

Employee Benefits



Allowances

Where required, first aiders and fire wardens are remunerated with monthly payments for taking on the additional responsibilities and undergoing the appropriate training. Havebury offers a monthly car allowance to essential car users, who are required to use their own vehicles for business purposes.

Appraisals

Havebury has an annual appraisal programme, where managers and employees agree objectives in the first quarter of each year. This is a great opportunity to look at your development needs as well as reviewing the previous year, and to continue your dialogue with your manager about your role and working at Havebury.

Annual Leave

All employees are entitled to 26 days annual leave (pro-rata for part-time) per annum, increasing to 30 days on your 5th anniversary with Havebury. Our Executive Team are entitled to 32 days annual leave per year. This annual leave is additional to any Bank Holidays. To give greater flexibility around your holidays you can buy, sell or carry over up to 5 days annual leave each year.



Atrium Meetings



The Havebury employee team gathers regularly in the atrium at Havebury House, Bury St Edmunds to meet and run through changes in our sector, as well as using it as an opportunity to communicate company-wide messages.

Bitesize learning

Havebury holds monthly lunch and learn updates, which offer an opportunity for employees to voluntarily attend lunchtime training events and presentations whilst grabbing a bite to eat.

Career Development

Havebury supports all employees in both personal and career development. For those employees that wish to progress their career, Havebury offers in-house secondments and shadowing opportunities. Havebury understands that, at times, there may not be development opportunities within Havebury and in such situations, Havebury will support employees wherever possible in seeking career progression outside of the organisation.

Car Parking



A staff car park is available with plenty of overflow street parking in the surrounding area.

Childcare Vouchers

Havebury is part of a childcare voucher scheme which offers tax and national insurance savings on childcare costs.

Christmas

For those who wish to join in the festive fun, we celebrate Christmas by having a raffle, made up of prizes donated throughout the year from contractors and customers. We also have a visit from Santa for all employees' children who wish to join us.



Coaching

Our managers have undergone a Certificate in Coaching, enabling us to offer an in-house confidential coaching programme.

Compassionate Leave

Havebury offers up to 3 days paid compassionate leave in the event of a loss within your immediate family.

Dress code

Havebury has a smart/casual dress code however, asks that you dress appropriately for your job role and your diary. For further details about what is appropriate, please refer to your line manager.

Employee Conference

Havebury holds employee conferences, giving employees an opportunity to get to know other team members, build rapport and cascade important business messages and information in a relaxed atmosphere

Equality and Diversity

Havebury prides itself on being a diverse organisation and treats all employees, customers, contractors and visitors fairly and with respect.

Flexible Working

Havebury is committed to providing a healthy work-life balance for employees and their families. Havebury considers all requests for flexible working such as job-sharing and part-time working and won't turn down requests without a good reason.

Flexitime

All employees benefit from our flexitime system, which allows flexibility around start and end times as well as lunch breaks. When you have built up enough additional hours you are able to take a half day or full day off as flexi-leave, up to a maximum of 15 per year (pro-rata for part-time employees).

Flu Vaccinations

Havebury works alongside pharmacies to offer annual flu vaccinations to all employees, free of charge.



Green

Havebury is a green employer, working in a green office environment. Havebury feels this is a benefit not only to our employees but also to our neighbours and the community.

Havebury Saver

A discount scheme with access to over 4,000 retailers including many high street names. Get discounts online or instore, you can also earn cashback on some purchases too.



Health and Safety

Havebury has an in-house Health, Safety and Facilities team who provide support to all employees. Online interactive training is available along with assessments and regular reviews of employee working environments.

HR

Havebury offers employees access to the self-service HR database, Cascade, where you can book annual leave, record your time-sheets, change personal details and view previous appraisal records. Employees can access this system remotely and securely through Havebury Web Services.

