












Working for Claverham

The Benefits for You & Your Family

	<p>Pension</p> <p>Claverham operates a pension scheme that all permanent employees are eligible to join. Both the Company and the employee contribute to the pension scheme.</p>
	<p>Life Insurance</p> <p>Claverham offers life insurance to all employees, which is equivalent to four times base salary.</p>
	<p>Training & Development</p> <p>Training and development is offered to employees within the company to develop their skills and capabilities in line with Company strategy. This includes all health and safety training.</p> <p>The company is also committed to the Professional Development of our employees. We demonstrate this by paying membership fees to one professional body per employee.</p>
	<p>UTC Employee Scholar Programme</p> <p>Employees can study for a diploma or degree level course under the UTC Scholar Programme. The Company will pay towards tuition, academic and examination fees, books and limited paid time off for study. Employees who graduate will be awarded shares of UTC stock.</p>
	<p>Employee Assistance Programme (EAP)</p> <p>The Employee Assistance Programme is an independent confidential service providing advice on a wide range of issues e.g. legal, financial, family, work. The service is provided via telephone helpline.</p>
	<p>Long Service Awards</p> <p>Employees receive a long service award for every 5 years of service with UTC. In addition there are long service gifts for employees celebrating 10,15, 20, 25, 30, 35, 40 and 45 years of service.</p>
	<p>Childcare Vouchers</p> <p>Vouchers can be used by parents or guardians of children up to age 16 to gain savings on the cost of registered and approved child carers.</p>

	<p>Medical Insurance</p> <p>Employees have access to a discounted medical and dental plan through HSA.</p>
	<p>Sports and Social</p> <p>Claverham operates a Sports and Social Club. Events are normally subsidised by the Company and co-ordinated by local representatives.</p> <p>The Club also operates a voluntary lottery.</p>
	<p>Pre-retirement Courses</p> <p>Claverham offers courses to assist employees who are planning to retire and their partners to make the transition from full time work to retirement.</p>
	<p>Holidays</p> <p>Claverham employees receive 25 days paid holiday plus 8 paid public holidays.</p> <p>Holiday entitlement increases by one half day for each 5 years worked.</p>
	<p>Sick Pay</p> <p>Claverham operates a sick pay scheme for employees who are unable to attend work through ill health.</p> <p>We also have an on site health Advisor. Mrs Pat Goodrich attends the site twice each week. She is on site between 9.00am – 11.45am on Tuesdays & Fridays, staff may meet with Pat in the First Aid room for advice on health matters.</p>
	<p>Benefits for Parents</p> <p>Claverham offers generous maternity and paternity benefits to help support parents with newborn children.</p> <p>Employees may also take advantage of parental leave for children under age five.</p>
	<p>Personal Referral Scheme</p> <p>This scheme encourages Claverham employees to fill existing vacancies with external people they know or have previously worked with. If a referred person joins Claverham, the employee will be given a payment of £200, and when the new employee successfully completes their probationary period, the referring employee will be given an additional payment of £800.</p>

	<p>Bike to Work</p> <p>This operates through the government Cycle to Work scheme, saving you up to 50% of High Street prices. You decide how much you want to spend on a bicycle, and you pay for it in easy instalments typically over a 12 month period. The Government concession allows for the repayment to be made from gross pay which means tax and national insurance are saved.</p> <p>Applications will be processed twice yearly in March & October</p> <p>News for Cyclists – we are currently awaiting quotations to convert the Gatehouse into a changing and storage facility for cyclists.</p>
	<p>Eye Tests</p> <p>Claverham will provide eye tests for staff who are required to wear prescription safety spectacles and / or may require spectacles / corrective equipment when using display screen equipment</p> <p>Tests will normally be carried out by the optician Bell & Stenton in Yatton.</p>
	<p>Personal Protective Equipment</p> <p>Safety is our number one priority and Claverham provides all necessary equipment to keep employees safe.</p>
	<p>Christmas Event</p> <p>Employees are provided with a Christmas lunch in the canteen. The social club also organise a Christmas event which is subsidised by the company.</p>

Full details of all of these benefits can be obtained from the HR intranet site on the Claverham intranet. Alternatively, contact:

**Fran 309
Louise 306
Sarah 311**