

# MY BENEFITS

A GUIDE TO YOUR EMPLOYEE  
BENEFITS AND INITIATIVES



# WELCOME

YOUR PACKAGE AT THE ARCH COMPANY  
IS MUCH MORE THAN YOUR MONTHLY PAY.  
WE OFFER A WIDE SELECTION OF BENEFITS  
AND INITIATIVES TO KEEP YOU AND YOUR  
FAMILY HAPPY AND HEALTHY. HERE'S A QUICK  
SUMMARY OF EVERYTHING YOU NEED TO KNOW...



## CORE BENEFITS:

THESE ARE THE BENEFITS WE PROVIDE TO EVERYONE. WE OFFER A COMPREHENSIVE PACKAGE OF COMPANY-PAID BENEFITS AIMED AT HELPING YOU MAINTAIN YOUR HEALTH AND WELLBEING.



## OPTIONAL BENEFITS:

RECOGNISING THAT EVERYONE'S NEEDS DIFFER, WE OFFER A SELECTION OF OPT-IN, OPTIONAL BENEFITS THAT YOU CAN CHOOSE BASED ON YOUR INDIVIDUAL CIRCUMSTANCES. MANY OF THESE BENEFITS COME AT DISCOUNTED RATES AND THE OPTION TO SPREAD THE COST OVER A 12-MONTH PERIOD.

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HEALTH

&

WELL  
BEING



# HEALTH CASH PLAN

**THE COSTS OF KEEPING YOURSELF AND YOUR FAMILY FIT AND HEALTHY CAN SOON ADD UP. BECAUSE OF THIS WE HAVE A HEALTH CASH PLAN TO HELP WITH THE COSTS OF EVERYDAY HEALTHCARE SUCH AS DENTAL CHECK-UPS, GLASSES, ACUPUNCTURE AND HEALTH SCREENINGS.**

## PLUS:

- Claim up to £700 per year back on everyday healthcare costs
- Virtual GP
- Discounted gym membership at thousands of gyms
- Discounted shopping vouchers at large national retailers and cinemas

You can extend this cover at your own cost, directly with the company.





# PRIVATE MEDICAL INSURANCE

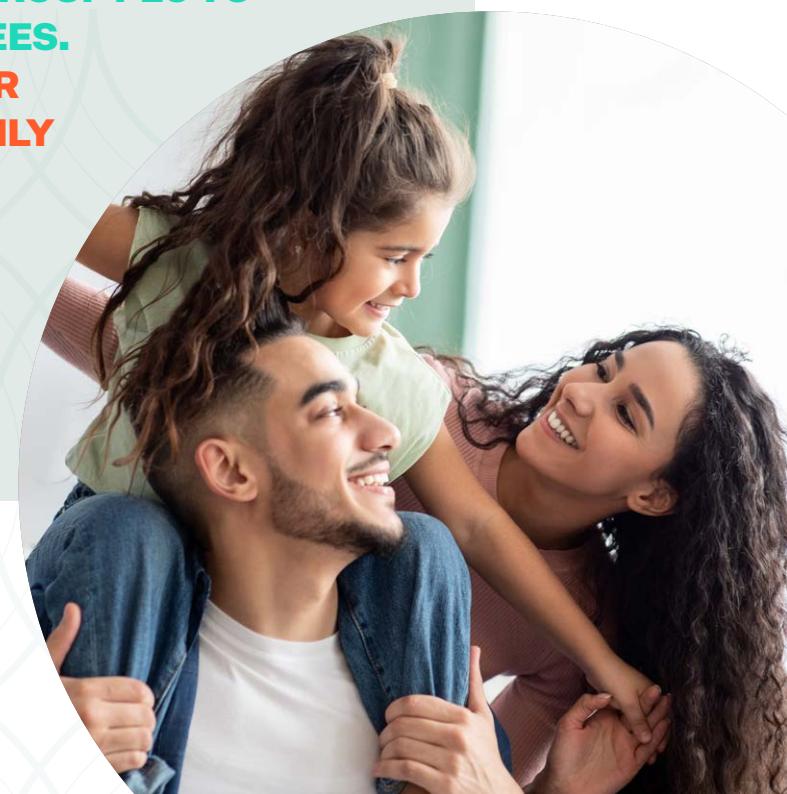


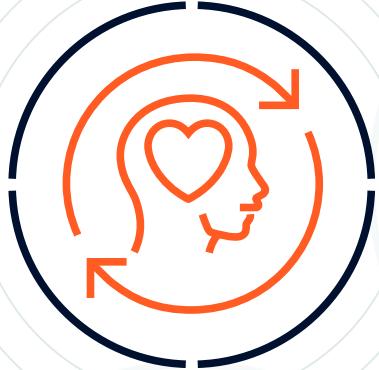
**YOU AND YOUR FAMILY'S HEALTH IS IMPORTANT TO US AND WE WANT TO ENSURE THAT IF YOU NEED TREATMENT, YOU GET IT AS QUICKLY AS POSSIBLE.**

