



THE
ENVIRONMENT
PARTNERSHIP



Benefits Brochure

Contents

Pension Scheme

TEP offers all employees access to our Group Personal Pension. You will be automatically enrolled in the Pension Scheme after completing three months employment. TEP will contribute 7% towards your pension, providing you contribute at least 3% of your pensionable salary into the scheme. The pension offers you a wide choice of investment funds and you will receive advice at the time of joining. You will also have access to an online planning tool to help you manage your retirement savings.



Professional Subscriptions

TEP encourages all its staff to be actively engaged in their own professional development. Following successful completion of your probationary period, TEP will pay your subscription to an approved professional body such as:

- The Landscape Institute
- The Institute of Chartered Foresters
- Chartered Institute of Ecology and Environmental Management
- Institute of Environmental Management and Assessment
- Royal Town Planning Institute



Flexible Working

TEP recognises that we are all trying to find a balance between work and home life, which is why we have adopted flexible working practices. TEP operates a flexible start and finish time managed by your Team Managers. Also, eligible employees can request a change to their work pattern to help manage commitments and pressures outside work.



Ride2Work Scheme

TEP has signed up to the Evans Cycles Ride2Work scheme, which takes advantage of the Government's Green Transport Plan. The scheme enables employees to obtain a new bike at around half the retail price and pay TEP back in monthly instalments.



Eye Health

Looking after your eyesight is important and can reduce the chances of you developing eye diseases or loss in vision. As part of TEP's commitment to your health and wellbeing, all TEP staff are eligible to receive free eye tests. TEP has also partnered with Specsavers Opticians and will provide eye care vouchers, which cover the cost of an eyesight test and (where applicable) a contribution towards suitable glasses at Specsavers Opticians.



Volunteering Days

In support of our Corporate Social Responsibility commitment, TEP is continually looking at ways to engage with communities local to our places of work and offer our time, skills or expertise. Part of this commitment includes granting all TEP employees one day each year to participate in voluntary work. This can either be with one of the company's Community Partner Projects or for your own approved project.



Tax-Free Childcare

TEP staff members are eligible to apply for the Governments Tax-Free Childcare. This means you can receive up to £500 every 3 months (£2,000 a year) for each of your children, to help with the costs of childcare.



Low Carbon Loan

After successfully completing your probationary period, you will be eligible to apply for one of TEP's Low Carbon Loans, which includes public transport season tickets and towards an electric vehicle.

To help reduce the cost of commuting, TEP offers an interest-free loan, for the purchase of public transport season tickets. A season ticket is cheaper than individual fares and the interest-free loan means you can spread the cost over several monthly payments.

TEP can also offer an interest-free loan to contribute to the purchase of an electric vehicle, or other items which facilitate an EV purchase such as charging point installation. Not only is electric cheaper than petrol and diesel, it reduces your CO² emissions and could even cut your running costs by eliminating your road tax.



Income Protection

Income protection insurance is available to all TEP employees and can offer financial support and peace of mind for staff members who become incapacitated and are unable to work due to illness or an accident.



Death in Service

TEP offers all staff members a Death in Service scheme. The amount of cover that will be provided is equal to 3 times your pensionable salary and will stay in force for the duration of your employment with TEP.



Help@hand

Help@hand is an app that is specifically focused on health and wellbeing and provides employees and their families* with easy access to four key support services:

- **Remote GP** - unlimited video consultations with a UK-based GP. Each appointment lasts up to 20 minutes and the service aims to provide access to a GP within 2 hours.
- **Mental Health Support** - up to 8 mental health support consultations (including an initial consultation) per year.
- **Physiotherapy** - up to 8 physiotherapy consultations (including an initial assessment) available per year.
- **Second Opinion** - up to 2 consultations per year, either in person or via video consultation with a UK-based private consultant, following initial diagnosis.

*Some limitations may apply.



Employee Assistance Programme

The Employee Assistance Programme (EAP) offers free, confidential advice and support on a wide variety of life and work issues, including financial, legal and family concerns, as well as tools and information to support health and wellbeing. It also provides expert legal advice for employees on domestic issues such as motoring offences, wills and probate, debt and personal injury. As part of this extended service, TEP staff may also receive up to 4 face-to-face counselling sessions.

EAP offers advice on other matters including:

- Parenting
- Childcare
- Elder Care
- Bullying and Harassment
- Disability and Illness
- Careers
- Immigration
- Education
- Consumer Rights
- Workplace Issues



EU PRIDE

TEP is one of the members of PRIDE, a partnership for rural improvement and development in Europe. PRIDE promotes education and staff mobility through EU funded programmes, in places such as Germany, Slovakia and Malta. The training aspect is run by Green Village, who provide unique opportunities for staff in areas such as culture, heritage, archaeology and the environment.

Programmes like this are about knowledge sharing and help enrich our staff and provide valuable experience that can help feed back into their work. They are also a great source for continuous professional development, something TEP keenly encourages. Since being part of the partnership a number of TEP staff have taken advantage of these opportunities such as: wild foods in Germany, wooden boat renovation in Norway and wild food foraging in Cyprus.

The placements are free and open to all staff who have completed their probation period.



Annual Leave

As part of our approach to health and wellbeing, TEP understands the importance of taking time out of your daily routine, which is why we offer a long service award and Christmas shutdown.

Long Service Award

TEP recognises the commitment shown by our employees with a reward for long-service. Following five years of continuous service, TEP will award the equivalent of one week's annual leave. This is a one-off bonus, to be taken within 12 months of the award and then repeated for every 5 years' completed service thereafter.

Christmas Shutdown

It is TEP's normal practice to close between Christmas and New Year. This period of closure is included in your annual leave entitlement, enabling all staff to benefit from an extended break.



Team Socials

As well as professional development, TEP encourages team-working, which includes team and company-wide social events.

Team Social Budget

As part of TEP's plan to encourage people to get together for social events (in person or virtually), we happily provide each team with a social budget.

Christmas Party

Prior to the Christmas shutdown, we like to end the year in style with the Annual TEP Christmas Party. The event is held in an exclusive venue where all your needs will be taken care of, from food and drinks to live entertainment.



Get in touch...

If you have any further questions regarding your employee benefits please speak to Hayley Chriscoli.

Hayley Chriscoli
People, Quality and Development
hayleychriscoli@tep.uk.com
01925 844084

