

christians
against
poverty

CAP



CAP rewards

#generous

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Our God is amazing. He has created the wonder that is you and he has placed you in the CAP family. We could not do what we do without you - your skill, dedication and your heart to serve make us who we are. We know that you give your very best and because of that we are able to give our very best to our clients. Through you we are able to reflect and demonstrate the extravagant love of our God. We appreciate you, we care for you and we recognise our responsibility for your happiness and wellbeing. Generosity is at our core and we aim to demonstrate this passion in lots of different ways. Your excellence deserves a reward and we have put together a great package of benefits with you in mind.



We are Christ Centred and Generous
We are Passionate and United
We are Compassionate and Fun
We are Excellent and Courageous



Pensions

The Charity operates a group pension scheme with Standard Life. The payments into your pension will be:

- Initially CAP will pay 6.5% of your basic pay into your pension scheme.
- Due to new Government guidelines where all eligible employees must have a minimum of 8% paid into a pension scheme, you will need to make a personal contribution of 1.5% of your basic pay.
- After two years' service CAP will match any personal contributions you make up to a maximum of 3.5% of your basic pay.

○ Our part

We operate a pension scheme for you. New starters will receive a letter from People Operations with their first payslip detailing their eligibility status.

★ Your part

Once eligible you will be given the option to attend a pension workshop run by an independent financial advice team. This will explain various pension options and the benefits of making additional personal pension contributions. Following this, there will be opportunities for a one-to-one consultation with the financial advisors to discuss pension provision. You are responsible for ensuring the benefits of the policy are sufficient to provide for your individual retirement needs.



Cycle to work scheme

Cycling to work takes care of your body and our wonderful world. We want to encourage you by subsidising the purchase of a bike if you choose to cycle to work. CAP's contribution will equal 50% of the total cost of the bike (plus accessories, if purchased at the same time), up to a maximum contribution of £200. Make sure that you use it for work though!

○ Our part

We will subsidise the purchase of a bike.

★ Your part

The bicycle must be used for work purposes on at least three out of five days in a working week to qualify for the scheme; this applies all year round. To take advantage of this scheme complete the application form on the intranet and submit it to Finance for approval.



Length of service awards

We value commitment and love to honour team members who are with us for the long term. This includes increased holiday allowance, a monetary gift paid into your account, and sabbatical leave for staff achieving five, ten, fifteen year service milestones. For five years we give you £100 paid along with that month's salary. For ten and fifteen years of service we award £250 and a two week paid sabbatical. This financial gift will be included in your monthly salary the month of your milestone and we hope you use this gift to treat yourself in some way!

○ Our part

We will add your gift onto your salary the month of your milestone and celebrate your achievement!

★ Your part

Enjoy the treats on us!



Gift allowances for important life events

You are important to us as an individual and we want to show generosity as we celebrate exciting life moments with you.

○ Our part

We will bless you with a gift if you get married or become a parent.

★ Your part

You should let your line manager know your exciting news and they will do the rest.



Eat out for less

All staff are offered an annual renewal on Tastecard, at a special reduced price. This Tastecard includes discounts at popular restaurants and retail stores.



○ Our part

We will remind you when it's time to renew your Tastecard, and provide an opportunity to renew or sign up.

★ Your part

You can sign up for or renew your Tastecard using the information on the Reward & Wellbeing section of the intranet.

Employee Assistance



A healthy you is vital to the success of CAP; we want to help you access beneficial services that will contribute towards your wellbeing. The EAP service is provided through Health Assured and gives you:

- Up to six sessions of face-to-face counselling and Cognitive Behavioural Therapy (CBT) per person, per issue, each year
- Up to six sessions of Structured Telephone Counselling per person, per issue, each year
- 24 hour confidential life management line
- Medical Line – 24 hour access to trained nurses and a GP call back service
- Day One intervention for stress – help from an Occupational Health nurse if you are off work with stress
- Online help and advice for issues arising from alcohol/drugs, debt, family matters, bereavement, tax, childcare and other areas falling under Citizens Advice
- Serious illness and accident support – employees suffering a serious illness or accident have access to their own personal nurse adviser
- Free to download health e-hub from the app store featuring in-app advice and support, expert health and wellbeing information and easy to access confidential support

○ Our part

We have organised for you to access a wide range of services including face-to-face and telephone counselling and Cognitive Behavioural Therapy (CBT), support for stress related issues and online help and advice.