**WE THEREFORE OFFER PRIVATE MEDICAL INSURANCE, PROVIDED BY AVIVA GROUP PLC TO ALL THE ARCH COMPANY EMPLOYEES.**

**YOU CAN ALSO EXTEND THIS COVER TO INCLUDE YOUR IMMEDIATE FAMILY (SUBJECT TO CONDITIONS) FOR A MONTHLY CHARGE, DEDUCTED FROM YOUR MONTHLY SALARY.**

**IF YOU ARE ALREADY A MEMBER, LOG INTO MYAVIVA FOR MORE INFORMATION ON HOW TO MAKE A CLAIM.**





# BACK TO BETTER & MENTAL HEALTH PATHWAYS



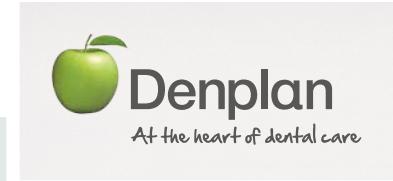
THROUGH OUR MEDICAL INSURANCE WITH AVIVA, YOU CAN ENJOY FASTER ACCESS TO TREATMENT FOR MUSCULOSKELETAL PAIN OR MENTAL HEALTH CONCERNs, WITHOUT THE NEED FOR A GP REFERRAL. FOR THESE ISSUES, YOU CAN CONTACT AVIVA'S SUPPORT LINE DIRECTLY AND A CLINICAL CASE MANAGER WILL SUPPORT YOU IN GETTING ACCESS TO THE MOST APPROPRIATE TREATMENT TO SUIT YOUR NEEDS.





## DENTAL COVER

DENTAL COSTS CAN BE EXPENSIVE AND TO HELP YOU MANAGE THIS WE OFFER SUBSIDISED DENTAL COVER, PROVIDED BY DENPLAN. THERE ARE A NUMBER OF OPTIONS TO CHOOSE FROM, AND YOU CAN EXTEND THIS COVER TO INCLUDE YOUR IMMEDIATE FAMILY (SUBJECT TO CONDITIONS) FOR A MONTHLY CHARGE PAID DIRECTLY TO DENPLAN.





# EMPLOYEE ASSISTANCE PROGRAMME – HELP@HAND

**WE UNDERSTAND THAT FROM TIME TO TIME THE PRESSURES OF LIFE CAN HAVE AN IMPACT ON YOUR WELLBEING. TO HELP WHEN YOU OR YOUR FAMILY MEMBERS ARE FEELING UNDER PRESSURE, WE OFFER FREE ACCESS TO A COMPLETELY CONFIDENTIAL 24/7 TELEPHONE COUNSELLING, FINANCIAL AND LEGAL SUPPORT SERVICE.**

## OTHER SERVICES INCLUDE:

- Physiotherapy
- Personal Training
- Nutritional Consultations
- Medical Second Opinions
- Savings and Discounts

To use these services:

**Phone: 03335777805**

**Download the Help@hand app**

You will be given a temporary password in your welcome email to get you started and login.



## 24/7 REMOTE GP

ACCESSING A GP CAN BE CHALLENGING AT THE BEST OF TIMES, WHILE ALSO NEEDING TO FIT IN THE VISIT TO THE GP AROUND YOUR BUSY LIFE. THAT IS WHY WE OFFER YOU ACCESS TO THE REMOTE GP SERVICE VIA THE [HELP@HAND](mailto:HELP@HAND) APP. THIS 24/7 SERVICE GIVES YOU ACCESS TO UNLIMITED REMOTE GP APPOINTMENTS FOR YOU, YOUR PARTNER AND CHILDREN AT A TIME AND PLACE THAT IS CONVENIENT TO YOU 365 DAYS A YEAR.





# NUTRITIONAL CONSULTATIONS

WHETHER YOU'RE TRYING OUT A VEGAN DIET OR TRYING TO IMPROVE YOUR EATING HABITS, A TRAINED NUTRITIONIST CAN HELP YOU LEARN MORE ABOUT WHAT YOU SHOULD EAT AND HOW YOUR DIET CAN IMPACT YOUR PHYSICAL AND MENTAL HEALTH.

