

ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



EMPLOYEE BENEFITS

www.adeptcsce.com



Your Employee Benefits

We know that a happy workforce leads to increased morale, productivity, and efficiency. Our culture is based on being staff focused and we genuinely believe in the benefits of providing a pleasant environment where staff are respected, supported and given opportunities to better themselves.

This brochure details the benefits we provide that are available to our staff. We aim to listen to staff and continually look to review our offer and consider further opportunities to improve our benefits package.

Contents

- Annual Leave
- Holiday Buy & Sell Scheme
- Hybrid and Flexible Working
- Pension Scheme
- Private Healthcare
- Wellbeing and Mental Health Support
- Sickness Absence & Sick Pay
- Group Income Protection Scheme
- Death in Service Benefit
- Family-Focused Policies & Benefits
- Social Events
- Social Value and Volunteering
- Training and CPD
- Cycle-to-Work Scheme
- Electric Vehicle Scheme
- Rail Season Ticket Scheme
- Staff Bonus
- Gym Membership
- Additional Benefits



Annual Leave

Holidays and spending time with friends and family is something we encourage, and we recognise the importance of taking a well-deserved break from work.

The holiday year is from 1st January to 31st December. Annual leave entitlement is in addition to bank holidays (or the pro-rata equivalent).

On initial employment, **staff are entitled to a minimum of 22 days of annual leave per year.** Additional holiday days are accrued at a rate of one day per year, up to a maximum of 25 days. Once you reach 25 days' annual leave, you will receive an extra day for every five years of continuous service thereafter.

Up to five days of unused annual leave can be carried over to the following holiday year. Additional carry-over may be permitted in cases involving sickness absence or family leave (such as maternity, paternity, adoption, or shared parental leave), in line with company policy.

Holiday Buy & Sell Scheme

The Holiday Purchase Scheme allows all permanent employees the option to purchase additional annual leave through a salary exchange.

Employees can purchase up to five extra days' annual leave beyond their normal entitlement, or sell up to five days if they wish to reduce their leave for additional pay. This is a pro-rata entitlement based on the number of days you work each week.

To request to buy or sell leave, you must complete an application form, which is to be signed and approved by both you and your manager. Applications should be made in advance, with the deadline being 17th December each year. Deductions or payments will then be made over the following 12 calendar months, starting in January.



Hybrid and Flexible Working

Office working encourages collaborative working, shared learning and social interaction, but we understand that flexibility better meets everyone's needs.

Our hybrid working policy enables staff to discuss and implement an informal flexible working arrangement which allows staff to split working time between the workplace and an agreed remote working location, such as at home.

Our flexible working policy allows employees to discuss different approaches, such as:

- Reduction to work hours
- Variation to working days
- Working flexi-time

Overtime is payable to posts which have been specifically designated as qualifying for overtime payment.

For overtime accrued during the working week employees will receive 1.25 times their rate of pay and for overtime accrued on a weekend this increases to 1.5 times their rate of pay. Please note these rates may be subject to change.

Pension Scheme

We're committed to helping you build financial security for the future, offering flexible pension options that allow you to save in a way that suits your circumstances and preferences.

Salary Sacrifice Pension Scheme

All eligible staff are automatically enrolled into our Salary Sacrifice Pension Scheme with Royal London. This scheme allows you to exchange part of your gross salary for pension contributions, increasing your take-home pay by saving on National Insurance, while your pension fund continues to receive the same level of contributions. If you wish to opt out, you can do so at any time.

Standard Pension Scheme

If you choose to opt out of the salary sacrifice scheme, or if you are not eligible, you will be enrolled into our standard pension arrangement. Under this scheme, **Adept contributes 4% and you contribute 5%** of your earnings towards your pension.

Further details about both schemes, including eligibility and how to opt out, are available from the Office Manager or on our intranet.

Private Healthcare

We offer a private healthcare cash plan with WPA. The Cash Plan is an annual contract of insurance which all employees are eligible to access to receive a cash benefit after receiving eligible treatments covered within the plan.

The plan covers a wide range of specialist and therapist treatments. Depending on the treatment or service accessed you could receive full or partial reimbursement for the healthcare provided.

