



## Your employee benefits at a glance

Because reward should be about  
more than just your salary





**WORKPLACE PENSION**



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**CORPORATE SOCIAL RESPONSIBILITY**



**LONG SERVICE AWARDS**

*Click on the badges above to find out more..*



WORKPLACE  
PENSION

# Workplace Pension & Salary Sacrifice

## Lawson West Solicitors Ltd Workplace Pension Scheme

Lawson West Solicitors Ltd pays

**3%** of your **Basic Pay** into the scheme

- The scheme runs on a salary exchange basis (also known as salary sacrifice) which means your contributions are deducted from your pay before tax and National Insurance.
- Salary exchange is very tax efficient but is not suitable in certain circumstances. The HR Team will contact you if this affects you. You have the option to opt-out of salary exchange if you wish also.
- Our scheme is administered by The People's Pension, one of the UK's leading pension providers. The scheme is a flexible personal pension allowing

You pay a minimum of

**5%** Of your **Basic Pay** but you can pay more.

- you to configure the plan to your own requirements. You can make individual choices on your:
- personal contribution level
  - investment choices
  - retirement age
  - retirement options; and
  - nomination of beneficiaries (who you would like to leave the money to in the event of your death).
- We also provide access to the services of The Ink Group, our pension advisors, so that employees can discuss their personal financial circumstances, in confidence, and at no cost for any questions relating to our scheme.

the  
people's  
pension

## Want some help?

**Lawson West Solicitors Ltd HR team**  
Hannah Warren & Emma Keats

**The Ink Group**  
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01858 810200

Account Director – Billy Johnson  
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LIFE ASSURANCE

# Group Life Assurance

## What is it?

A Group Life Assurance Scheme is an employee benefit that pays out a tax free lump sum to your beneficiaries in the event of your death whilst employed by Lawson West Solicitors Ltd.

The benefit is available to employees aged between 16 years and your 67th birthday.

## Why am I offered this?

We want to provide you with peace of mind that your loved ones will be looked after in the event of your death.

## Who provides this benefit?

Our scheme is currently insured by AIG Life, one of the UK's leading life assurance providers.



## How does it work?

On joining the Company you will receive Life Assurance (also known as 'death in service') cover at the rate of 4 x basic salary. There is no application form or medical questionnaire for you to complete.

This benefit is not taxed as a P11d ('benefit in kind') so there is no cost to you as the employee.

When you join the Group Life Assurance Scheme you will receive an email directly from AIG Life inviting you to register online and to complete a Nomination of Beneficiaries. You can complete a beneficiary form through AIG as an instruction of where you would like the trustees of the scheme to consider your beneficiary wishes in the event of your death. You can nominate anyone to receive these monies including charitable organisations and unconnected third parties. If you choose to not complete the form the money will be paid to your legal beneficiaries.

If your circumstances change and you want to update your nomination then you will need to login online and make the change directly with AIG.

## Where do I go to find out more?

To update your nomination of beneficiary with AIG, please follow this link:

<https://edocs.group.aiglife.co.uk/Grs.Security.UI/Login.aspx>

If you need to update or check your registration details, please contact Sam Brown or Hannah Warren in the first instance.





HOLIDAY ABOVE  
STATUTORY

# Holidays Above Statutory

## What is it?

The annual leave that we provide is greater than the statutory minimum.

Additional days are granted after 3 years, 5 years, 10 years', 15 years and 20 years' service.

## Why am I offered this?

We provide holiday above statutory because we believe you need and deserve it. We provide incremental annual leave as a 'thank you' and in recognition of your contribution to our success.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

On joining the Company you will receive 25 days annual leave (i.e. 5 days above the statutory minimum) on top of Bank Holidays. After 3 years service you will have 27 days annual leave. After 5 years service you will have 28 days annual leave. After 10 years service you will have 29 days annual leave. After 15 years service you will have 30 days annual leave. And after 20 years service you will have 31 days annual leave.

The increment to annual leave applies in the calendar year after the relevant anniversary of employment. Your leave allowance on our HR system will automatically show the increment.

Part time entitlements will be pro rata, and entitlements accrue from the start of service.

Discretionary Christmas closure between Christmas and New Year

## Where do I go to find out more?

Please read your individual **Contract of Employment** for details of your own annual leave entitlement. Please see our **Company Handbook** for information on our annual leave policy and procedures.





BIRTHDAY LEAVE

# Birthday Leave

## What is it?

A paid day's leave for your birthday every year.

## Why am I offered this?

We would like to help you celebrate your special day by having some well-deserved time away from work to spend as you choose.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

All employees are entitled to take a day's leave on their birthday if they choose. This must be booked using the option to book Other Leave on Breathe.

