

# Trees for L🌱fe

## Employee Benefits

How we show our appreciation for your hard work



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*“Employees who believe that management is concerned about them as a whole person – not just an employee – are more productive, more satisfied, more fulfilled.”*

- Anne Mulcahy

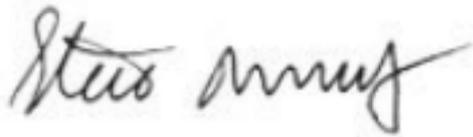
## ***Welcome to Trees for Life***

*Whether you are considering working for us or have recently started, this brochure outlines the extensive benefits offered to you by Trees for Life.*

*To attract and retain good people, we try to make working at Trees for Life as rewarding and enjoyable as possible by investing in our employees, not only financially, but through promoting an environment of mutual benefit, trust and respect.*

*With this benefits package, we try and help you get the most out of working with us, whilst enabling you to enjoy your time outside of work without the stress of having to fit your personal life around your job.*

*If you have any comments or questions, please contact us at [jobs@treesforlife.org.uk](mailto:jobs@treesforlife.org.uk)*

A handwritten signature in black ink, appearing to read "Steve Micklewright". The signature is written in a cursive, flowing style.

*Steve Micklewright  
Chief Executive Officer*



## ***Pay and Reward***

### ***The Living Wage***

At Trees for Life we believe it is really important to ensure that all our employees have a fair rate of pay. That is why we have committed to pay our staff at least the real Living Wage, regardless of age.

Our commitment to fair pay has been welcomed by the Poverty Alliance, which delivers the Scottish Living Wage Accreditation Initiative in partnership with the Living Wage Foundation. The real Living Wage is an hourly rate based on the best available evidence on living standards in the UK and is reviewed annually.

### ***Progressive Salary Structure***

Trees for Life aims to provide a transparent job evaluation and pay structure that is:

- fair,
- affordable,
- sustainable,
- reflects the values of the organisation, and
- can be consistently applied and communicated.

In addition to inflationary increases to salaries\*, staff at Trees for Life are able to progress annually through a 6 point salary scale until they reach the maximum salary for that role.

Once every 3-5 years, Trees for Life will undertake an independent pay market test to check our pay position against the market and ensure we remain competitive.

\* Any increases to salaries will be dependent on the affordability of the charity.



### ***Workplace Pension Scheme***

If you earn over £10,000 per year, Trees for Life will help you save for your future by automatically enrolling you in our workplace pension scheme with the Creative Pension Trust. This is a Master Trust that invests the contributions you and Trees for Life makes into the UK's trusted Scottish Widows fund.

Your contributions are calculated on what are known as 'Qualifying Earnings'. For 2021/2022 this is all earnings between £6,240 and £50,270. Because your contributions are deducted from your pre-tax pay, you will also receive tax relief on the contributions you make at your highest marginal rate.

<b>Period</b>	<b>You pay</b>	<b>TfL pays</b>	<b>Total</b>
1 October 2018 onwards	5%	3%	8%

If you do not want to contribute to the pension scheme, you can always opt-out but why not take advantage of the opportunity of Trees for Life contributing to your future?

To find out more about the trust, please visit [www.creativepensiontrust.co.uk](http://www.creativepensiontrust.co.uk)

## *Enhanced Sick Pay*

Feeling under the weather is never fun and we don't want our staff to be worrying about loss of earnings when they should be focussing on getting better.

We are also committed to ensuring the health and well-being of our staff and so want to minimise the spread of infection in our teams by encouraging staff who are sick to stay at home until they are well again.

For these reasons, Trees for Life will pay normal salary to staff who are absent from work due to sickness, subject to length of service, up to a maximum of 20 sick days in any rolling 12-month period:

- For 3 months' continuous service – 5 sick days
- For 6 months' continuous service – 10 sick days
- For 9 months' continuous service – 15 sick days
- For 12 months' or more continuous service – 20 sick days

## *Outdoor Clothing Allowance*

Working outdoors is great and we want our staff to be able to enjoy their jobs without worrying about whether their clothing will hold up in unpredictable Scottish weather.

Although the outdoor clothing and walking gear you require may not be defined as Personal Protective Equipment (PPE), we recognise the value in having good quality clothing when working outdoors in the Scottish Highlands and want to help our field staff kit themselves out in gear which will keep them safe and warm.

Therefore, if your job requires you to work outdoors for part or all of the time, we will reimburse you up to **\*£150 per year** for suitable outdoor clothing or footwear if you need to replace your boots. Please see your line manager for further details.

In addition, all Trees for Life staff can claim discounts of up to \*50% from these fantastic outdoor clothing brands...



## ***Salary Exchange Schemes***

Employees are offered the chance to exchange their salary for vouchers. Not only are they a good way to spread the cost of investing in some new tech equipment, or a new bike to get you into work, you can save on your \*NI and Tax contributions too.