Treatments and services covered within the cash plan include:

- Optical treatment
- General dental treatment
- Dental emergencies
- Therapy (such as physiotherapy, osteopathy, acupuncture, chiropractic care, homeopathy)
- Specialist consultations
- GP services/fees
- Scans and screens
- Prescription charges

The scheme membership also includes:

- £20 Specsavers voucher
- 20% off most Nuffield Health gyms
- 10% off at Spabreaks.com

For further information, please refer to your Benefit Schedule or contact the Office Manager.

Wellbeing and Mental Health Support

We take mental and physical wellbeing seriously. We endeavour to create an environment where staff can discuss their mental health and any concerns they may have.

Professional support is available for employees through a 24/7 telephone service with Mindful Employer. They provide a Staff Helpline and a Managerial Adviceline for independent and confidential support from trained experts.

A similar service is also available in the Employee Assistance Programme (EAP), part of the WPA private healthcare plan. Services include:

- Wellbeing and health information
- Telephone counselling
- Debt and money information and support
- Legal information
- Manager support

To ensure the safety and wellbeing of staff, we have fully trained Level 3 and Level 4 first aiders, fire marshals, and a mental health first aider within the organisation.

Sickness Absence & Sick Pay

We understand that health challenges can arise unexpectedly, and we're committed to supporting staff through periods of illness.

After successfully completing your probationary period, you are eligible for our enhanced sick pay benefit. If you need to take time off due to illness and provide a suitable medical certificate, you'll receive up to two weeks at full pay, followed by two weeks at half pay.

Statutory Sick Pay (SSP) is also available if eligible.

We encourage open communication and will work with you to support your return to work.

Group Income Protection Scheme

Our Group Income Protection Scheme provides financial support if you're unable to work due to illness or injury.

After six months' service, you'll be automatically enrolled. If you're off work for more than 13 weeks because of incapacity, the scheme pays 50% of your basic salary for up to five years. The cost of this benefit is covered by the company, and it's designed to give you peace of mind during difficult times.

Death in Service Benefit

All staff are covered by our Death in Service insurance policy.

If you pass away while employed by Adept, **a lump sum of three times your annual salary will be paid to your nominated beneficiary.** This benefit is provided at no cost to you and offers reassurance that your loved ones will have financial support if the worst should happen.

Family-Focused Policies & Benefits

We understand that supporting families is essential to a positive workplace. Our family-focused policies are designed to provide reassurance and flexibility for those welcoming a new child, whether by birth or adoption.

Enhanced Maternity Pay

We offer an enhanced maternity pay scheme for employees who have been with us for at least two years before starting their maternity leave. Eligible employees receive:

- Six weeks at full basic salary
- Twenty weeks at 50% of basic salary

This enhanced pay includes any statutory maternity pay due for the same period. After the enhanced period, statutory maternity pay may continue for up to 13 additional weeks, subject to eligibility.

All other benefits, including pension contributions and annual leave, continue during your maternity leave. We also support flexible working requests following your return, subject to business needs.

Enhanced Paternity Pay

We also provide enhanced paternity pay for employees with at least two years' continuous service. Eligible employees are entitled to:

- Two weeks of paternity leave at full basic salary

This benefit is available for births and adoptions. All other benefits, including pension contributions and annual leave, continue during your paternity leave.

Social Events

We believe that a strong sense of community and regular social activities are key to a happy and motivated team.

Our Social Committee organises a variety of fully funded events throughout the year, with an **annual budget of £360 per staff member**. Previous events have included:

- American pool and bowling tournaments
- The Krypton Factor Challenge
- Virtual golf and bingo nights
- Casino nights out
- Monthly sponsored pub outings
- Our annual Christmas party

Each year, we also arrange a team-building weekend away, with all accommodation, travel, food, drink, and activities covered. Past destinations have included Liverpool and Newcastle.

These events are open to all staff and are a great way to relax, connect, and celebrate our achievements together.

Social Value & Volunteering

'Engineering Ethics', our Corporate Social Responsibility and ethics logo, embodies our commitment to making a positive difference to communities and the environment.

We have organised and taken part in several charitable events over the years, raising money for various charities and good causes. These include:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge
- Tough Mudder

All Adept staff are provided with two days paid volunteering leave per annum.

Staff have previously spent two days volunteering with The Friends of Ilkley Moor, carrying out a range of woodland conservation tasks, including litter picking, bracken control, footpath restoration, wild plant clearing and monitoring campfires.