If the birthday falls on a non-working day, then the next working day can be booked instead. Birthday leave cannot be used at any other time during the year.

## Where do I go to find out more?

Please see our **Absence and Attendance Policy** for information on leave policy and procedures.





# Company Sick Pay & Time off for Medical Appointments

## What is it?

**Company Sick Pay (CSP)** is an entitlement above the statutory level that provides you with your normal rate of pay for defined periods of absence due to sickness or injury.

**Time off for Medical Appointments (TOMA)** is paid time off that employees can book to attend appointments such as dental, GP, counselling etc.

## Why am I offered this?

We believe that CSP gives our employees the best possible chance of recovering from illness without the burden of financial worry.

TOMA is there to provide employees with peace of mind that they can take the first appointment offered to them without having to worry about fitting it in outside of work.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

### Company Sick Pay

After completion of any probationary period, and subject to you reporting your sickness correctly and obtaining medical certification when necessary, you may be eligible to CSP at the following levels in a rolling 12-month period:

|   |   |
|---|---|
| <b>3 to 12 months continuous service</b>  | First 2 weeks sickness paid at full pay then the next 1-week sickness paid at half pay then Statutory Sick Pay  |
| <b>12 to 24 months continuous service</b> | first 3 weeks sickness paid at full pay then the next 3 weeks sickness paid at half pay then Statutory Sick Pay |
| <b>Over 24 months continuous service</b>  | first 6 weeks sickness paid at full pay then the next 6 weeks sickness paid at half pay then Statutory Sick Pay |

### Time off for Medical Appointments

All employees are entitled to take up to 8 hours paid leave (up to 2 hours at a time) to attend every day medical / health related appointments per year without need to make the time up.

## Where do I go to find out more?

Please read your individual **Contract of Employment**, together with our **Sickness Absence and Time off For Medical Appointments Policies** available to view in Company Documents on our HR system.





MENTAL HEALTH

# Mental Health Support

## What is it?

Support services for mental health and wellbeing issues and concerns.

## Why am I offered this?

Mental health issues affect everyone at some point in their lives. We take the mental wellbeing of our employees very seriously and recognise the need to provide different avenues of support.

## Who provides this benefit?

Trained volunteers in the firm and Smart Health (EAP)

## Where do I go to find out more?

Find out more about our **Mental Health First Aid Champions** and how to make contact with them in **Company Documents** on our web-based HR system Breathe.

For immediate access to Smart Health use the information below:

<https://www.aiglife.co.uk/02034990167>

Our Access Code for Lawson-West is LG004045

## How does it work?

### Mental Health First Aiders

Lawson-West has Mental Health First Aiders at both our Market Harborough and Leicester offices. Our MHFA are employees themselves who have volunteered for the role as supporting and understanding mental health is a cause close to their hearts. Our MHFA have had formal recognised training and are there to listen to all employees in the strictest confidence including sharing coping strategies and signposting to other forms of support if needed.

### Mental Health helpline via Smart Health (our Employee Assistance Programme)

All our employees have 24/7 access to talk to a team of qualified Mental Health experts confidentially via our **EAP Smart Health**.

They'll get you the specialist support you need, anything from coping with stress, anxiety, trauma, depression to dealing with a bereavement.

SmartHealth







FLEXIBLE  
WORKING

# Hybrid & Flexible Working

## What is it?

### Flexible Working

An open ear from the Company to hear your request for flexible working.

### Hybrid Working

The opportunity to be able to work remotely from home up to 60% of your working week.

## Why am I offered this?

We understand the personal and professional benefit to employees who can achieve a full work/life balance.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

**If you want to request flexible working** – such as a permanent adjustment to working time – you should speak to your line manager in the first instance. It may also be helpful to have a discussion with colleagues in your team that may be affected by any proposed change.

Your request will be considered in the context of our business operations. This means that whilst you cannot assume your request will be accepted, it does mean that it will be taken seriously and accommodated where possible.

**If you want to request hybrid working** – please discuss this with your line manager and in most cases, this can be accommodated subject to the needs of the business being met. You also will need to carry out a Hybrid Working Risk Assessment and submit this to HR & Operations.

## Where do I go to find out more?

Our **Flexible Working Policy** and our **Hybrid Working Policy** are available to view in Company Documents on our web-based HR system.





# Exam & Course Fees Funded - plus 3 days study leave per course

## What is it?

Funding of exams and course fees and up to three days paid study leave per approved course.

## Why am I offered this?

At Lawson-West we are committed to providing excellent opportunities for continuous learning and development for all employees. We encourage employees to be ambitious and to reach their full potential by offering them the opportunity to undertake funded education relevant to their role wherever possible.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

If you believe additional learning would improve your effectiveness, contribution to the business or to your personal development, please raise this with your line manager in the first instance.

