



Colleague Benefits

Our commitment to **YOU** and **YOUR** family



WHAT MATTERS TO YOU MATTERS TO US

Our colleagues who continue to do great work for our customers, our business partners and each other – deserve great support. Our benefits package has been designed to engender our culture of flexibility, recognition and well-being. Our aim is to help you be the best that you can be, both inside and outside of work, that's good for you and for the people who support you too.



#LifeatMinster



YOUR HEALTH & YOUR FAMILY

▶ **MATERNITY LEAVE** **IMPROVED**

Working mothers have a lot on their minds, whether they're pregnant or have just welcomed a new baby. Our improved maternity leave policy can help make this time of transition a little easier. As a Minster employee you will now receive **3-months full pay** from when you start your maternity leave.

▶ **HYBRID WORKING**

Our hybrid working policy encourages colleagues to work in a location appropriate to the task that they are undertaking, be that in the office, at home, or another location. Our policy brings important benefits through offering colleagues flexibility and empowerment, trusting our people to choose where they work to get the best out of their day and provide the best support to our customers and colleagues alike.

▶ **OCCUPATION SICK PAY**

On top of Statutory Sick Pay (SSP), Minster colleagues also benefit from additional occupational sick-pay which provides up to 8 days fully paid cover for unexpected illness.

▶ **PATERNITY LEAVE** **IMPROVED**

When you take time off because your partner is having a baby, or you are adopting a child or having a baby through surrogacy, you are eligible for **2 weeks of paternity leave at full pay**.

▶ **EMPLOYEE ASSISTANCE**

Our Employee Assistance Programme is here to help and support any Minster colleague in dealing with or to help counter any work-related or personal problems that might be having an adverse impact on your health and wellbeing.



PROTECTING YOU

► LIFE ASSURANCE

If you are a member of the Pension Scheme you will receive cover for 4 x your salary to be paid to your loved ones if you die whilst employed by Minster Law. Cover is reduced to 1 x your basic salary if you opt out of the Pension Plan.

► INCOME PROTECTION

Income protection insurance pays you a regular income (up to 75% of salary) if you can't work because of sickness or disability and continues until you return to paid work or you retire. Income protection insurance is also known as permanent health insurance.

► HEALTH CASH PLAN

Minster's company paid Health Care Cash Plan helps fund access to a wide range of health and well-being related services such as dentist, optician, physiotherapist, chiropractors and even complementary therapies such as reflexology and aromatherapy.



RECOGNISING YOU

► PERFORMANCE BONUS

All colleagues are eligible for the annual discretionary bonus scheme, which is based on company performance, individual behaviours and achievement of personal objectives.

► LOYALTY BONUS

Our long service bonus is a gesture of recognition to thank our colleagues for their tenure at Minster. Our bonus awards celebrate 10 years service with a £500 bonus, 15 years service with a £750 bonus and 20 years service with a £1000 bonus.

► ANNUAL AWARDS BALL

Celebrating our colleague success and achievements is integral to life at Minster. To say thank you, recognise the hard work and commitment of all Minster colleagues and allow us all to spend time together outside of the work environment, we hold our annual Awards Ball.

► PRIZE DRAWS

The Mega Draw takes place every quarter and offers the chance to win some fantastic prizes. All Minster Law employed UK colleagues are eligible to participate subject to terms and conditions, which can be found on the intranet.

► GREAT SERVICE LUNCH

IT'S BACK

We're bring back our monthly Great Service Lunch – an opportunity to enjoy a meal with members of Exec at a local restaurant and celebrate colleagues who have gone the extra mile for each other, our customers or our business partners.

► LOCAL RECOGNITION

IMPROVED

Sometimes, it's the little things that matter most – that's the thinking behind the creation of a 'Recognition Fund' which allows managers to say "thank you" to their teams or individual colleagues for a job well done. The fund can also be accessed to recognise individual or team contribution from any department or function across the business.

► PERKS & DISCOUNTS

Through Perkbox, we give our colleagues access to deals and discounts on the biggest brands, all year round. Whether it's supermarket savings or discounted days out, your daily coffee or a summer holiday – there's something to suit everyone's lifestyle.



TIME FOR YOU

▶ 'TIME FOR ME' DAYS

TRIAL

Our NEW 'Time for Me' Days scheme is a trial of a new benefit which affords colleagues the opportunity to condense one working week of each month to a 4-day week - essentially giving you the potential to be able to take up to 12 additional days for yourself each calendar year.

▶ LONG SERVICE HOLIDAYS

Depending upon length of service you will receive the below holiday, plus Bank Holidays:

- 25 days for 0-2 years' service
- 27 days for 3-4 years' service
- 30 days for 5 years' service

▶ HOLIDAY TRADE-AWAY

IMPROVED

Our improved Holiday Trade-away benefit now allows eligible colleagues to trade in up to 3 days of holiday allowance for cash or buy up to 5 extra days of holiday per year. By empowering our colleagues to have a flexible holiday calendar, our Holiday Trade-away can help improve your work-life balance.

▶ GIVING BACK DAYS

Our corporate social responsibility is a key part of who we are, and we strive to improve the lives of the communities that we support. Every Minster colleague receives one fully paid 'Giving Back' day per year – allowing them to help charitable causes or support their local community.



SUPPORTING YOU

▶ **MATCHED-CONTRIBUTION PENSION**

Paying into a Minster pension means you're investing in your future. Our matched-contribution workplace pension means that Minster will top-up your own monthly pension contribution by up to 5% of your salary.

▶ **CYCLE-2-WORK SCHEME**

Our cycle-2-work scheme helps colleagues to improve their wellbeing whilst contributing to reducing environmental pollution. Operating on a gross salary-sacrifice basis, the scheme allows you to save money of the purchase of a bicycle.

▶ **HELP WITH YOUR COMMUTE**

Benefit from free transportation between Kingfisher House and Wakefield Train Station. In addition, colleagues can also access discounts on annual travel passes by taking advantage of our interest free loan, allowing you to spread the costs of your commute over 12 months.

▶ **REAL LIVING WAGE** **NEW**

We believe that a hard day's work deserves a fair day's pay, so we are proud to be a Real Living Wage employer. This means that every colleague working for Minster Law will earn at least the Real Living Wage – which is higher than the government's minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living.



HELPING YOU GROW

▶ APPRENTICESHIP PROGRAMME

Our solicitor apprenticeships are a great way for aspiring solicitors to take the next step on their career journey through the legal industry. Our structured programmes offer an accessible route to qualify as a solicitor, regardless of your educational background and legal experience.

▶ MENTORING PROGRAMME

The purpose of our mentoring programme is to connect you with highly knowledgeable and experienced colleagues within our business to share advice, offer guidance, provide support and be a sounding board for your thoughts. Wherever you are in your career or life, having a mentor can be valuable to your continued growth and development.

▶ LEARNING & DEVELOPMENT

We recognise that colleagues are the key to achieving our goals and objectives, so we promote continued professional development and provide access to learning & development for colleagues at all levels in order to be able to undertake their responsibilities effectively and with professionalism enabling them also to be responsive to the changing environment.

▶ NEW SKILLS SECONDMENT

Ever wondered what it would be like to work in a different function of the business or explore an interest in a particular discipline or type of work. We offer colleagues flexible secondment opportunities across the breadth of functions and departments within the business and the chance to gain new skills and experiences.

NEW