Volunteering days have also been dedicated to Lineham Farm Children's Centre in Leeds, who enhance the lives of local children, and St George's Crypt, a Leeds-based charity providing food, shelter, and support to people experiencing homelessness and vulnerability.



Training & CPD

Training and development opportunities are available to all Adept staff. We are committed to providing access to training to ensure employees at all levels receive adequate training to further their personal Continuing Professional Development.

We invest in training programmes and tailored courses for our staff, to help them develop and progress in their career. Appraisals are carried out annually, which provides employees with an opportunity to establish their requirements for additional training. We additionally run a structured CPD programme covering a wide range of topics in civil and structural engineering, delivered by both internal experts and outside specialists.

Professional Body Membership

We will cover the membership fee for relevant professional bodies including IStructE and ICE and fund any relevant training or chartership opportunities.

Management Training

Management training is offered through several professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

Online Learning

We subscribe to LinkedIn Learning, which provides access to a variety of online training programmes.

ICE Training Scheme

We are recognised as an ICE Approved Employer and able to operate within the scheme. Trainees on the scheme are students and graduates that want to progress towards Chartered (CEng) or Incorporated Engineer (IEng) status.

Apprenticeship Scheme

We run a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. We also support those working towards Degree Apprenticeships, with staff previously attending programmes at Leeds Beckett University and UCLan. Every year new apprentices are recruited and developed, enabling them to learn and thrive. We have also supported members of staff pursue their engineering qualifications part-time through the Open University.

Cycle-to-Work Scheme

Our Cycle-to-Work scheme, provided through Cycle 2 Work, makes it easier and more affordable for you to get a new bike.

You can choose a bike worth up to £1,000, with no upfront payment—costs are spread directly from your salary, helping you save on tax and National Insurance.

You'll have access to over 460 stores across the UK and a wide range of bikes to suit every style and budget. The scheme is designed to help you save money on travel, reduce parking costs, and boost your fitness. A dedicated customer service team is on hand to support you, and a calculator tool is available so you can check the total cost before you order.

Whether you're cycling to work or just for fun, this scheme helps you make a healthy, cost-effective choice.

Electric Vehicle Scheme

Our electric vehicle salary sacrifice scheme, run in partnership with Octopus, makes it easier and more affordable to drive a new electric car.

You can select a brand-new EV, leased by the company but chosen and driven by you, and pay for it through a reduction in your gross monthly salary. This means you save on income tax and National Insurance, and benefit from a low company car tax rate—Benefit in Kind (BIK) tax is currently just 1%.

The amount you pay depends on the car's price and your tax bracket, but you'll benefit from significant savings compared to a traditional purchase. Payments are taken directly from your salary before tax, making the scheme cost-effective and straightforward.

If you're interested in the scheme or want to know more, please get in touch.



Rail Season Ticket Scheme

Our Rail Season Ticket Scheme gives you the option to purchase an annual or shorter-term Northern Rail season ticket through salary sacrifice.

The cost of your ticket is spread over monthly salary deductions, which means you save on tax and National Insurance. The scheme covers a range of train operators, not just Northern Rail, so you can choose the route that works best for your commute.

This benefit is designed to make travelling to work by train more manageable and cost-effective.

If you'd like more details or want to apply, please contact the Office Manager.

Staff Bonus

We believe in recognising and rewarding the hard work and loyalty of our team.

Our bonus scheme includes:

- A **discretionary annual bonus of up to one month's salary**, based on company performance and individual contribution.
- A **£100 bonus on your birthday** to help you celebrate your special day.
- A **£500 long service bonus** awarded to employees who reach five years of continuous service, as a thank you for your commitment to Adept.



Gym Membership

We know that staying active is important for both physical and mental wellbeing.

That's why we offer a **gym membership discount scheme**, allowing you to claim £20 per month towards your gym fees. Simply provide proof of membership on a quarterly basis to receive your reimbursement.

Staff based in our Leeds office can also use any Active Leeds gym at a subsidised rate.

Additional Benefits

- Phone allowance for senior staff
- Branded workwear and accessories
- Discount scheme with Salary Extras for shops, supermarkets, and restaurants





For further information, contact us at:

T: 0113 239 2418

E: jobs@adeptcsce.com

Adept is an Equal Opportunities Employer

Please note benefits are subject to change and could be withdrawn without notice.