## Where do I go to find out more?

Full details including how to apply and terms and conditions are contained within our **Learning and Development Policy** available to view in Company Documents on our web based HR system.





EAP

# Employee Assistance Programme

## What is it?

An **Employee Assistance Programme (EAP)** is a completely confidential employee support service available 24 hrs per day, to anyone who works for Lawson West Solicitors Ltd as well as their partner and any children up to the age of 21.

## Why am I offered this?

We want our employees to be assured of support at all times for any problems they might be facing.

## Who provides this benefit?

Our scheme is currently managed by **SmartHealth**.

**SmartHealth**



## How does it work?

From your first day of employment you will have access to this programme which offers:

- unlimited access to online, telephone and video GP appointments as well as a range of health and wellbeing services.
- Available 24 hours a day, 365 days a year and at no additional cost, the services are also available to your partner and any children up to the age of 21.

This benefit is not taxed as a P11d ('benefit in kind') so there is no cost to you as the employee.

## Where do I go to find out more?

There is information available on the Company documents section of our web based HR system.

For immediate access to the programme use the information below:

**Website** <https://www.aiglife.co.uk/>

**Phone Number** **0203 4990167**

**Our Access Code for Lawson-West is LG004045**



**You can go online or download the app**

Download the mobile app from the Apple or Google Play stores 'SmartHealth' and look for the Lifeworks logo. Click 'Log in' and enter the username and password.





# Financial Education

## What is it?

Our **Workplace Pension Guidance Service** is designed to improve your overall financial wellbeing by giving you access to a trusted source of information and guidance.

## Why am I offered this and who provides this benefit?

We know how difficult it is to relate actions you take now to outcomes that might not become real for 20 or 30 years. That's why we have teamed up with The Ink Group, our pension advisers, to provide face to face sessions to help you get on top of your retirement planning.

## How does it work?

So, if you would like to talk to someone, in confidence, about our workplace pension or any of our wider retirement and pension concerns then Lawson West Solicitors Ltd will cover the cost of this by offering access to The Ink Group on the following terms:

- Quarterly on-site 'Financial Drop In Session'
- Confidential telephone / Skype service
- Email service

The areas this service can cover include:

- Lawson West Solicitors Ltd's Workplace Pension Scheme.
- Target income in retirement – what you need to maintain your standard of living in retirement.
- Required % salary contribution rate to meet your target
- Transferring your old pensions to the Lawson West Solicitors Ltd scheme

- How your pension is invested and your investment options
- Retirement planning and retirement options (Pension Freedoms)
- Pensions and divorce

You are immediately eligible for the service when you sign your employment contract with Lawson West Solicitors Ltd

This benefit is not taxed as a P11d ("benefit in kind") so there is no cost to you as the employee.

It is very important for you to understand that this service provides information and guidance only, it is not company paid financial advice.

If, having engaged with The Ink Group you decide that you require regulated financial planning advice then you must meet these costs of this in full. This service may be provided by Ink Employee Benefits Ltd who are authorised and regulated by the Financial Conduct Authority, or by a third party introduced to you by Ink.



EYE CARE

# Eye Care

## What is it?

Lawson-West offers the cost of a eye test plus a contribution towards (if required) special corrective appliances every two years up to £100.00 in total.

## Why am I offered this?

All employees who work under a contract of employment on a permanent or fixed-term appointment with Lawson-West and who habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time).

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

- Download [Eye Care Policy](#)
- Complete Employee Request For VDU Eyesight Examination form. Send to HR/Operations Team to approve.
- Book your eye test with your Optician
- Attend appointment and request that the Optician completes form 2 from the Eye care policy
- Return form 2 to HR/Operations Team for approval only if screen equipment is required.
- Complete [Expenses \(not travel\)](#) return to HR/Operations Department for approval. Once approved you will be reimbursed with your normal monthly salary.

## Where do I go to find out more?

Full details including how to apply and terms and conditions are contained within our [Eye Care Policy](#) available to view in Company Documents on our web based HR system.





EMPLOYEE  
STAFF DISCOUNTS

# Employee Staff Discounts

## What is it?

As an employee of Lawson-West, if you have need for one of the legal services provided by the Company, you may be eligible for a contribution of up to a third off any transaction or £1,500 in any one year to the cost of the legal work undertaken by the Company and to a complimentary Standard Will or changes to that Will.

## Why am I offered this?

We believe our fantastic range of legal services should be available to our employees to benefit from at a reduced cost.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

- Download our **Employee Discount/ Complimentary Will Scheme** to check your eligibility.
- Contact HR & Operations to confirm your contribution entitlement.
- Speak to the Head of Department for the relevant area of legal service that you require.
- Follow the process outlined in the policy to gain your discount.

