

YOUR SANCTUARY EMPLOYEE BENEFITS



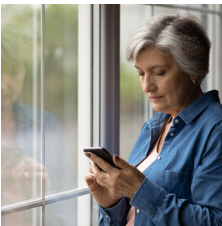
Your Sanctuary (YS) is committed to supporting our employees' health and general well-being and we are therefore pleased to offer a wide range of benefits that supplement your salary and which form a significant part of your rewards package.

Benefits are subject to change and are pro rata for part-time employees. Below is a summary and conditions apply.



1. YOUR SALARY AND PAY REVIEWS

YS is committed to ensuring that our members of staff are paid at a fair and competitive rate for the work undertaken. We review pay on a yearly basis when we take into account our budget for the financial year and issues such as the current cost of living.



2. PENSION SCHEME AND LIFE INSURANCE COVER

YS has an occupational defined contribution pension scheme with TPT Retirement Solutions which employees can choose to join. Employee contributions are 5% of basic gross salary and this is matched by YS so a total of 10% will be paid into your pension each month. Pension members benefit from life cover at 3 times their basic salary.



3. EMPLOYEE ASSISTANCE PROGRAMME (EAP)

YS has an EAP with Health Assured. This EAP provides information and advice on a range of health and wellbeing issues as well as on family matters, debt management, consumer rights and more. Employees also have access to counselling sessions through the EAP.



4. OCCUPATIONAL SICK PAY

During your first three months of employment, you will receive a maximum of three days' sick pay at your normal rate of pay (inclusive of Statutory Sick Pay (SSP)). Thereafter you will receive sick pay from YS at your normal rate of pay (inclusive of SSP) for a total of 4 weeks' in any rolling period of 52 weeks.



5. ANNUAL LEAVE ENTITLEMENT

YS standard annual leave entitlement is 25 days plus statutory bank holidays. From the start of the holiday year after you have completed two full years' service you will receive an additional three days' holiday per annum; then after completion of the third year an extra one day; then after completion of the fourth year a further one day to a maximum of 30 days plus statutory bank holidays.



6. WELLBEING DAYS

Your Sanctuary has a non-contractual wellbeing days policy in place whereby members of staff (after successful completion of probationary period) are able to request up to three non-consecutive wellbeing days per holiday year on a pro rata basis.



7. CLINICAL SUPERVISION

In order to fully support our front-line members of staff, clinical supervision with an external qualified supervisor is provided on a six-weekly basis.



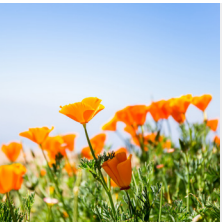
8. COMPASSIONATE LEAVE

Compassionate leave is available to cover unplanned absence for urgent or serious situations affecting your immediate family or dependants – examples might be a family bereavement or the need to attend the funeral of a close family member.



9. WOMEN'S HEALTH

YS understands that women's health and wellbeing can be adversely affected by periods and the menopause (along with other gynaecological conditions). If a condition is affecting you and your ability to work comfortably, safely and effectively, we will work with you to understand your situation and to consider what help and support can be provided.



10. FLEXIBLE WORKING

YS prides itself on being a flexible employer. Many of our employees have different working patterns. Working from home, both on a regular and ad-hoc basis, is permitted where appropriate in certain teams and for certain roles where possible and practical.



11. TIME OFF FOR DEPENDANTS

We understand that it can be difficult when you have to take time off to care for dependants – perhaps when a child or elderly relative is sick, or there are inset or strike days at school – so, following feedback from members of staff, YS will provide up to three days dependant's leave on full pay over the course of each leave year.



12. SABBATICAL AND CAREER BREAKS

Members of staff can apply to take an unpaid Sabbatical or Career Break after completion of their third year of service. A Sabbatical can be for a maximum of two months. A Career Break can be considered if you wish to take a longer period of absence. This is a discretionary policy and will depend upon the circumstances within your team.



13. STAFF AWAY DAYS

YS hosts a yearly Staff Away Day when we all get together as an organisation for the purposes of sharing information, enriching our skills and spending time with each other. There is always a focus on positivity and wellbeing.



14. TEAM QUARTERLY LUNCHES

Your Team Lead will organise a quarterly lunch for team members. These are held off site with a budget for food and drink.



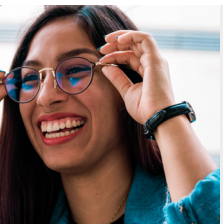
15. REFRESHMENTS

We are pleased to provide free tea, coffee and milk for members of staff, and you will have access to a fridge and (usually) to a microwave and/or toaster.



16. CHRISTMAS EVENT

YS provides a budget contribution to an annual Christmas event – either on a Team, Service or Organisational wide basis.



17. SPECSAVERS

YS can provide you with a voucher for the cost of a Display Screen Equipment (DSE) eye test with Specsavers. YS will also pay for the cost of basic glasses/frames if these are required specifically for DSE usage.



18. TRAINING & DEVELOPMENT

YS is fully committed to the providing first class training and development in a range of areas from safeguarding, leadership and management and trauma informed working. We devote resources including money, time off for members of staff to attend events, and management time.



19. RECRUITMENT INTRODUCTION FEE

Your Sanctuary has a scheme which rewards YS employees for introducing new team members. For a successful introduction a payment of £250 per new employee will be made. This will be paid in two instalments - £125 upon joining and £125 upon successful completion of probation.