AS PART OF OUR SERVICE WITH [HELP@HAND](mailto:HELP@HAND), YOU HAVE ACCESS TO UP TO SIX FREE OF CHARGE VIDEO CONSULTATIONS WITH A NUTRITIONAL CONSULTANT FOR ADVICE AND EDUCATION TO HELP YOU UNDERSTAND NUTRITIONAL INFORMATION, REVIEW YOUR DIETARY HABITS AND DEVELOP PERSONALISED PLANS TO IMPROVE YOUR DIET AS PART OF A HEALTHY AND BALANCED LIFESTYLE.



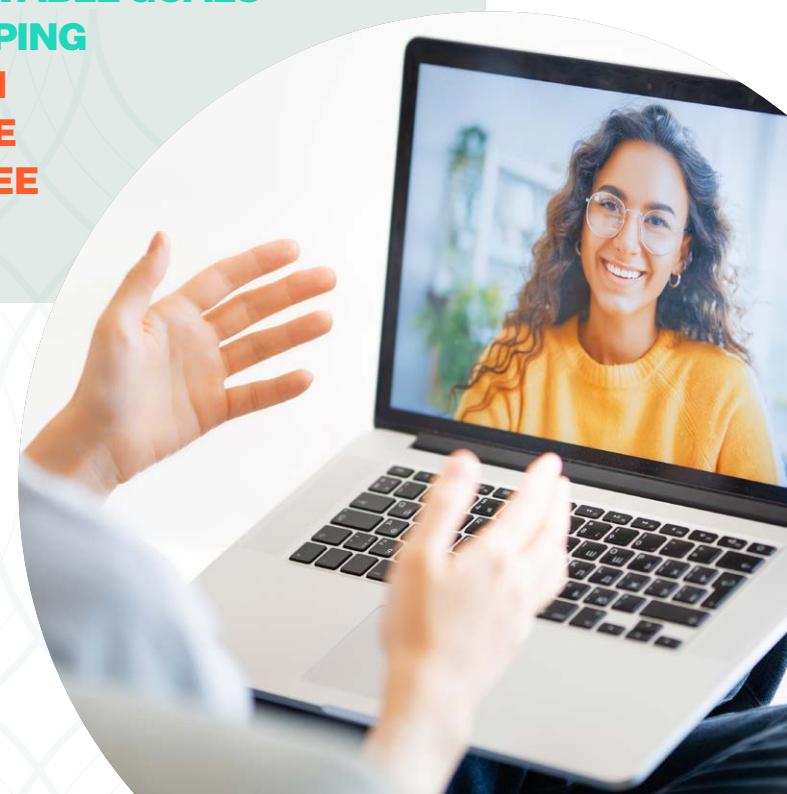


# LIFESTYLE COACHING

EVEN WITH THE BEST PLANNING, SOMETIMES BEING YOUR BEST SELF CAN BE PUT ON THE BACKBURNER. WORKING WITH A LIFESTYLE COACH CAN HELP YOU REVIEW YOUR CURRENT HEALTH, FITNESS AND LIFESTYLE HABITS AND SET ACHIEVABLE GOALS YOU CAN SUSTAIN OVER TIME, HELPING YOU TO STAY MOTIVATED. YOU CAN ACCESS UP TO SIX VIDEO LIFESTYLE COACHING SESSIONS PER YEAR FREE OF CHARGE WITH [HELP@HAND](#).

**SIX  
FREE**

LIFESTYLE  
COACHING  
SESSIONS





# PERSONAL TRAINING

TRAINING FOR A MARATHON, RECOVERING FROM AN INJURY OR WORKING ON YOUR FITNESS? WORKING WITH A PERSONAL TRAINER CAN HELP YOU SET ACHIEVABLE GOALS AND FOCUS ON GETTING RESULTS. USE UP TO SIX VIRTUAL SESSIONS WITH A PERSONAL TRAINER WHO WILL ASSESS YOUR FITNESS AND DISCUSS YOUR INDIVIDUAL GOALS BEFORE CREATING A PERSONALISED FITNESS PLAN.





## ONSITE MASSAGES



AT WORK  
WELLBEING

OUR HEAD OFFICE HOSTS MONTHLY MASSAGES  
PROVIDED BY **AT WORK WELLBEING**, TO HELP REDUCE  
STRESS AND MUSCLE TENSION, RELIEVE MENTAL  
FATIGUE AND HEADACHES.



