

## YOUR BENEFITS

### Pension (currently provided by Aviva)

DNAe complies with UK legislation, and automatically enrolls workers into a workplace pension scheme. This is called “auto enrolment”. If you meet the auto enrolment requirements you will be enrolled at the start of the month following completion of two full calendar months’ service. However, you can join the scheme from your first month of employment.

DNAe will contribute 4% of your **basic pay** which you will be required to match. You can contribute more if you wish to, but employer contributions will remain capped at 4% of your basic pay. The scheme is a salary sacrifice scheme and details may be found in the HR Information System, Helix.

#### How to join

You will be automatically enrolled after two full calendar months or you can join the scheme on joining the business or at any time in the future.

### Income Protection

You are insured in the event of long-term sickness or disability. If prevented from working for an extended period of time due to sickness or injury, 75% of salary, less State Benefits, will be paid by the Insurer subject to the rules of the Scheme. This benefit will continue to be paid until you are able to return to work or for up to a maximum of 5 years. This is a not taxable benefit.

#### How to join

You will be automatically enrolled in this scheme on joining the business.

### Death in Service Life Cover

Life cover is provided for you at 4 times your annual salary. In the event of death, payment will be made to the named beneficiaries in accordance with the Scheme rules. This is not a taxable benefit.

#### How to join

You will be automatically enrolled in this scheme on joining the business, however **you must complete the Expression of Wish form to nominate your chosen beneficiaries**. Once completed, please return the form to HR.

### Health Care (currently provided by Vitality)

The Company operates a Vitality Healthcare Scheme that you may choose to join. Private Medical Insurance provides the funds to pay for treatment in the private healthcare sector, which offers speedy access to private specialist treatment and private hospital beds. DNAe pays for your single person cover and will also currently pay for your immediate family (partner and children) to be covered. The policy is only active in the UK and it is a taxable benefit. Details may be found in Helix.

#### How to join

Just let HR know you want to join the scheme.

### Bike to work Scheme (currently provided by Evans)

Through Evans’ Ride to Work Scheme, you can apply for a voucher for between £250 to £1000 to purchase a bike and accessories to use for your journey to and from work. This scheme is a salary sacrifice scheme, which means that repayments, over a 12-month period, are deducted before tax & National Insurance contributions are taken. Details may be found in Helix.



## How to join

Please go to <https://www.evanscycles.com/ride-to-work/how-to-apply> and complete the online application.

## Season Ticket Loan

DNAe offers an interest-free season ticket loan for travel to the office. You can access this through our partner site at Let's Commute <https://www.letscommute.co.uk/aftersales/dnae-group-holdings>. The cost will be deducted directly from your monthly salary payment.

## Annual Leave

DNAe offers 25 days annual leave per year. These should be logged in Helix. We also award a day off when moving to a new house.

Additionally, you are able to buy up to 5 extra days' annual leave at the beginning of each year. The cost of these extra days will be deducted from your salary over a 12-month period.

## Flu Jab

DNAe offers an annual flu jab voucher, currently through Boots.

## Drinks and snacks

We provide free fruit, delivered once a week and free hot drinks.

## Sports and Social

We have a lively range of events paid for by the company.

## Health and Wellbeing

We have a free and confidential Employee Assistance Program.

## Employee Referral Scheme

DNAe is committed to finding and employing the best and brightest talent to strengthen our team. An important part of this is our employee referral scheme that allows you to send job opportunities to friends and contacts for them to apply online and quote you as their referral source. If DNAe decides to employ your friend or contact and they remain with the company for a minimum period, you may be entitled to receive a financial award in recognition of your successful referral. Please email HR if you want to recommend someone.

