

## REWARDS & BENEFITS

This is a summary of the main rewards and benefits for Harbour Homes.

*(There is a separate document for colleagues employed in the Cleaning Team).*

### PAY

All Harbour Homes employees (excluding the Cleaning Team) are paid monthly in arrears on the 27<sup>th</sup> of each month. If the 27<sup>th</sup> falls on a Saturday or Sunday, payment will be made on the Friday. When the 27<sup>th</sup> falls on a public holiday, payment will be made on an alternative earlier date.

#### **Statutory Sick Pay (SSP):**

Harbour Homes will make payment of Statutory Sick Pay (SSP) in accordance with the requirements published by the Department of Work and Pensions annually. For the purposes of calculating SSP, 'qualifying days' will be Monday, Tuesday, Wednesday, Thursday and Friday. Colleagues must qualify for SSP under the terms set out by the Department of Work and Pensions

Where colleagues qualify for Organisation Sick Pay, SSP will be included in their total pay.

#### **Organisation Sick Pay (OSP):**

Entitlement to OSP is calculated based on length of service on the first day of sickness absence.

In order to qualify for OSP, colleagues are required to comply with the organisation's absence reporting and certification procedures.

#### **OSP Entitlement:**

Length of Service	Entitlement
Under 26 weeks' service	Up to 1 week full pay
Over 26 Weeks but less than one year's service	Up to 4 weeks full pay and 4 weeks half pay
Between 1 and 2 years' service	Up to 12 weeks full pay and 12 weeks half pay
Between 2 and 3 years' service	Up to 16 weeks full pay and 16 weeks half pay
Over 3 years' service	Up to 26 weeks full pay and 26 weeks half pay

## LEAVE

### Annual Leave:

The leave year runs from 1 January to 31 December. The annual leave entitlement for Harbour Homes employees is as follows:

Number of completed years' service at 31 December					
0	1	2	3	4	5
23	24	25	26	26	26

*These amounts are pro-rated for part time employees.*

Employees who reach 15 years' service will receive an additional 3 days leave (pro-rated for part time employees) in the following leave year.

### Public and Fixed Holidays:

Harbour Homes recognises 12 public and fixed holidays each year.

We also have paid (and unpaid) provision for:

- Maternity Leave
- Adoption & Surrogacy Leave
- Parental Leave
- Shared Parental Leave
- Dependants Leave
- Bereavement Leave
- Volunteering and Charitable Involvement

## PENSION

Harbour Homes has two different pension schemes, detailed below. Contracts of employment will confirm eligibility for different areas of the business.

You will be automatically enrolled into the relevant pension scheme. You can choose to 'opt out' of the pension scheme if you wish. Eligible employees will be automatically re-enrolled every three years.

1. **NEST** – this is the government-administered defined contribution pension scheme. If you are eligible, you will be auto-enrolled into this scheme and both the employee and Harbour Homes will make contributions on qualifying earnings, which is any salary over £6,240 per year. Homes will contribute 3% of earnings and employees will contribute a minimum of 5% of earnings.

2. **SHAPS** – Harbour Homes is a member of the Scottish Housing Associations' Pension Scheme (SHAPS) administered by The Pensions Trust (TPT). This is a defined contribution scheme. If you are eligible to join this scheme, Harbour Homes will contribute 7.5% of earnings and you will contribute a minimum of 1% of earnings.

### LIFE COVER

When a colleague joins the Scottish Housing Associations' Pension Scheme (SHAPS), they will automatically be included in the SHAPS life cover policy. The rate of life cover is 3 times the employee's salary.

Those in NEST or not within any pension scheme will be included in a life cover policy arranged by the organisation. The rate of life cover is 3 times the employee's salary.

### EMPLOYEE BENEFITS

#### Flexible & Hybrid Working Framework

Harbour Homes supports flexible working. We have a Flexible and Hybrid Working Framework which enables colleagues to work flexible hours and to work from the office as well as remotely.

#### Professional Subscriptions

The cost of professional subscription fees for membership to one relevant professional institute per annum will be met by Harbour Homes.

