

SALARY SACRIFICE SCHEMES & OTHER BENEFITS



WELCOME



As a proud employee-owned business, UMi offers a range of salary sacrifice schemes and employee benefits to help and support our most important asset – you!

Salary sacrifice (SS) schemes allow you to allocate part of your salary to pay for extra benefits directly, making it more tax efficient. You can find more information in this document.

At UMi, we currently offer schemes for:

- Employee Ownership
- Pension (SS)
- Healthcare Cash Plan
- Cycle Scheme (SS)
- Additional Holiday Purchase
- Tax-Free Childcare (Post Oct 2018)
- Techscheme (SS)
- NEFirst Credit Union
- Other Employee Benefits

If you are interested in benefiting from any of the schemes/benefits that aren't automatically applied, please speak to your line manager and ensure you are aware of the T&Cs for each of the schemes.

NOTE: As a responsible business and under HMRC rules, UMi has a threshold of not taking you below the national minimum wage (NMW) when participating in salary sacrifice schemes.

EMPLOYEE OWNERSHIP



We believe that businesses are powered by people and everyone who contributes to our collective success should also benefit from it. Being Employee Owned is one way we practically do that.

WHAT DOES IT MEAN?

UMi is owned by UMi Employee Ownership Trust (EOT), the Trust operates to ensure the interest of its beneficiaries are met. The beneficiaries are every member of the UMi team *see eligibility.

WHAT'S THE BENEFIT?

Other than being a great place to work, UMi Holdings is committed to placing a percentage of profits made over time into an Employee Ownership Trust Fund. The EOT Board can recommend how best to use the fund, for example benefits that have been received include, exceptional cost of living support, UMi Hardship Fund/Loan Scheme, benefits platform membership, financial one off payments as a result of long term business performance, additional ad-hoc flexibility and ad-hoc rewards.

Employee Ownership significantly influences our culture and values – everyday things we take for granted in UMi such as how we communication, make decisions, are empowered, innovate, learn and participate within the business.

It also underpins the ART of UMi through togetherness – being part of something bigger on this journey to greatness!

ELiGiBiLTY

Fixed Beneficiaries are defined as people who are employees of any subsidiary company of UMi Holdings Ltd and who have successfully completed their probationary period and are not on a disciplinary sanction. Further details on eligibility can be provided by a member of the EOT Board.



PENSiON (SS)

WHAT WE OFFER

UMi provides a 5% employer pension contribution, with current Auto-enrolment rules your personal contribution must be a minimum of 5%.

WHAT IS THE LiMiT?

You may increase your contribution provided that any amount is in line with limits determined by individual circumstances and whether you have other pensions.

WHAT'S THE BENEFiT?

Tax saving and a pension savings pot, which you can access from the age of 55.

ELiGiBiLTY

To be auto enrolled, you must be aged 22 years + and have an annual gross salary of £10,000 +. You can choose to opt in if you are below the eligibility criteria for being automatically enrolled when you join the business.



HEALTHCARE (MEDiCASH)



WHAT WE OFFER

UMi covers the annual cost of a health care cash plan - Level 1 solo plan via Mediacash for all team members from day 1 of their employment.

WHAT IS THE LiMiT?

You can upgrade your plan and/or add a partner (Mediacash Extra) at an additional cost to you via your monthly salary. Children under the age of 21 who are in full time education can be added to your cover for free. Further details are available at medicash.org/umi

WHAT'S THE BENEFiT?

Easy access to claim back money spent on a range of healthcare expenses from April – March, as well as access to a confidential 24/7 employee assistance programme (EAP), discounts, health and wellbeing apps etc! This is a taxable benefit and will be shown on your P11d annually.



CYCLE SCHEME (SS)

WHAT WE OFFER

You can apply to purchase a bike and/or accessories via the cycle to work scheme more information at cyclescheme.co.uk

WHAT IS THE LIMIT?

Our scheme limit is £2,000 repaid over a 12 month period via your salary.

QUESTION: Do I have to ride the bike to work every day? Simple answer: No, you do not have to commute by bike daily.