Investors in People

Havebury recently obtained Silver status following the IiP reaccreditation in 2018. The Silver Accreditation that we have achieved celebrates the outstanding people management and we're proud to have been accredited at this level - 16% of UK employers have achieved the IiP standard, and only the top 2% of organisations in the UK gain this silver status!

Keep Fit

Havebury encourages a healthy work-life balance; employees are eligible for reduced membership fees to local gyms; Abbeycroft Leisure and Moreton Hall Health Club.

Kitchens



Our offices have on-site kitchens for employees to enjoy their lunch breaks should they wish. The kitchens have fridges provided to hygienically and safely store your lunch and refreshments. We offer free tea, coffee and squash for our employees.

Learning and Development

Havebury is committed to providing good quality learning and development opportunities to all employees. Havebury has a number of on-site courses that are tailored to the attendee's requirements and where applicable, Havebury runs mandatory corporate training events for all employees.



Lieu Time

Work that is carried out after 6.30pm (Monday to Friday) may be accrued and taken as time off in lieu, in addition to any flexi-time that is accrued prior to 6.30pm.

Market placed salaries

Havebury regularly undertakes bench marking exercises to ensure that Havebury offers our employees and all potential employees, competitive salaries for the roles that are required within the business. Alongside the salary benchmarking exercises, Havebury also compares its benefits packages with similar organisations within the region, and regularly finds itself in the top quartile.



Mileage

All business miles, whether you are an essential or casual car user, are paid at the current HMRC rate of 45p per mile. Mileage can be claimed monthly and is paid to employees one month in arrears.

Moving House Day

All employees are eligible to request 1 day as an unpaid day off for moving house.

My SOS

For all employees that are regularly out of the office, visiting tenants, Havebury provides a lone worker personal safety device, called My SOS.

Occupational Health



As a new employee, you will be subject to a pre-employment health assessment. In addition, either you or Havebury may feel that you could benefit from an occupational health review to seek solutions to potential health issues during your employment.

One to Ones

Havebury encourages line managers to hold, as a minimum, quarterly one-to-one's with each employee. These reviews are an opportunity for, not only you to receive feedback on your performance, but for you to discuss any feedback you have with your manager.

Pension

Havebury offers a defined contributory scheme, which is currently administered by AVIVA. All new joiners will be automatically enrolled with a contribution rate of 3%, with Havebury contributing 5%. Alternatively, employees can choose to increase their contributions to 5% or above, with Havebury contributing a maximum of 10%.

Professional Subscription Fees

Havebury offers all employees the option to reclaim the cost of one annual professional subscription per year.

Qualifications

Each year Havebury opens up the opportunity for employees to be sponsored to undergo a professional qualification. These qualifications are specific to your job role and the environment in which you work. Along with the cost of the course fees, Havebury will also reimburse the cost of any course books that may be required and exam fees too.



Sabbatical

Once an employee has completed 5 years' service with Havebury they will be eligible to request a period of between 3 and 6 months' sabbatical leave.

Simplyhealth



Simplyhealth provides a Cash Plan Health Care scheme for all employees, where you can claim up to £175 on dental care per year, as well as the cost of Health Screening, Counselling and Consultations among other things.

Simplyhealth also offers access to an in-depth assessment looking at your health from every angle to give you a full overview of your current health and wellbeing, whilst also identifying any potential common health issues. Havebury employees can claim up to £350 through Simplyhealth and a further £100 from Havebury, to use towards the cost of health assessments offered via Nuffield Hospitals based in Cambridge and Ipswich.

Straight Allies

The Straight Allies programme encourages heterosexual employees to show their support for any gay colleagues. Havebury recognises that people perform better when they can be themselves and we hope Straight Allies will strengthen a culture where this can happen.

The Terrace

As well as the indoor kitchen facilities, Havebury offers a relaxing outdoor space called 'The Terrace' at Havebury House, Bury St Edmunds, which is a sun trap in the summer months for lunch breaks. It's a great place to enjoy your lunch whilst catching a tan and enjoying the sunshine.