## Where do I go to find out more?

Full details including how to apply and terms and conditions are contained within our Employee Discount / Complimentary will Scheme, available to view in Company Documents on our web based HR system.





ENHANCED  
PARENTAL LEAVE

# Enhanced Parental Leave

## What is it?

**Enhanced Parental Leave** is paid leave above statutory which is available to all employees with 12 months or more service.

## Why am I offered this?

We believe that by offering enhanced parental leave, we can help provide much needed financial support at a very important time in our employees' lives, so they can concentrate on enjoying the special time with their little ones rather than worrying about money.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

We offer the following types of Enhanced Parental Leave

|  |  |
|--|--|
| <b>Enhanced Paternity Leave</b>                  | Two weeks' consecutive leave on full pay taken when a child is born or placed with you for adoption.   |
| <b>Enhanced Maternity Leave / Adoptive Leave</b> | This is paid at full basic pay for the first 12 weeks and at half basic pay for the next 6 weeks and includes any SMP that may be due for that period.   |
| <b>Time off to attend Antenatal Appointments</b> | Paid time off for the partner of the pregnant individual to attend up to 2 separate appointments of up to 6.5 hours.   |
| <b>Time off to attend Adoption Appointments</b>  | If you are adopting on your own or have elected to be the primary adopter, you may take paid time off to attend an adoption appointment on up to five occasions in relation to any particular adoption.<br><br>If you are the secondary adopter, you may take paid time off to attend an adoption appointment on up to two occasions of up to 6.5 hours. |

## Where do I go to find out more?

Please read your individual **Contract of Employment**, together with our **Paternity, Maternity and Adoptive Leave Policies** available to view in Company Documents on our web-based HR system.





RECRUITMENT  
REFERRAL SCHEME

# Recruitment Referral Incentive Scheme

## What is it?

We wish to encourage employees to recommend our firm to people they know, either socially or through their networks who they feel would be a good fit for Lawson-West. This helps the firm to avoid agency recruitment fees, financially rewards our employees and ensures that we get good quality referrals.

## Why am I offered this?

We have introduced this scheme to incentivise our current employees to use their personal and professional networks to recommend Lawson-West as a great place to work.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

- If you know someone that you think would be great to work at Lawson-West, contact them in the first instance to find out if they are interested to apply. If they are, both you and the prospective candidate follow the steps set out in the scheme.
- If we successfully recruit your referred contact, you will be eligible for up to £2,000 payment per referral. This is payable in two stages on signature of contract and on successful completion of the probationary period.

## Where do I go to find out more?

Full details including how to participate in this scheme and terms and conditions of payment of the financial reward are contained within our **Recruitment Referral Incentive Scheme** and available to view in Company Documents on our web-based HR system.







CORPORATE SOCIAL  
RESPONSIBILITY

# Corporate Social Responsibility Scheme

## What is it?

Each eligible employee is entitled to one paid day per holiday year to participate in the Charity Events.

## Why am I offered this?

We recognise the important of giving back to our local community and making a positive impact beyond our business operations. As part of our commitment to corporate social responsibility, we are proud to offer our employees the opportunity to contribute to charitable causes by attending selected charity events and activities.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

- Employees who are interested in participating in attending a Charity Event must email the Corporate Social Responsibility (CSR) Team on [csr@lawson-west.co.uk](mailto:csr@lawson-west.co.uk) detailing the top five events the employee would like to attend, ranked in order of preference.
- Applications should be submitted no later than two weeks before the Charity Event.
- The CSR Team will review all applications and allocate a Charity Event based on preferences, availability of spots for each Charity Event and the overall needs of the business.
- Employees will be notified of the outcome within a reasonable timeframe after the application submission.

## Where do I go to find out more?

Full details including how to apply and terms and conditions are contained within our **Corporate Social Responsibility Policy** available to view in Company Documents on our web-based HR system.





# Long Service Awards

## What is it?

Annual gifts for those with ten years and over service (the “Ten Year Club”) and gift vouchers for long service over 15 years

## Why am I offered this?

The firm recognises the commitment and loyalty shown by their employees and has put in place a policy to reward them on reaching certain years of service milestones.

## Who provides this benefit?

There are no third parties to this benefit.

## How does it work?

We offer the following awards for service periods:

|                      |  |
|----------------------|--|
| <b>Ten Year Club</b> | Annual gift presented every August to those with Ten Years Service and above for the rest of their employment with us. |
| <b>15 years</b>      | £150 voucher.  |
| <b>20 years</b>      | £200 voucher   |
| <b>25 years</b>      | £250 voucher   |
| <b>30 years</b>      | £300 voucher   |
| <b>35 years</b>      | £350 voucher   |

## Where do I go to find out more?

Please download our Long Service Award Policy available to view in Company Documents on our web-based HR system.