★ Your part

You can access the service and further information in the Reward & Wellbeing section of the intranet.

Mental Health Days



We know that sometimes you just want to crawl back into bed in the morning. All staff will get two paid Mental Health Days per year (pro-rata for part time staff).

Sometimes we just don't feel great and it's not something physical, but maybe the thought of going to work or leaving home is overwhelming. Maybe you need some space to think of a way forward or to look at what is causing your feelings. It could be that you have some personal circumstances that are causing pressure and a day away from work will give some much needed time and space to process your circumstances.

○ Our part

We will be fine with an unplanned day off. Take the time to rest, recharge and have a day to yourself. No questions asked (just make sure you let your line manager know).

★ Your part

You do not need to book in advance as these are short notice by nature. We would ask that you are mindful of existing team absence and phone your manager to let them know within one hour of your usual start time.



Wellness Action Plan (WAP)

Keeping you well at work is important to us. The WAP is a personalised, practical tool we can all use to help us identify what keeps us well at work, what causes us to become unwell and how to address a mental health problem at work if you are dealing with one. It also enables dialogue between you and your manager in order for them to better understand your needs and ultimately better support your mental health.

○ Our part

We will help you to create a WAP that will put steps in place to provide extra support when needed.

★ Your part

You should speak to your line manager or People Operations to create a plan.



Wellbeing & mental health awareness

Our commitment to your wellbeing is more than just lip service, so we run regular wellbeing days to raise awareness.

The timetable for these days varies – People and Culture will send out information beforehand. They may include activities such as workshops on relevant topics, MOT health check-ups, healthy snacks or exercise classes.

○ Our part

We will arrange these days to give you an opportunity to focus on your wellbeing and mental health.

★ Your part

Look out for further information about these days during the year.

Healthcare cover

A healthy you is vital to the success of CAP and we want to give you access to a range of health cover which will contribute to your wellbeing. We have partnered with Westfield Health to provide you access to a range of cover options suited to your needs and budget. Westfield encourages positive changes in our wellbeing and can help everyone to live healthier lives through better choices, ongoing support and a more proactive approach to healthcare. Westfield Offer:

Health cover for you and your family

Money back and cash payouts at different levels across various services such as dental appointments, optical checkups, therapy treatments and more.

Fixed cash payments for hospital stays and day surgery

Personal Accident Cover

Receive a sum of money if you have a baby or adopt a child

Cash towards diagnostic consultations

24 hr DoctorLine

24 hr Advice and information line and online health e-hub

Telephone Care Advisory service

Health club concession

Westfield Rewards - save on 1000's of brands and service via access to the exclusive rewards website.



○ *Our part*

We will provide you with an exclusive link to access the different 'Advantage' cash plans. When signing up with Westfield using the CAP code, these plans are 20% cheaper!

★ *Your part*

Contact People Operations to get the up to date information and sign up for the plan that best suits your needs and budget.



Charity sick pay

When you're sick, we want you to concentrate on getting better without feeling under financial stress. We offer pay over and above statutory minimum sick pay to staff (depending on length of service).

○ Our part

Enhanced sick pay is available for any staff absent because of sickness.

★ Your part

Further details of this enhanced payment are available in your individual contracts of employment.



Emergency days

Sometimes family brings unexpected events that you just have to be there to deal with. All CAP employees are given up to five days off a year to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent or someone who depends on you for care. An emergency is something that occurs unexpectedly and affects the health or safety of your family members or key dependants. Common emergencies in this category can include car accidents, sick children or a death in the family.