\*Only applicable for CycleScheme and Childcare Vouchers.

## ***Childcare Vouchers***



The Childcare Voucher scheme allows working parents the opportunity to swap part of their pre-tax salary to pay for registered childcare. As a result, they make savings on their Tax and National Insurance – up to £933 per parent, per year.

Each eligible parent can pay a maximum of £243 per month from their salary into their Childcare Voucher account and use this to pay for registered childcare. They do not pay Tax or National Insurance on this amount, resulting in significant savings.

## ***Technology Schemes***

Techscheme lets you get the latest technology by spreading the cost with up to 12 payments from your salary across 12 months and make a National Insurance saving of up to 12% too (dependent on your tax rate)

Best of all – you own the products from the beginning and there's no end of hire fee. Currently products can be purchased through Currys and Apple.

We recognise that technology should be accessible to all in order to achieve both organisational and personal development aims.



## ***CycleScheme***

The Cyclescheme enables our employees to save 25-39% of the cost of a new bike & accessories whilst also spreading the cost. It's completely free to join and employees can choose from over 2,000 retailers, so you're sure to find one near you! Please see the organisation HR lead for further details.



## ***Enhanced Annual Leave***

### ***Holiday Allowance***

The legal minimum annual leave employees are entitled to in the UK is 5.6 weeks, including Bank Holidays.

At Trees for Life, we think our staff are worth more than this so we offer 6 weeks' leave per year, including Bank Holidays, PLUS the period between 25<sup>th</sup> December and 2<sup>nd</sup> January (based on 35 hours worked per week).

This means you will have between **35 and 37 days' annual leave per year**, depending on when Christmas falls in a given year.

If you are not contracted to work over the Christmas period, don't worry! Annual leave is calculated on a pro-rata basis, based on the full time equivalent for that year. So, you won't miss out on the benefit of our Christmas shutdown even if you're not working in December!

\* Full terms and conditions on staff annual holiday entitlement can be found in the Staff Handbook.

### ***Length of Service Holiday Accrual***

In addition to your basic annual holiday entitlement, we also reward for length of service with additional annual leave.

For each year's service you give to Trees for Life, we give you:

1 additional day of annual leave, up to a maximum of 5 extra days for 5 years' service.

**That means you could earn a maximum annual leave entitlement of 8.4 weeks per year for your holidays!**

### ***Christmas Shutdown***

Whether you celebrate Christmas or not, we want our staff to be able to spend the Christmas period with those nearest and dearest to them in line with much of the UK.

For this reason, the Trees for Life offices are closed between 25<sup>th</sup> December and 2<sup>nd</sup> January, meaning that you can focus all your attention on charades and turkey, and feel eager and motivated to get back to work in the New Year.

### ***Flexible Working***

Flexible working arrangements offered to employees have been shown to positively impact productivity, improve staff engagement and boost motivation. This is why, at Trees for Life, we offer staff the opportunity to define a working arrangement that supports both the business objectives *and* their lifestyle.

\* In addition to those listed below, we will consider any other requests for an alternative flexible working arrangement, which you believe will improve your work-life balance. Talk to your line manager on how to submit a request.

### ***Flexitime***

Trees for Life operates a flexitime facility, allowing staff to choose when to work their contracted hours, within a specified flexitime bandwidth of:

#### ***Monday to Friday 7.30am to 7.30pm***

Not only does the flexitime facility allow staff the freedom to balance their work life around their personal life, it also enables them to take one flexi leave day off each month, in addition to normal annual leave!

\* Full terms and conditions on Flexitime can be found in the Staff Handbook.

### ***Home Working***

Trees for Life offers you the chance to do your work, without even leaving the house! This allows staff space and time away from the office to complete tasks which require concentration and quiet, at the same time as minimising money and time spent on commuting. If you work from home, we will assess your working needs and provide you with the tools and equipment to carry out your role safely and easily.

### ***TOIL***

Taking part in Trees for Life events or conducting work in the field can be extremely rewarding but it does sometimes mean longer days for you or working evenings or weekends. We want our staff to enjoy these days without the risk of feeling stressed and overworked as a result.

Therefore, as well as having the flexibility to work from home and decide which working hours suit your life best, you will also be awarded Time Off In Lieu (TOIL) for those occasions when your job requires you to work in excess of your contracted hours or outside of the Flexitime Bandwidth.



\*Full terms and conditions on TOIL can be found in the Staff Handbook.

## ***Training and Development***

### ***Our Investment in Our Staff***

At Trees for Life we are dedicated to promoting career development and enhancing the skills of our employees. We believe that, through providing opportunities for career and personal development, we will increase motivation and job satisfaction, whilst enhancing staff retention. We ask staff to assess each learning and development opportunity for fitting our organisation Values of Collaborative, Pragmatic and Ground-breaking.

