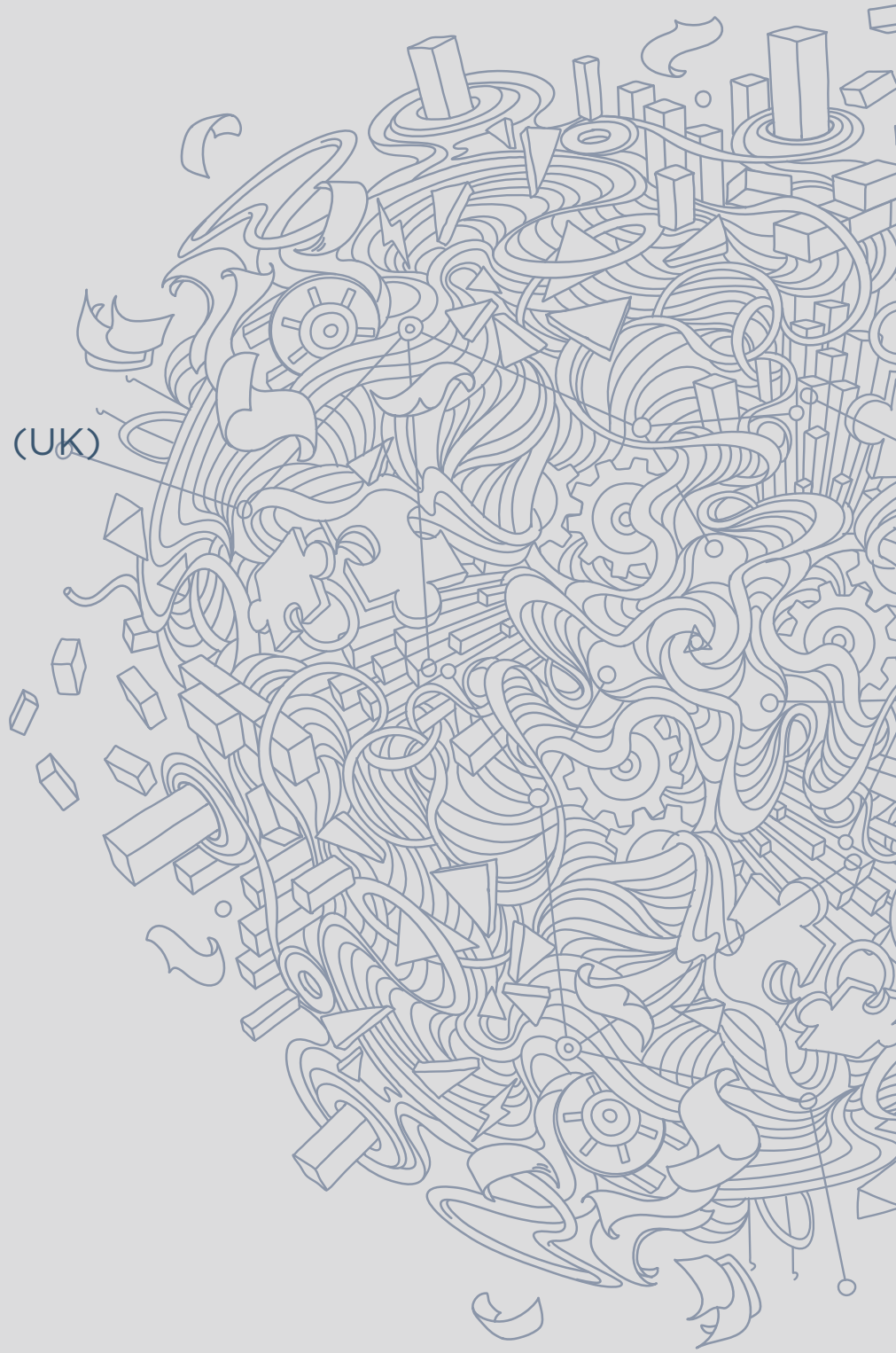


YOUR BENEFITS IN THE UK

Employee Information (UK)



MY BENEFITS

WELCOME

My Benefits is our on-line hub for all benefit related information. During your first few weeks, you will receive your personalised log-on details and you can then access all policy documents, scheme rules and helpline numbers in one place easily accessible from anywhere.

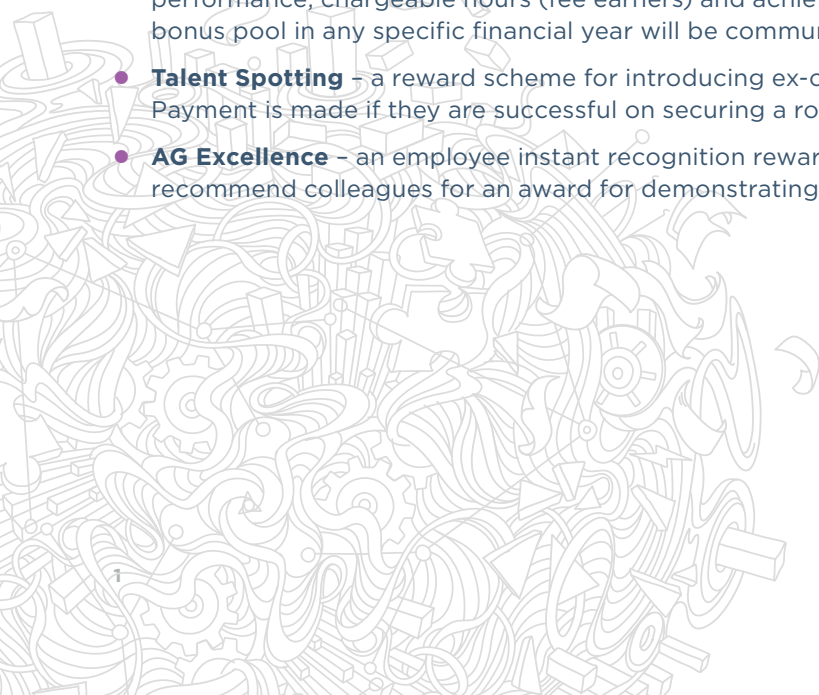
You will also have a window of time in which to make your benefit selection from some of those benefits listed below. All benefits renew with effect from 1 January with annual selections on all benefits being made in November annually