○ Our part

We give up to five paid days off a year for family emergencies.

★ Your part

You should speak to your line manager or People Operations if an emergency situation occurs.



Flexi-time

Working flexible hours can be invaluable in achieving the right work/life balance for you and your family. Full time staff can start work any time between 7:30am and 10am and finish any time between 3:30pm and 7pm, working a minimum of five and a half hours and a maximum of eleven hours in any one day. A minimum of 30 minutes must be taken as a lunch break in the middle of the day. For part time staff, the core hours of 10am to 3:30pm may not be applicable and their core hours will therefore be determined by their line manager. By working extra hours, staff can build up a bank of 'flexi hours' and can take back a maximum of one working day per month. Flexi hours can also be taken back as half days or flexibly in adherence to CAP's core hours of 10am - 3:30pm. Extra time can be taken in excess of the 45 minute lunch break as long as this is within the 12:30pm - 14:00pm lunch break guidance. Part time staff may need to adjust the standard hours in agreement with their line manager according to the number of days or hours

○ Our part

We allow flexi-time for all staff once they have successfully completed their probationary period.

★ Your part

You should use your flexi-time with consideration for your colleagues and keep your line manager informed of your intended working times on a daily basis.



Maternity, adoption, paternity & shared parental leave

The early days of raising a family are so important; you need time to adjust to the physical, emotional and practical changes. Maternity, adoption, paternity and shared parental leave and pay is in accordance with statutory guidelines, with additional enhanced pay for eligible employees. If you or your partner become pregnant or seek to adopt a child, you should notify your manager at an early stage so that your entitlements and obligations can be explained to you. Expectant parents are entitled to take time off for ante-natal appointments (full details on the intranet).

○ Our part

We offer enhanced paid maternity, paternity and adoption leave for all staff starting or adding to their families.

★ Your part

You should speak to your manager or People Operations whenever you are ready to share the good news!

Gym discounts



Keeping yourself physically healthy is crucial for your body and your mind. The service is provided by 'My Gym Discounts'. The extensive network of participating clubs includes the main UK chains, leisure centres, low cost operators, bootcamps, yoga studios and many more including independent clubs and female-only clubs. As part of the scheme, you also have access to 'My Active Discounts', a range of discounts available on a variety of products and services based around health, fitness and wellbeing. Savings are available for existing members and new joiners.

○ Our part

We have partnered with My Gym Discounts so you can receive between 10% and 20% off gym membership at over 3,000 participating UK gyms.

★ Your part

You can find more information in the Reward & Wellbeing section of the intranet.

Holiday



Relax, recharge, hop on a plane, stay in bed – holidays are so important and we want you to have plenty to enjoy. Our holiday year is the calendar year. Entitlement to paid holiday accrues throughout the year on a monthly basis. Holidays are so good for you so make sure you use them all.

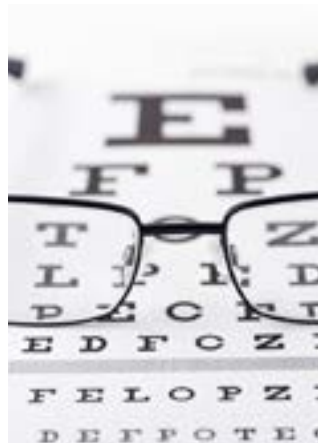
○ Our part

We offer 34 days per year for full time staff, 34 days pro rata for part time staff (including bank

★ Your part

You should make sure you have regular holidays throughout the year remembering to book in advance and note the compulsory bank holidays.

Eye tests



You need to be able to see what you're doing and looking at a screen all day can be tough on your eyes.

○ Our part

We will cover the cost of an annual eye test for all staff up to the value of £30.

★ Your part

You can reclaim the cost of your eye test using the expenses system and hand in the original receipt to Finance to support your claim.