TECHNICAL ANSWER: You should use the bike and/or accessories mainly for commuting to and, if relevant, between workplaces. At least 50% of the bike and/or accessories use should be for work purposes. For example, if you used the bike 10 times in a year, at least 5 of those journeys must be work-related.

WHAT'S THE BENEFIT?

Spread the payments of purchasing a bike and/or accessories before tax to make a saving and improve your fitness and wellbeing while cycling to work.

ELIGIBILITY

You must have successfully passed your probationary period and/or not be currently undertaking a performance improvement plan and/or not hold a live formal written or final written warning on record in order for us to review a request for a salary sacrifice benefit.



ADDiTiONAL HOLiDAY PURCHASE

UMi STANDARD

You can purchase up to 5 extra days of annual leave (pro-rata if you are part time) and pay them back over 1-12 months via your salary.

WHAT IS THE LiMiT?

The maximum holiday allowance is capped at a maximum of 30 days per annum based on full time working hours (will be pro-rata for part time working hours). Requests are subject to line manager discretion and will need to take into account if you already have carried over leave or purchased leave in your current allowance year.

WHAT'S THE BENEFiT?

You can purchase up to an extra week of annual holiday entitlement to contribute to a greater work life balance.

ELiGiBiLTY

You must have successfully passed your probationary period and/or not be currently undertaking a performance improvement plan and/or not hold a live formal written or final written warning on record in order for us to review a request for a salary sacrifice benefit.



TAX-FREE CHILDCARE (POST OCT 2018)

WHAT WE OFFER

More information on the government tax-free childcare scheme can be found here: gov.uk/tax-free-childcare

WHAT IS THE LIMIT?

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. If the child is disabled, the rate is up to £1,000 every 3 months (up to £4,000 a year).

WHAT'S THE BENEFIT?

You can get money towards paying for childminders, nurseries and nannies, and after school clubs and play schemes.



TECHSCHEME

WHAT WE OFFER

You can request to purchase the latest tech for less! You can choose from thousands of products via Curry's including categories like laptops, phones, smart health and white goods up to the value of £1,000, which would be paid back via 12 months' salary sacrifice deductions. More information can be found here: techscheme.co.uk

WHAT IS THE LiMiT?

Up to £1,000 per person.

WHAT'S THE BENEFiT?

You save up to 12% on National Insurance and pay directly from your salary. Save on Tax and National Insurance contributions and pay directly from your salary.

EXAMPLE: A qualifying employee with a gross salary of £20k applies for a Techscheme voucher of £600. The net deduction to the employee will be (12 monthly instalments of £34) £408 resulting in a saving of £192 (32%).

ELiGiBiLiTY

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NEFiRST

WHAT WE OFFER

A 'not for profit' financial organisation that provides savings and loan account for its members.

WHAT IS THE LiMiT?

Saving account can be paid into via monthly salary, this can be started and stopped at any time and you can withdraw your money out at request at any time. Loan requests are subject to a credit reference enquiry and there will be a limit on the amount you can borrow and it will be subject to affordability and APR.

WHAT'S THE BENEFiT?

You can save money from your salary each month and pay in into multiple accounts if you wish. Savings are protected by the Financial Services Compensation Scheme (FSCS). Any surplus the Credit Union makes is returned to its members as dividends. Loan requests can be submitted immediately and can be reviewed within 5 working days from receipt of application. As you repay your loan back this will help increase your credit rating.



OTHER EMPLOYEE BENEFITS

WHAT WE ALSO PROVIDE



**WELLBEING
DAYS**



**ENHANCED PAY
ON SICK PAY***



**FAMILY
LEAVES***



25 DAYS HOLIDAYS PER YEAR
(to increase annually at 3 years'
service up to a maximum of 28 days)



**ENHANCED FLEXIBILITY
WHERE POSSIBLE**



**COVER THE COST OF 1
PROFESSIONAL/MEMBERSHIP
ANNUAL FEE**



**PERSONAL AND TEAM
TRAINING AND DEVELOPMENT
BUDGET**



**DEDICATED PERSONAL
DEVELOPMENT TIME PER
MONTH**

(*subject to meeting the eligibility criteria)