WEALTH & PROTECTION



In this section you will find information about some of the core benefits, such as insurances, pension and other benefits with a 'money' element:

- **Life Assurance** – the firm provides life insurance of four times salary. This is automatically arranged for you from your start date but you may wish to consider completing an Expression of Wish form when joining the firm. Cover up to age 75 and maybe subject to underwriting.
- **Income Protection** – firm provides an income protection policy which covers 75% of salary after 26 weeks absence (subject to acceptance by the insurer), for those aged between 16 and state pension age. This is automatically arranged for you from your start date and full policy information is available on My Benefits
- **Pension** – the firm offers membership to a Group Personal Pension Plan which is available to all employees with a matched contribution by the firm of 5% of salary. To meet the auto enrolment legislation all employees will be assessed for membership in the first month in which a salary is paid, and subject to meeting the requirements, membership will be deferred for 3 months.
- **Voluntary Critical Illness** – the firm offers this self-funded voluntary benefit to enable you to insure against the diagnosis of a critical illness. You can decide on the level of cover between £10,000 and £250,000. You can also purchase cover for your spouse between £10,000 and £150,000 (but the amount must not be more than your own cover).
- **Bonus Plan** – the firm currently offers a firmwide bonus plan and all employees are eligible to be considered for a bonus payment subject to certain criteria (such as, but not limited to: performance rating, team performance, chargeable hours (fee earners) and achievement of objectives). Full details of any guaranteed bonus pool in any specific financial year will be communicated at the beginning of the new financial year
- **Talent Spotting** – a reward scheme for introducing ex-colleagues, friends and family for vacancies within AG. Payment is made if they are successful on securing a role with the firm.
- **AG Excellence** – an employee instant recognition reward scheme allowing line managers and peers to recommend colleagues for an award for demonstrating exceptional effort.



LIFESTYLE



In this section you will find information about a range of voluntary benefits which the firm offers:

- **Buy/Sell Holidays** – the firm offers the ability, on an annual basis, to buy/sell a maximum of one weeks' holiday in each holiday year. Payments are taken in 12 equal monthly instalments via salary. Holiday carried over from a previous holiday year will limit the ability to buy/sell further holiday.
- **Cycle Scheme** – periodically the firm offers a cycle scheme allowing you to purchase a bicycle for your commute to the office, using an established, tax efficient scheme
- **Give As You Earn** – the firm offers you to option to donate to charity through a payroll giving scheme. The tax and NI efficiencies of the scheme means the charity receives an enhanced contribution from you. You can opt into the scheme as soon as you receive your log on details to the My Benefits site.
- **Gym Allowance** – the firm offers you the option to claim an allowance of £180 towards a gym membership of your choice as well as access to GymFlex where you can access cheaper rates at many facilities across the UK.
- **Sabbatical Leave** – the firm offers you the ability to request a period of unpaid sabbatical leave of up to three months. Certain criteria applies.
- **CSR Days** – the firm is committed to supporting employees who undertake voluntary work outside of the work environment, and you will be permitted time off of one day per year for volunteer activities.
- **Season Ticket Loan** – the firm offers an interest free loan to allow you the flexibility to buy an annual season travel loan.
- **Railcard** – the firm also offers you the ability to buy a railcard (ie Young Persons) paid for by the firm on the basis that it is used for all work related travel.

HEALTH & WELLBEING



In this section you will find details of additional benefits & services which promote a healthy lifestyle:

- **Dental** – the firm offers a dental plan on an annual basis, up to date scheme details will be published annually.
- **Private Medical Insurance** – the firm's PMI scheme is offered to all employees. The firm also offers the option to upgrade cover and pay for spouse/family cover at a competitive monthly cost. You can opt into the scheme as soon as you receive your log on details to the My Benefits site.
- **Health Screening** – annually the firm offers you the opportunity annually to buy a health screen for you and/or spouse. Working with our Occupational Health provider, we are pleased to offer various screens/costs/locations. Up to date screen and cost information will be published annually.
- **Employee Assistance Programme** – the firm is pleased to offer 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.

NEED HELP & ASSISTANCE?



The internal Reward team at AG can be contacted on Reward@addleshawgoddard.com.

**PROBLEMS. POSSIBILITIES.
COMPLEXITY. CLARITY.
OBSTACLES. OPPORTUNITIES.
THE DIFFERENCE IS IMAGINATION.
THE DIFFERENCE IS **AG.****

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