# FINANCIAL SECURITY



# PENSION

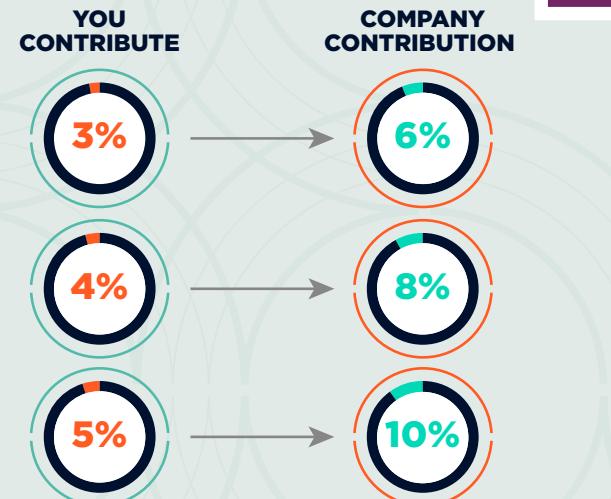
**AS A COMPANY, WE UNDERSTAND HOW IMPORTANT YOUR FINANCIAL SECURITY IS AND WANT TO HELP YOU TO SAVE FOR THE RETIREMENT THAT SUITS YOUR PERSONAL NEEDS. WHEN YOU FIRST START WITH THE ARCH COMPANY, YOU WILL BE ENROLLED AUTOMATICALLY IN OUR COMPANY PENSION SCHEME, WHICH IS ADMINISTERED BY ROYAL LONDON.**



## HERE'S HOW IT WORKS:

If you contribute 3%, we'll contribute 6% of your annual base salary to the scheme. You have the flexibility to raise your contributions whenever you wish. The more you save, the more we'll contribute, up to a maximum of 10%.

You can also contact Royal London directly on **0345 603 7560** or email [CSTeam1@royallondon.com](mailto:CSTeam1@royallondon.com)





# LIFE ASSURANCE

WHILE NO AMOUNT OF MONEY CAN REPLACE A LOVED ONE, LIFE ASSURANCE OFFERS A SENSE OF SECURITY AND FINANCIAL SUPPORT FOR YOUR FAMILY IF YOU WERE TO PASS AWAY WHILE EMPLOYED WITH US. **AT THE ARCH COMPANY, WE PROVIDE A CORE LEVEL OF COVER THAT IS EQUAL TO FOUR TIMES YOUR BASE SALARY. YOU HAVE THE FLEXIBILITY TO AMEND YOUR CHOSEN BENEFICIARY(S) AT ANY TIME BY KEEPING YOUR EXPRESSION OF WISH FORM UP TO DATE.**

PLEASE USE THE 'FIND OUT MORE' LINK TO COMPLETE THE FORM OR SPEAK TO HR TO REQUEST THE DIGITAL FORM VIA BAMBOO.





# INCOME PROTECTION

**TO SAFEGUARD YOUR INCOME, YOU ARE COVERED BY AN INCOME PROTECTION INSURANCE POLICY. IN THE UNFORTUNATE EVENT THAT YOU ARE UNABLE TO WORK DUE TO ILLNESS FOR AN EXTENDED PERIOD EXCEEDING SIX MONTHS, THIS POLICY WILL PROVIDE UP TO 66.67% OF YOUR ANNUAL BASE SALARY. HR WILL MANAGE THIS PROCESS ON YOUR BEHALF.**





# MORTGAGE ADVICE



**WHETHER YOU'RE A FIRST TIME BUYER LOOKING TO GET ON THE PROPERTY LADDER, HOME MOVER, LOOKING TO REMORTGAGE, OR A BUY-TO-LET INVESTOR WE'VE TEAMED UP WITH CORECO TO GIVE YOU ACCESS TO 1-2-1 MORTGAGE APPOINTMENTS VIA PHONE, VIDEO CALL, OR FACE-TO-FACE WITH ONE OF CORECO'S FRIENDLY AND EXPERIENCED MORTGAGE ADVISERS.**

**PLEASE USE THE 'FIND OUT MORE' LINK TO BOOK IN A FREE 1-2-1 APPOINTMENT WITH CORECO.**





# WILL WRITING

**FUTURE PLANNING FOR AFTER YOU HAVE GONE CAN BE A DAUNTING TASK THAT MANY OF US PUT OFF. HOWEVER, HAVING A WILL IN PLACE CAN GIVE PEACE OF MIND TO YOUR LOVED ONES AT AN INCREDIBLY DIFFICULT TIME. TO SUPPORT YOU IN CREATING A WILL, WE HAVE PARTNERED WITH REDSTONE TO PROVIDE YOU WITH ACCESS TO DISCOUNTED CORPORATE RATES.**