Confidential CAP



Why have an award-winning service and not offer it to our team? In opening a CAP Plan, you must understand that you will be treated in line with CAP's Policy and Procedures, in a similar way to other clients. Your case will be looked after by the CAP Money Ministers team, which will provide a degree of anonymity as access to the plan will be restricted to a limited number of essential staff only.

○ Our part

We provide confidential debt counselling and will create a Financial Statement, open a CAP Plan and negotiate on your behalf.

★ Your part

You should approach the CAP Money Ministers Debt Advisor in the first place. Contact details are: James Ross and Amanda Brown Email: ministers@capuk.org

Annual Travel Pass



We know that the costs of travelling to work can stack up and we can help with this. We can pay the cost of your annual travel pass and you just repay it monthly - no interest. We will check that this won't cause you financial hardship or lead to further debt (the repayments should not be more than 10% of monthly net salary).

○ Our part

We offer an interest free loan to cover the cost of a travel season ticket, giving you access to cheaper prices without having to find a lump sum.

★ Your part

You should contact Finance to arrange your annual travel pass payments.

Time off to give blood



We know that you are a generous lot and some of you demonstrate this through giving blood.

○ Our part

We want to support you in this so we will give you an extra one and half hours every six months to be taken outside of core hours or over lunchtime (within a two hour allowance) to give blood at a local donor centre.

★ Your part

You should make sure you load up on food so that you can have plenty of energy for the day!

Smile Fund



Acts of kindness can bring light to the most difficult of days. The Smile Fund means that we can nominate each other (or ourselves) for help in a crisis or when hard times come.

○ Our part

We provide a Smile Fund bursary for any staff in hardship or a crisis.

★ Your part

You can apply by filling out an application form (available on the intranet under People and Culture > People Operations > CAP Smile Fund).

Pastoral



There are times when a listening ear or time to chat things through is just what you need. All conversations will be kept confidential unless this cannot be so or you agree to something being shared with a third party (see CAP's Confidentiality Policy for more details).

The pastoral team are not trained counsellors, but are pastoral in heart and willing to listen and support. They are available to talk to during breaks and lunchtimes primarily, but on occasion may be available at other times. If they are not able to talk with you, they may suggest another member of the team.

○ Our part

We have a pastoral team made up of a variety of people from different sections and at various levels. They are there to chat with you and offer support for personal or work related issues.

★ Your part

You can contact any one of them if you would like to talk through anything that is affecting you personally. Their contact details are available on the intranet.

Revive days



We know that time out is important and we want to bless you. We like to mix it up so revive days follow either an activity theme (with something to suit everyone) or a spiritual theme. These will be a mixture of worship, talks from leadership and fun stuff together to build a united head office team. Employees should try to avoid having holiday over these days. Part time staff are encouraged to try to attend; where possible work days can be changed for the relevant week to make this possible.

○ Our part

We bless you with a day out of the office with your colleagues.

★ Your part

Enjoy!

Community days



We know that there are so many other charities and churches doing great work around the UK. A community day where staff are paid to volunteer their time for another charity or church involved in social action. This can be split into two half days or a full day. The day must be spent doing something the staff member wouldn't normally do and should be taken in the month that the People and Culture team allocates. Teams can do this together or individually.

○ Our part

We give you the opportunity each year to spend one day getting stuck in on the 'frontline' at a local social action project, with real situations and real people. It's another opportunity for you to show God's love in action.

★ Your part

If you would like to take up this opportunity you just need to find a project and sign up!



Conferences

Whether it's with our head office family, with our wider network, locally in Bradford or further afield it is great to have opportunities to worship, listen, be encouraged and connect with each other and God.

For up to date information of conferences please refer to CAP Conference Policy or get in touch with conferences@capuk.org who will be more than happy to help.

○ Our part

We run conferences to take some collective time out, catch up on all that's been happening and be inspired for the days ahead.

★ Your part

You won't want to miss these conferences so attendance is compulsory.



Fun events/ team lunches

One of our core values is to have fun because why do dull and boring?

These will look different every time and might involve ice creams on a hot day, fun team lunches or random themed days. People and Culture will let you know about these, which will include various events in the run up to Christmas.

