

ALL THE EMPLOYEE BENEFITS YOUR STAFF WANT, AT A FIXED PRICE

JUST A BRIEF REMINDER OF WHO WE ARE

In 2013, Computershare Voucher Services launched 'Salary Extras', a market-leading benefit and communications platform that brings real value back to employee benefits.

With our heritage as the UK's leading childcare voucher provider, we know a thing or two about bringing real value to your schemes, working with companies of all shapes, sizes and sectors. Right now we help over 12,000 organisations, from SMEs to FTSE350, offering benefits that count to their employees.

As an employer we understand your need for a happy work environment to maximise company performance. We will help you overcome the challenges you face around employee recruitment, retention, morale, engagement and performance.

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YOUR CHOSEN BENEFITS

OPTION A - LIFESTYLE BENEFITS

A great low cost way to provide extra value to your benefits package

Here's what's included as part of our Lifestyle Benefits package. With so much on offer there's something for everyone.

Offers and Discounts

Our Offers and Discounts scheme is designed to save money on everyday shopping and essentials as well as those special treats such as holidays, days out and gifts.

Offers and Discounts Optional Extra

Our full fat discount scheme provides a huge range of offers with high street and online retailers. Employees can pick up some great bargains and save money on their everyday shopping, DIY, fashion, holidays, electrical and lots more.

It includes a market-leading points based cashback facility, so the more money you spend, the more points you get. The points are then turned into cashback. **Cinema Benefits** is also included so employees can enjoy savings of up to 40% at over 1,000 cinemas.

Shopping Cards

Over 70 shopping cards to give as a gift or employees can use them to save up to 20% on their everyday shopping, holidays and dining out.

They're reloadable so employees can keep saving money all year round. There's instant voucher codes available too for extra convenience and quick purchases.

Online Shopping

Thousands of online offers from some top UK retailers all together in one place.

Cinema Benefits

Offering savings of up to 40% on cinema tickets for participating cinema chains, including Cineworld, Empire and Showcase.

Dining

Enjoy a minimum of 7% discount at some great chains including Pizza Express, Zizzi's, Harvester, Toby and All Bar One.

Days out

Premium discounts at the UK's top theme parks and leisure attractions.

Holidays

Top discounts on short breaks, family holidays, flights, hotels, and travel essentials from over 200 operators including Thomson, First Choice and Thomas Cook.

TeamClub

A prepaid Visa card that allows employees to earn cashback of between 4% and 15% at 50 big name retailers.

Employees simply top up the card with funds as and when they need to and it won't let them go overdrawn.

Online Ticket Store

Online ticket store offers 15% off attractions, excursions, theatre tickets, stadium tours in over 40 countries and hundreds of destinations across the World.

OPTION B - HEALTH & WELLBEING

Our Health & Wellbeing package comes with a great choice of benefits to support your staff

Our package offers support, advice and savings on everyday health care costs. Employees can even add their family members too.

Health Cash Plan

A value-driven scheme that lets your employees claim back the cost of everyday healthcare such as eye tests, glasses, contact lenses, dental care and therapy treatments such as physiotherapy and osteopathy. We have partnered with market-leading not for profit health insurer BHSF to provide this service to our clients.

Dental Cover

We all need dental care and the costs can take a big bite out of our finances. Our dental scheme offers cashback to cover dental bills with no annual contract to tie them in.

The plan covers check-ups, x-rays and hygienist visits as well as accident and emergency treatment at home or abroad for any unfortunate mishaps all provided through our partner dencover.

Gym

Help them shed some pounds and trim the cost through our Gym scheme, offering discounted rates at over 2,750 health clubs, fitness centres, gyms and leisure centres across the UK and Ireland.

There's different clubs to suit personal preferences, from low cost authority run centres to the high street names.

Healthy Living Resource Centre

They say prevention is better than cure and our healthy living scheme provides a comprehensive source of information on living a healthy lifestyle such as keeping active, healthy eating and sleeping.

There's also lots of useful information on health issues providing help and advice on topics like, cancer, stopping smoking and drinking sensibly.

Health Assessments

Because predicting the future is pretty difficult, our health assessments provide a comprehensive view of key issues a person may face, such as diabetes, heart health, cancer risk and emotional wellbeing.

A range of tests and advice helps employees understand their health and create an action plan to improve their health prospects all provided by our partner Nuffield Health.

Financial Wellbeing Resource Centre

Financial planning for the future or getting out of debt can be scary to say the least. Our financial wellbeing resource centre provides a wealth of information to point people in the right direction.

Provided in conjunction with the Money Advice Service, it offers free and impartial advice, tools and calculators along with access to a range of expert, confidential and impartial services, in person, online or over the phone.

Employee Assistance Programme *Optional Extra*

Our Employee Assistance programme (EAP) is run by our partner Health Assured. It gives you 4 different levels of cover to suit the needs of your business and budget.

A completely confidential service providing help and advice for all sorts of things including emotional problems, bereavement, legal and medical information, as well as a series of telephone or face-to-face counselling sessions.

OPTIONAL EXTRAS

Choose from a range of optional extras to enhance your benefits package

Take a look below for more details on our additional offerings.

Bikes

The Bike scheme is one of the UK's fastest growing and most sought after employee benefits.

Salary Extras Bike scheme is a Government-backed initiative to enable employees to save up to 42% on the cost of a bike and cycling safety accessories for the purpose of cycling to work.

Employees pay for the bike through a Salary Sacrifice arrangement and are in effect hiring the bike from their employer, and paying for this through their gross or pre-taxed pay. They are able to make savings of between 32% and 42% through lower Tax and National Insurance (NI) contributions.