**FOR MORE INFORMATION,  
PLEASE CONTACT REDSTONE ON  
0808 281 1545 OR EMAIL  
[ENQUIRIES@REDSTONEWILLS.CO.UK](mailto:ENQUIRIES@REDSTONEWILLS.CO.UK)**

**DISCOUNTED  
CORPORATE  
RATES**



TRAVEL &  
TRANSPORT



# CYCLE TO WORK SCHEME

TO HELP YOU HAVE GREENER, HEALTHIER JOURNEYS TO WORK, STAY FIT, AND REDUCE POLLUTION WE OFFER A CYCLE TO WORK SCHEME. THIS ALLOWS YOU TO SAVE MONEY ON TAX AND NATIONAL INSURANCE, AND SPREAD THE COST OF A NEW BIKE AND ACCESSORIES UP TO THE VALUE OF £4,000 (TERMS AND CONDITIONS APPLY).

PLEASE USE THE 'FIND OUT MORE' LINK OR VISIT [WWW.CYCLESCHHEME.CO.UK](http://WWW.CYCLESCHHEME.CO.UK)





# SEASON TICKET LOAN

**SAVE MONEY ON THE COST OF YOUR COMMUTE AND HAVE GREENER JOURNEYS WITH A SEASON TICKET LOAN. THIS INTEREST FREE LOAN ON YOUR TRAVEL SEASON TICKET ALLOWS YOU TO SAVE MONEY AND SPREAD THE COST OF TRAVEL.**

**PLEASE USE THE 'FIND OUT MORE' LINK TO APPLY.**





# ELECTRIC CARS

**SAVE MONEY WHILST REDUCING YOUR CARBON FOOTPRINT. OUR ELECTRIC CAR SCHEME VIA OCTOPUS ALLOWS YOU TO SAVE UP TO 40% ON THE COST OF THE CAR THROUGH SALARY SACRIFICE DUE TO TAX & NI SAVINGS AND SPREAD THE COST.**

octopus energy

## BENEFITS INCLUDE:

- A brand new electric vehicle every 2-4 years
- No deposit required
- Road fund licence
- Insurance (subject to terms and conditions)
- Routine maintenance and servicing
- Breakdown assistance and recovery
- MOT where relevant

You will need to register through the Octopus website.



DISCOUNTS  
& SAVINGS



# GYM MEMBERSHIP

THROUGH OUR MEDICAL INSURANCE (AVIVA) AND OUR HEALTH CASH PLAN (MEDICASH), YOU HAVE ACCESS TO DISCOUNTED RATES OF UP TO 25% OFF AT OVER 3,300 GYMS THROUGHOUT THE UK. TO HELP YOU AND YOUR PARTNER STAY FIT AND HEALTHY YOU CAN ADD THEM ONTO YOUR MEMBERSHIP TO MAKE DOUBLE THE SAVINGS.





# DISCOUNTS

**AS AN EMPLOYEE OF THE ARCH COMPANY, YOU HAVE ACCESS TO MEDICASH EXTRAS, WITH A WIDE SELECTION OF BIG BRAND DISCOUNTS AT A RANGE OF RETAILERS, INCLUDING SUPERMARKETS, TECHNOLOGY, FASHION, TRAVEL AND MANY MORE.**



