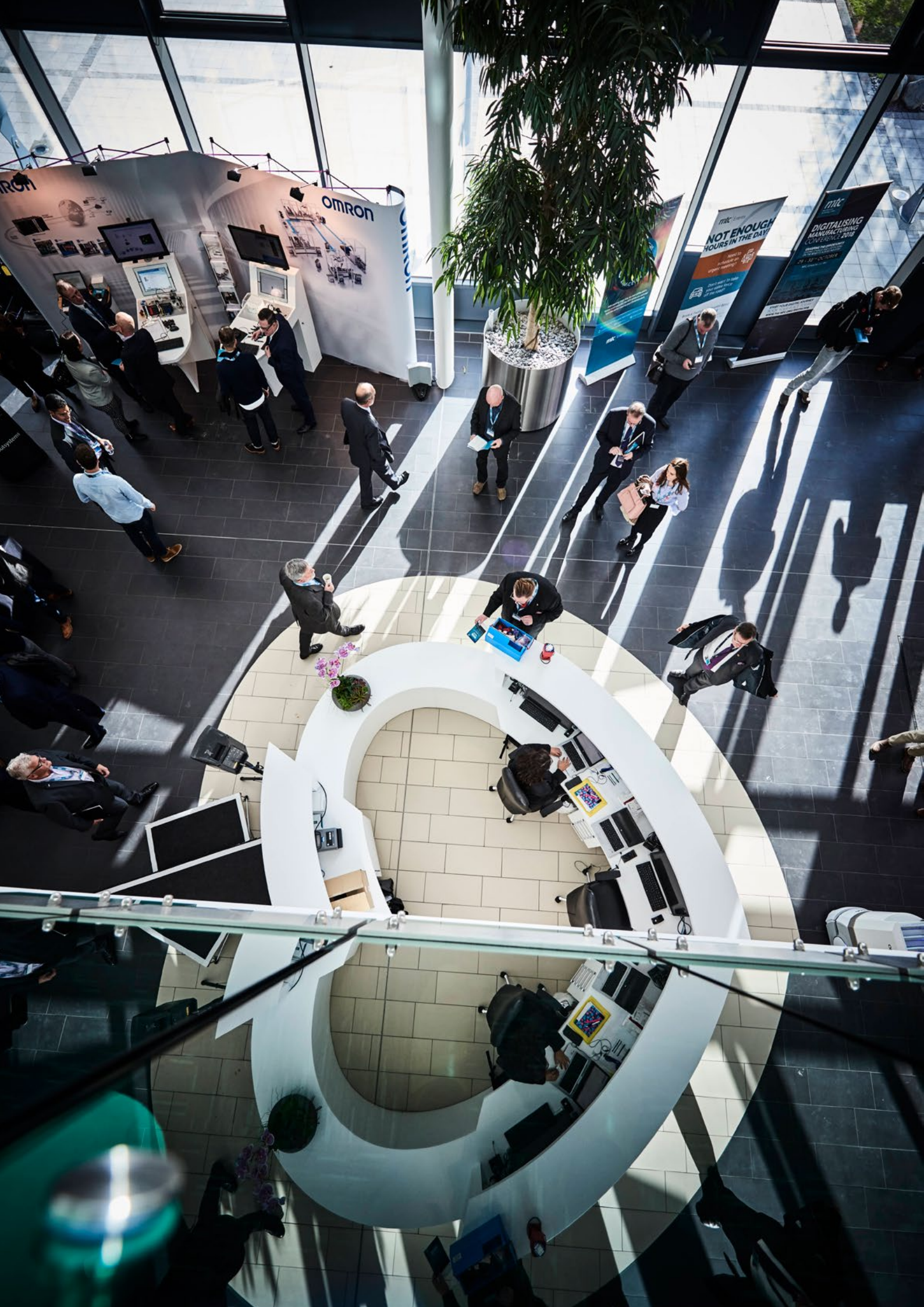
The advisor delivers several pension seminars each year - we will let you know when visits are planned so you can make an appointment in advance.

For all your pension queries in the meantime you can call Secondsight on [01932 870785](tel:01932870785).

‘Make Your Money Count’

Secondsight also carry out regular sessions designed to help you make the most of your money, for example in terms of managing your household budget.





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www.the-mtc.org



Rewarding You - 2020