

## Staff Benefits 2024

All benefits need to be redeemed via HR so that we can keep track of their use. Benefits can be withdrawn or amended at any time. Any abuse of the benefits will result in their removal.

- **Complete your 3-month probationary period and get a VIP overnight stay inclusive of dinner, bed, and breakfast! The stay is for 2, so you can bring a friend or family member with you!**
  - To redeem, HR will need to see your completed job chats and obtain sign off from your HOD. Only then can you request this stay.
- **IHG staff rate, cheap hotel stays around the world and 50% discount on your F&B whilst you're there! Also, friends and family rates for your nearest and dearest!**
  - To redeem you need to sign up to IHG One Rewards and make GM aware of your number so he can activate staff & F&F rate. Then you can book via the app or website as you see fit. One bit of useful information – generally staff rate and F&F rate is only available to book 3 months out from the date you want. If you're looking longer than 3 months, it will not show.
- **Free gym membership and use of the 3D Health & Fitness facilities! Reduced membership for your family!**
  - Please ensure you liaise with 3D and avoid peak times.
- **Pampered & Polished – selected discounted beauty treatments!**
  - Please ensure you liaise directly with P&P to book this in.
- **Maternity / Paternity Leave – full for both as you wish, Dads or 'non birthing partners' get the same benefits as Mum!**
  - To redeem you need to make your HOD and HR aware of the dates this applies to. Paperwork from Doctors will also be required to sign off on this. Can be changed during any term if you wish.
- **'Paternity' Pay – Get a new pet? Get a paid day off to help them settle, when they go to that farm in the sky then get a paid day off in compassionate leave!**
  - To redeem you need to make your HOD and HR aware so that it can be processed through payroll and that it appears on the timesheets for cost control.
- **Paid Physical Wellbeing. Want to exercise at the beginning or end of your shift. We will pay you for the privilege for the first 30 mins exercise!**
  - 3D will provide sign in sheets to accounts / HR so that this can be processed. Failure to sign in and out or for these timesheets to be with HR then the incentive will not be processed.
- **Paid Volunteering. Want to give back? Use up to 12 shifts per year – paid – to volunteer locally and help those that need it. We pay you for helping the community!**
  - To redeem HR & your HOD will need advance notice of what you wish to do and how this can work with your shifts. Any volunteering requires HOD sign off on rota. When volunteering we also require images and documents as proof this has been undertaken. Failure to provide any of this and it will not be processed.

- **Staff food on shift! As well as the staff food provided, if you wish you are also able to purchase food and drink from the hotel at a 50% discount, so if you fancy a club sandwich for lunch – then order one!**
  - To redeem please order and pay at the bar. All food to be consumed in the usual areas. Please avoid peak business times. DM can temporarily withdraw if required on any shift for any team member.
- **Once a year, bring your family for a meal on us (limited to 2 guests and budget of £25 per head)!**
  - To redeem you need to have worked here for 6 months and need to request this through HR & Ops to plan it in.
- **Staff taxis – book through hotel reception and we will pay £1 towards your journey (work journey only)!**
  - All journeys booked through hotel reception and flagged as staff booking, automatically have this applied.
- **Smart Pension!**
  - All staff are auto enrolled in this upon completion of start at work and all paperwork. You can then opt out / change what you put aside as you see fit. Fully in your control.
- **Monthly Incentives – earn coins and spend them on some great prizes!**
  - All incentives achieved need to be verified by the relevant HOD and with HR by the 15<sup>th</sup> of the following month. To redeem any prize the request must go to HR. Please do not leave this all until the last month of the year to redeem as we cannot guarantee there will be enough time to process. Plan it please!
- **Employee of Month & Year – All monthly winners are nominees for the annual award.**
  - 2 coins for each winner each month and 1 for runners up. The annual winner receives 10 coins!
- **Taking you out! Each department manager has a budget of £100 per person per year to spend on taking their team out, speak to your HOD and have your say!**
  - This is £100 per year per employee, on a pro rata basis, and kicks in after 6 months service. So, £50 after 6 months and £100 after 1 year. Receipts are required to claim this post event. All to go to HR / Accounts.
- **Pay Above National Minimum Wage – all staff get paid at least the real living wage.**
  - We remain committed to our promise to pay all our staff above the national minimum wage. We do this presently and commit to always doing so!
- **Sell Your Holiday – don't want to take that day or week off? We will buy it back from you at 50% of the value so you get extra pay!**
  - To redeem, please ensure your HOD is aware so that it is correctly processed on timesheet and that HR are aware also.

And more! Your own IHG My Learning access – a portal with thousands of ways for you to develop. Easter eggs at Easter, gifts for milestone birthdays, passing driving tests or going to Uni, we strive to reward each one of you! Any ideas that any of you can think we could look to implement, please speak to your HOD!