TIME OFF  
& LEAVES



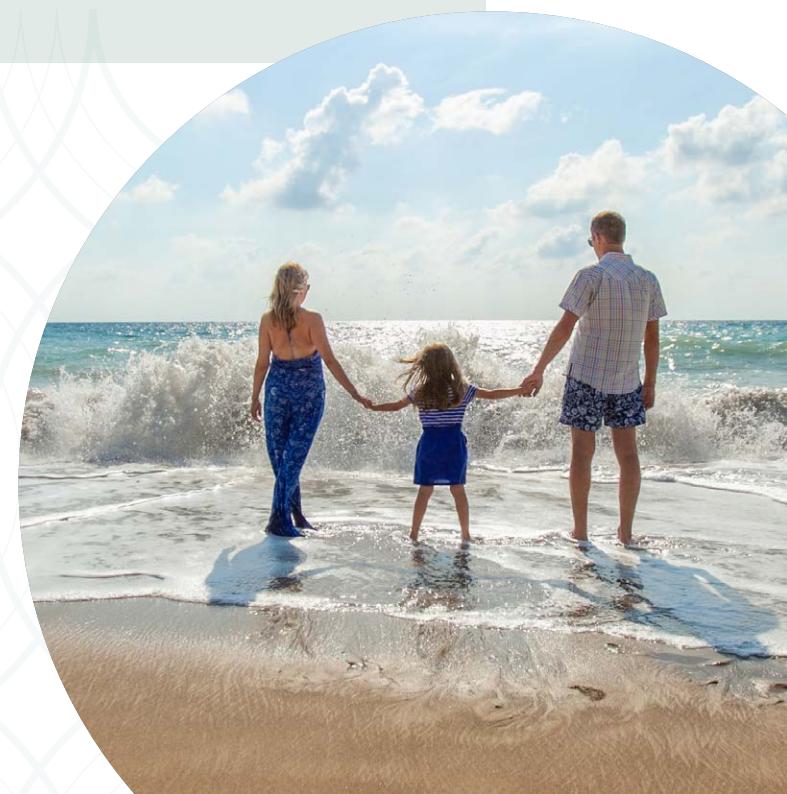
# HOLIDAY

**HAVING TIME OFF TO REST AND RECUPERATE IS IMPORTANT. THAT'S WHY WE OFFER 25 DAYS HOLIDAY PER CALENDAR YEAR, IN ADDITION TO UK PUBLIC HOLIDAYS. THIS IS PRO-RATED FOR PART-TIME EMPLOYEES.**

**25  
DAYS  
HOLIDAY**

**WE ALSO OFFER 1 DAY OF BIRTHDAY LEAVE. YOU CAN CHOOSE TO TAKE THIS EITHER ON THE DAY OF YOUR BIRTHDAY OR IN THE SAME MONTH.**

**1 DAY  
BIRTHDAY  
LEAVE**





# CHARITY & VOLUNTEERING TIME

AS AN ORGANISATION, WE BELIEVE IT IS IMPORTANT TO GIVE BACK TO COMMUNITIES AND CHARITIES CLOSE TO US AND ENCOURAGE YOU TO DO THE SAME. OUR TARGET IS FOR EVERY EMPLOYEE TO BE INVOLVED IN VOLUNTEERING AT LEAST ONE DAY PER ANNUM IN WORK TIME, AS PART OF A TEAM EVENT OR INDIVIDUAL VOLUNTEERING. THE COMPANY ALSO RUNS A MATCHING SCHEME, WHERE EMPLOYEES WHO VOLUNTEER IN THEIR OWN TIME CAN CLAIM UP TO TWO DAYS ADDITIONAL VOLUNTEERING LEAVE. YOU ALSO HAVE THE OPPORTUNITY TO DONATE TO CHARITY THROUGH OUR GAYE PAYROLL GIVING SCHEME AND WE WILL MATCH ANY CONTRIBUTIONS UP TO £2,500.





# FAMILY FRIENDLY POLICIES

**WE'RE REALLY PROUD OF OUR DIVERSE WORKFORCE AND KNOW THAT OUR FAMILIES CAN COME IN MANY SHAPES AND SIZES. WE HAVE A SELECTION OF GENEROUS FAMILY FRIENDLY POLICIES AND PARENTAL TRANSITION COACHING THAT HELP SUPPORT YOUR LIFE OUTSIDE OF WORK.**

## MATERNITY

- Pay - After 6 month's service, you will receive 26 weeks enhanced maternity pay at your full base pay rate followed by 13 weeks Statutory Maternity Pay (SMP)

## PATERNITY

- Pay - After 6 month's service, you will receive 4 weeks enhanced paternity pay at your full base pay rate

## ADOPTION

- Pay - After 6 month's service, you will receive 26 weeks enhanced adoption pay at your full base pay rate followed by 13 weeks Statutory Adoption Pay (SAP)

For further information and details please read the full policies.



# DO YOU HAVE ANY QUESTIONS?

**IF YOU HAVE ANY QUESTIONS WITH REGARDS TO YOUR  
BENEFITS PLEASE REFER TO OUR FAQ DOCUMENT.  
ALTERNATIVELY, CONTACT [HR@ARCHCO.COM](mailto:HR@ARCHCO.COM)**

**THE  
ARCH  
CO**

**Terms and conditions apply.**

**This does not form part of your terms & conditions or contract  
of employment and providers may change from time to time.**