○ Our part

We aim to put on various surprises and unexpected moments throughout the year.

★ Your part

Enjoy!



CAPFest

We have the wonder of creation right on our doorstep and we'd love you to be able to make the most of it.

CAPFest is our very own festival, a family camping weekend in the Yorkshire Dales open to all employees. It takes place in July and all employees and their families are welcome. CAPFest is not compulsory and you can come for the whole weekend or for just some of it. People Experiences will design a programme that includes different things for everyone. There is a small reasonable cost to this weekend to cover all festival essentials.

○ Our part

We provide a field, marquee and fun for the weekend.

★ Your part

Just come along and enjoy!

Personal Development



You are so full of potential and at CAP we want to encourage you with opportunities for growth.

We believe everyone is on a development journey and has the capacity to grow. At CAP we see PDPs as a tool to focus your energy and time on specific development areas - both for you individually and organisationally.

Your manager will encourage you to keep a PDP and use it/update it regularly to maximise growth potential as part of your review process.

○ Our part

We will work with you to develop a bespoke development plan.

★ Your part

You should make your PDP work for you.

Apprenticeships



Apprenticeships are courses that are carried out within a workplace, with 80% working, and 20% learning. The Government is encouraging companies to have apprenticeships on offer to their workforce by bringing in a tax that can only be reclaimed for apprenticeship course fees. So at CAP we are taking advantage!

○ Our part

We are keen to offer a varied programme of apprenticeship opportunities aim to upskill our workforce.

★ Your part

If you feel like you and CAP could benefit from this scheme please get in touch.

Accredited qualifications



As part of your ongoing development, we offer accredited training in certain roles. When you join CAP to play a part in the debt relief process, you will automatically be enrolled onto a course, with clear objectives, outcomes, support and certification.

○ Our part

We provide accredited training through City and Guilds for all debt advice roles.

★ Your part

You will receive full details of this course when you join and on request from the People Transformation team.

Mentoring and coaching



We take your career development seriously and want to work with you to achieve your goals.

○ Our part

We have a trained mentoring and coaching team available to enable you to learn and develop in your role in a safe and confidential way.

★ Your part

You can find more info in the People Transformation section of People and Culture on the intranet.

Professional subscription payments



We want to invest in you and your career within CAP and this may mean you being part of a professional body.

○ Our part

We will cover the cost of a professional subscription relevant to your role.

★ Your part

You should speak with your line manager about CAP covering the cost of these subscriptions.

Leadership Development Plan (LDP)



Opportunities to release your leadership potential are essential for your career. The LDP provides an opportunity for expanding your experience and creating a support system to develop your leadership potential. The LDP is run in conjunction with different departments at different times and employees will be invited to apply by their Director.

○ Our part

We offer a programme set up specifically to focus on leadership development to which employees will be invited to apply by their Director.

★ Your part

You can find out more info on the People Transformation section on the intranet.

People manager development



Managing people is a great challenge and a real responsibility; we want to give you all the support you will need in this role. This training is a mixture of organised sessions, an away day with the CEO, practical experiences and personal tasks. You will be supported throughout this process with a mentor and by People and Culture.

○ Our part

We provide all managers with a full training and support programme.

★ Your part

You are in charge of your own development.

Learning and Development library



Reading, listening or watching talks offer great opportunities for personal development and spiritual growth. Browse available resources in the library or the People Transformation section of the intranet.

○ Our part

We have a well stocked library with a number of books available for you to borrow free of charge on a variety of subjects.

★ Your part

Make the most of the library and all the resources available from People Transformation.

Learning and Development sessions



There's always more to learn and we love to give you lots of opportunities to develop.

○ Our part

Alongside role specific development, we have a varied programme of learning sessions open to everyone to sign up for. A full list of what's available is sent out once a month.

★ Your part

You can book onto training via my L&D section of the intranet.



Full details of the benefits package can be found in the Reward & Wellbeing section of the intranet.

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