#### Employee benefits on-line platform

We have an online platform which offers a wide range of employee benefits including discounts on your shopping with a range of retailers - covering computing and electronics to supermarkets as well as for entertainment – for example, for days out, dining or cinema visits. All Harbour Homes colleagues have access to this resource.

#### Cycle to Work Scheme

The Cycle to Work Scheme offers tax incentives that enable colleagues to enjoy savings on the price of a new bicycle (plus related safety equipment such as a helmet and a set of lights). Colleagues will have the opportunity to lease the bicycle of their choice via a tax-efficient salary sacrifice scheme. The total cost that can be spent on a bike and equipment is £1,000.

#### Electric Vehicle Scheme

Harbour Homes offers an electric vehicle salary sacrifice scheme. This means eligible colleagues can lease an environmentally friendly vehicle in a cost-effective way. Benefits include:

- Cost effective access to a brand-new electric car
- Savings on Income tax & NIC
- No upfront costs or credit check required
- Flexible mileage and terms
- Maintenance, breakdown and insurance cover included in one monthly payment
- Fully comprehensive, fixed term, car insurance for up to three drivers

## Contribution Towards the Cost of Glasses

If glasses, specifically for the use of display screen equipment, are necessary to be able to carry out your duties effectively, Harbour will make a contribution towards their purchase.

## Tax-Free Childcare

You may be entitled to get tax-free childcare. If you are eligible, you can use it to pay for approved childcare.

## EMPLOYEE ASSISTANCE PROGRAMME (EAP)



Our EAP includes a 24/7 Confidential Helpline, every day of the year

As well as counselling, there is a virtual library of wellbeing information accessible via Inspire. From simple lifestyle changes to practical support for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans.
- Fitness and lifestyle advice, such as detoxing methods.
- Four-week self-help programmes.
- Mini health checks.
- Financial wellbeing articles.



In addition, Inspire has their own Wellbeing Centre with a range of resources covering 4 key topics:

- 1) *Move* – get active
- 2) *Munch* – eat your way to a healthier you
- 3) *Money* – financial wellbeing
- 4) *Mind* – mastering your mental health

## TRADE UNION MEMBERSHIP & EMPLOYEE RELATIONS

### Trade Union Membership

Harbour Homes does not recognise any specific trade union; however, as an employer, it is committed to having meaningful discussions and consultations with its employees in order to achieve the best solution to employee relations issues.

All colleagues have the following rights:

- To be a member of a trade union as they chose
- Not to be a member of a trade union
- Any colleague may seek election to office in a trade union and may hold office in the union.
- Any colleague who is a member of a trade union, may take part in union activities, including in relation to holding office. It is expected that participation in union activities will take place out with normal working hours, although Harbour Homes may agree reasonable time off within working hours for this purpose.
- Any colleague who is a member of trade union, may be accompanied in formal meetings by a Trade Union Representative and will be advised when this right applies

## Joint Consultative Committee (JCC)

Harbour Homes has a Joint Consultative Forum consisting of a number of colleague representatives from throughout the organisation.

The purpose of the JCC is to:

- Enable and encourage the flow of business information and consultation on key business decisions between the organisation and its employees.
- Provide a forum for collective views of employees to be aired and passed to the management for consideration
- Aid and influence decision making

## EQUITY, DIVERSITY AND INCLUSION

We are committed to ensuring there is a consistent approach to promoting equity, diversity & inclusion throughout Harbour. Harbour Homes has the Investors in Diversity (IID) accreditation and promotes the FREDIE principles:

**Fairness** - Fairness is the quality of being reasonable, right, and just.

**Respect** - Respect is having due regard for the feelings, wishes, or rights of others.

**Equality** - Where every person has equal rights and every person has a fair chance. It's an approach where there is recognition that different people have different starting points.

**Diversity** - Diverse means different. We are all different so diversity includes us all. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences.

**Inclusion** - Where every person feels respected, valued and that they fit in with organisational culture.

**Engagement** - Engagement is based on trust, integrity, two-way commitment and communication between an organisation and its members.