

AG REWARD AND BENEFITS OVERVIEW

July 2023

REWARD & BENEFITS

We are pleased to confirm that the following additional benefits are available to you on joining Addleshaw Goddard (AG).

You will find below an introduction to the benefits you can access immediately.

AG Benefits and policies fall into three categories:

- Wealth & Protection
- Health and Wellbeing
- Lifestyle

We have also included a section on new HR Policies (now known as People Policies) which are now available.

If you have any additional queries, please email Reward@addleshawgoddard.com.

WEALTH & PROTECTION

Life Assurance – Life assurance cover at a level of 4 x basic salary. This is a firm funded benefit.

Pension – Membership of the pension scheme is currently available but not mandatory for AG Ireland employees. It provides that members contribute an amount equal to 5% of salary and the firm contributes the same. Your membership of the scheme is subject to the rules of the scheme.

Additionally - Pension auto enrolment is likely to come into force 2023/24 with changes in Irish law. Details are still to be confirmed - further information will be shared when available.

Talent Spotting – AG offers a generous reward scheme for employees who introduce ex-colleagues, friends and family to vacancies within AG. Payment is made if the applicant is successful in securing a role with the firm. Everyone who makes a referral is also entered into a Prize Draw. Currently, colleagues can receive up to EUR17,500 for referring an individual, depending on the individual's role. Please visit the Recruitment Hub for further information on the Talent Spotting Scheme and also details on how to make a referral. To view current vacancies please visit AG Careers.

AG Excellence – an AG Excellence Award is a token of appreciation for a colleague who you think has gone above and beyond the duties of their role to support you or your team. This could be through working extra hard on a project or deal, receiving excellent client or colleague feedback, or going the extra mile to ensure something is completed. We offer two forms of AG Excellence Awards with a voucher of up to EUR100.

Financial Wellbeing - Financial wellness is an integral part of the firm's wellbeing agenda and there is a wealth of information on our Intranet pages available here. You will find links to useful information on topics such as Financial Planning and Management Tips.

Income Protection – Additional financial security to support employees who are absent from work due to sickness or injury. The policy provides cover equivalent to 66.67% of your salary less state illness benefit, payable after 26 weeks illness. This is a firm funded benefit.

HEALTH & WELLBEING

AG offers comprehensive wellbeing support across physical, mental and financial wellbeing. These are provided through the intranet with resources on a range of wellbeing topics and initiatives, such as guest speakers on topical wellbeing themes. You can access a catalogue of wellbeing information, guidance and pre-recorded guest speaker videos via the intranet.

Details of additional benefits & services which promote a healthy lifestyle:

Cycle Scheme – The Cycle to Work Scheme provides the opportunity to purchase a bicycle for your commute to the office, using an established and tax efficient scheme.

Private Medical Insurance – You have the opportunity to join a group scheme where the firm will pay for your own single PMI membership. You're also able to purchase additional cover for your partner and dependent children. The cost of any additional cover will be deducted on a monthly basis from your salary.

Dental – You have the opportunity to join a voluntary group scheme whereby you can buy dental insurance for you (and your partner and children if you wish). There is a range of scheme levels available to join and deductions will be taken on a monthly basis from your salary. This is a self funded benefit.

Employee Assistance Programme – You have access to an Employee Assistance Programme (EAP). AG offers a free and confidential 24/7 EAP for help and support with everyday problems and queries. The EAP also includes 1:1 counselling where required.

Occupational Health – The firm works with an external organisation to provide help and support for everyone during a period of absence due to illness or injury. Therefore, you will continue to have access to health professional advice and support during any period of absence due to illness or injury.

Wellbeing Subsidy - AG offers you the opportunity to claim a fixed amount towards the cost of one annual membership to a gym, exercise/ sports club, tech apps or home exercise equipment to support your wellbeing programme. The maximum amount that can be claimed in one 12-month period is EUR 215.00 (gross) The amount is paid via payroll, and where required, is subject to statutory deductions for tax and social insurance contributions. For further information, please refer to the Health & Wellbeing Policies available under the Benefit section on the intranet.

Discounted Gym Memberships - We have teamed up with Incorpore, a health and fitness network operating across the UK and Ireland to give you access to special reduced membership rates to gyms, health clubs and boot camps, so you can stay fit and save money simultaneously.

Incorpore also offer Digital Fitness Discounts; these on-demand work-out programmes bring instructor-led workouts to your phone, laptop or smart TV, so you can exercise whenever you want, wherever you are.

LIFESTYLE

TaxSaver Ticket – You will continue to have the option to purchase your commuter ticket in a tax efficient way, facilitated via payroll deduction.

Buy/Sell Holidays – AG offers the ability, on an annual basis, to buy/sell a maximum of one week's holiday in each holiday year. You can sell a maximum of 5 days' holiday, so long as these days are above the statutory minimum of 4 weeks' holiday entitlement per year. This amount is pro-rated for those working part-time hours. In addition, please note that in the exceptional circumstance of carrying over of any holiday from the current year, this will impact your ability to buy or sell holidays (up to a maximum of one week).

Social activities and celebrations – Each office has a social committee with a budget to organise firm-funded parties and other social events such as theatre trips, etc.

PEOPLE POLICIES

Sabbatical Leave – AG offers all employees the ability to request a period of unpaid sabbatical leave of up to three months. For further information, please refer to the Sabbatical People Policies available under the Benefit section on the intranet.

Carer Policy – AG offers a range of support to employees to ensure working carers are able to balance their working and caring commitments effectively. This includes offering employees with caring responsibilities the ability to take leave in an emergency. If you are a working carer, you are entitled to 5 days' paid emergency leave in a rolling 12-month period/ and or a reasonable amount of unpaid time off work to assist or make arrangements for the care of a dependent. For further information, please refer to the Carer Policy and Carer's Passport Document available under the Benefit section on the intranet.

Study support – AG offers 1 week's paid study leave per annum, plus time off for exams to employees who are sponsored through qualifications. You should discuss requests for study leave with your manager or Partner in the first instance.

CSR Days – AG aspires to be a positive force for good in the community and therefore as a firm encourages active participation from our people in our CSR initiatives, schemes and programmes. Our CSR strategy is framed around our ultimate objective of 'Unlocking Young Potential'. We aim to make an active contribution to our communities through supporting young people to reach their full potential through three CSR pillars: Access to Education, Access to the Profession and Access to Work.

We implement our CSR strategy through our community work, charity work and our pro bono programme. All this is underpinned by a wider commitment and investment from the firm through the AG Charitable Trust and our environmental policies and initiatives. Employees are encouraged to take up to 2 days away from the office during the year to get involved in firm initiatives to support charity or pro bono work.

For any CSR queries, please email our CSR manager, Heather McKendrick, and for any Pro Bono queries, please contact Richard Fisk, Pro Bono & Inclusion Manager.

**POSSIBILITIES.
COMPLEXITY. CLARITY.
OBSTACLES. OPPORTUNITIES.
THE DIFFERENCE IS IMAGINATION.
ADDLESHAWGODDARD.COM**

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