Training and development can occur in many forms and employees are encouraged to be proactive in identifying any opportunities for self-development which will enhance performance.

We want to help our staff add valuable qualifications and skills to their CVs and help us achieve our organisational aims. Plus, if you agree to stay with us for at least one year after finishing your course, we will cover the cost! \*

\* Full terms and conditions on training can be found in the Staff Handbook.

### ***Volunteering Opportunities***

You might think that getting out into the hills, planting trees and being involved in practical conservation is a benefit only enjoyed by our field staff. However, we think that connecting people with nature isn't a benefit that should be limited to our volunteers but enjoyed by all our staff too.



As a Trees for Life employee, you are offered time out of your normal job to attend up to four Conservation Days and one Conservation Week per year, subject to availability and with all food and accommodation provided to you free of charge.

Even if your job is office or home based, you are contributing to rewilding the Scottish Highlands, so we encourage you to take some time out every once in a while, to see what your hard work is helping us to achieve.

## ***Sabbatical Leave***

Sabbatical leave is a postponement of duties for a specified period of time to conduct research, further education, travel, volunteer or partake in other career or personal development opportunities.

If you are dedicated enough to remain with us for five years or more, we want to encourage you to stay by allowing you some time out of your employment to gain new experiences and new skills.

Sabbatical leave is unpaid and can be anywhere between two months and twelve months, during which time we will cover your duties and have your job waiting for you when you get back refreshed and rejuvenated! Speak to your line manager on how to apply.

\* Full terms and conditions on sabbatical leave can be found in the Staff Handbook.

## ***Your Working Environment and Wellbeing***

### ***Dog Friendly Office***

Research shows that allowing 'man's best friend' into the workplace provides a multitude of benefits for both employees and the office environment as a whole.

Although managing a dog between meetings can sometimes be challenging, we believe that the benefits enjoyed by staff who bring dogs into the office and by those who can't resist a wagging tail, far out-weight any costs to the organisation.

Here are some of the benefits of bringing your faithful friend with you to work:

- Dogs keep you active and encourage you to take time away from your screen and go for a walk. Remaining seated for too long is bad for your health and a dog is a constant reminder to get up and stretch your legs.
- Stress in the workplace is something that affects us all sometimes. Studies have shown that workers who have access to dogs, whether their own or other people's, had reduced stress levels and were calmer. In fact, petting or playing with animals can decrease production of the stress hormone cortisol!
- It has even been shown that, in workplaces where a dog friendly policy has been introduced, they have seen boosted morale, better productivity and an increase in employee performance.



### ***Daily Tea(m) Breaks***

We understand that the working day can be busy, with little or no time to speak to your colleagues on a personal level. However, we believe that this is vital at Trees for Life, being a small organisation working towards a common goal where we have to communicate effectively and work collaboratively with each other.

For this reason, we encourage staff to take a 15 minute, paid tea(m) break at 11am each day, to connect with each other outside the normal confines of the job. This gives staff the opportunity to speak with each other eye-to-eye, vent frustrations and share stories, experiences and advice.

We also offer Mental Health First Aid training to all staff and foster an environment of safety and support where staff can speak with anyone in the team about any issues they may be facing.

### ***Mutual Trust and Respect***

Our staff are the secret to our success, from the admin team all the way up to senior management and the CEO. The final benefit we offer, which we believe is the key to your motivation and morale, is our commitment to foster a culture of mutual trust and respect, which aims to promote a working environment in which staff feel they are able to communicate openly with colleagues at all levels.

We believe on building relationships on this foundation rather than expecting our staff to earn it. We trust you to follow the best interests of the charity; in your reliability, judgement, integrity, honesty and courtesy; and will respect you by providing you with the same reliability, good judgement, integrity, honesty, dignity and courtesy.

We would like to thank all our staff for allowing us to maintain this culture as we feel the benefits to the organisation and hopefully to the way you feel about your work, are absolutely priceless.

## ***Casual Working Environment***

In recent years, the downsides of the more traditional model of rigidity, regulation and hierarchy at work have become much more apparent, with stress being proven to be a major output in employees.

As the modern working world shifts more and more into an online world, creativity, innovation and inspiration become increasingly important, although harder to achieve alongside an undercurrent of stress. Where fear, discipline and negative reinforcement were historically seen as the most common tools for motivation, modern psychology has clearly demonstrated that positive reinforcement is a far superior motivator.

Trees for Life prefers to function in the modern world. We want our staff to be inspired, we want our staff to be creative and we want our staff to be motivated. That is why we promote a relaxed, enjoyable and fun working environment which encourages innovation and tries to minimise stress.



***If you think of a benefit not listed in this brochure, which you think would make working at Trees for Life even better, please let us know and we'll see what we can do!***