The scheme is available to UK taxpayers who pay their tax under the PAYE system.

Technology

With advances in technology, more and more people seem set on keeping up with all the latest gadgets. So, it's not surprising that our Technology Gift Voucher Scheme is so popular.

There's a wide range of equipment on offer - from basic entry laptops and iPads, to top of the range desktops and iMacs. There's even a great choice of phones and gaming consoles too.

The real beauty of this scheme is that it provides your employees with an affordable way to pay for what they need. By paying for it directly from their monthly or weekly pay, they spread the cost. And there are no expensive credit costs or credit checks for them to worry about either.

Childcare Vouchers

Many parents face the dilemma of to afford the cost of childcare and this can often have a bearing on whether or not they continue to work.

Providing childcare vouchers can help make a difference in effectively reducing the cost of childcare by making savings in Tax and National Insurance (NI).

Childcare vouchers operate through a salary sacrifice arrangement, where your employees exchange or 'sacrifice' part of their gross salary for the same amount in childcare vouchers. This part of their salary is tax-free and exempt from National Insurance contributions, which gives savings up to £933* per parent, per year on registered childcare costs. The scheme is open to basic-rate and higher-rate tax payers.

HMRC have introduced a new scheme call Tax-Free Childcare, and have confirmed that the current childcare voucher scheme will close to new entrants in October 2018. The new scheme will not benefit a lot of parents, so we recommend setting the scheme up quickly so your employees don't miss out. If an employee is in any doubt about the best option for them we would recommend they sign up to childcare vouchers for a nominal amount of £20 per month to lock in their entitlement moving forward. They can then take their time working out if childcare vouchers or TFC is the better scheme for them over the long term.

SALARY EXTRAS PLATFORM

Your benefits package will be hosted on our Salary Extras platform

Our all singing, all dancing Salary Extras platform is very user friendly and can be a home for all your benefits - including your own and those from other providers. Because the system is highly flexible, you can add new benefits over time if you want to.

We've included some great features too to streamline processes and help you can to communicate with your staff and keep them engaged.

Our fully responsive platform means that your employees will be able to log in and use the site on any device, desktop, mobile or iPad. We can even add your logo on to the platform so that staff appreciate it's a package tailored to them.

Salary Extras provides you with self-service communication tools to engage with your staff as and when you want to, including:

- > Monthly promotional material to keep your employees engaged
- > Marketing collateral to support promoting your benefits
- > Built-in messaging facility allowing you to send information and messages to all employees
- > News facility so you can tell employees about important events and company or benefit information
- > Calendar functionality with built-in reminders
- > Document centre providing all employees with access to company policies, procedures and documents
- > Add your existing benefits so all your benefits are together in one place
- > Real-time management information and site statistics
- > UK based contact centre support for both you and your employees.

ADMIN AND ENGAGEMENT

We'll tailor what we do to meet your needs

Simple Administration

No unnecessary admin or paperwork and all the information you need in one place - what could be better?

Management Information

Engagement info

A useful at-a-glance engagement summary showing you how many visits you've had to different areas of the site.

Scheme facts and figures

Access scheme take up summaries and figures showing your company savings.

Scheme Approvals and Payroll Reports

Application approval

Your selected HR/Payroll staff will be able to approve and reject scheme applications online in real time.

Keep your staff informed

Tools that let you quickly and easily contact employees to let them know if their scheme application has been approved or rejected.

Information reports

Approved applications downloaded in a useful format to help reporting and payroll.

Expert Engagement

Your company news and information

It's all about you, so add in your own company information, scheme start and end dates and newsfeeds to keep your staff visiting your site.

Calendar

Keep staff posted with scheme dates and important company events.

Communicate with your staff

Use the built-in tools to talk to your staff, keep them up to date with your latest news or company product offers.

Targeted messaging

Choose who you talk to, either individually or to specific groups.

Build a library of company information

A document centre is integrated into the platform so you can build your own company library such as policies, procedures or forms that employees need access to.

Ensure staff read the important stuff

Keep tabs on those essential reads such as health and safety policies etc. Check who's read them and send them reminders.

Application filter

Stop any applications that don't meet your criteria or take employees below the national minimum/living wage.

Employee scheme agreements

All an employees' hire agreements and other important scheme information stored together for easy access in the document centre.

Fab Features for Employees

Simple registration

Your employees can create their own account with a work or personal email so they'll have their benefits at their fingertips.

Benefits and company information in one place

You can add pretty much anything to the Salary Extras platform so your employees have everything they need in one, for example, policies, procedures and forms.

Personalisation options

Employees see what's most important to them on their account page.

Simple scheme application process

It's all electronic so there's no paperwork to sign.

Built-in calculator tool

Helps your employees make the most of any tax-efficient schemes.

The Employer understands that it may be required to enter contractual arrangements with third parties in relation to salary sacrifice and/or employee benefit schemes facilitated by Computershare. The Employer acknowledges and agrees that it enters such arrangements at its own risk and Computershare shall not have any liability to the Employer in respect of such arrangements. The Computershare website at www.computershare-salaryextras.com may contain links to websites operated by third parties. Computershare does not have any influence or control over such third party websites and, unless otherwise stated, is not responsible for and does not endorse any third party websites or their availability, contents or any products offered or obtained through such third party website.

Computershare Salary Extras is a trading name of Computershare Voucher Services Limited (a company registered in England & Wales with the number 04968447, having its registered office at The Pavilions, Bridgwater Road, Bristol BS13 8AE) working in co-operation with Caboodle Technology Limited (a company registered in England & Wales with the number 06784632, having its registered office at 31 Wellington Road, Nantwich, Cheshire CW5 7ED). E&OE. All information correct as at April 2018.



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