

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 Line 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 is 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 regular Bitesize learning sessions. These offer an opportunity for employees to sign up and attend free virtual sessions organised by HHP or external providers on anything from learning how to use Havebury Saver or learning more about how to sleep better.

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 the business and in such situations, we will support employees wherever possible in seeking career progression outside of the organisation.

Car Parking



A staff car park is available on a first come first served basis. We do ask employees that they fill the rear car park first. There is also street parking offsite.

Cascade

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

Childcare

Havebury is part of a childcare voucher scheme which offers tax and national insurance savings on childcare costs. If you are not already a part of this scheme you will be unable to apply now. However you can see the tax free child care option from the government <https://www.gov.uk/tax-free-childcare>

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

Some of our managers have undergone a Certificate in Coaching, enabling us to offer an in-house confidential coaching programme. Ask your Line Manager for more information.

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 discuss with 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 will consider all requests for flexible working such as job-sharing and part-time working.

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.

Investors in People

Havebury obtained Silver status following the liP 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 liP 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 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

Any work that is carried out over and above your contracted hours may be accrued and taken as lieu time with managers prior approval



Market placed salaries

Havebury regularly undertakes bench-marking exercises to ensure that we offer our employees and all potential employees, competitive salaries for the roles that are required within the business. Havebury 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. It is important that you have business insurance on your vehicle before you travel/make a claim.

Moving House Day

All employees are eligible to request 1 day's unpaid leave for moving house.

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 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 Line Manager.

Pension

Havebury offers two options with regards to pensions. Both administered by AVIVA:

- Option 1 - for those earning £12,500 per year or above. You will be auto-enrolled into a salary sacrifice scheme
- Option 2 - for those earning less than £12,500. You will be auto-enrolled into a defined contributory scheme. Employees may have the right to opt in, subject to a specific criteria.

Whichever option you are automatically enrolled for, the contribution rate is 3%, with Havebury contributing 5%. Alternatively, employees can choose to increase their contributions to 5%, with Havebury contributing a maximum of 10%. Once the employee is entered on to the payroll they will receive a letter detailing their pension options. Employees are entitled to make additional voluntary contributions should they wish. For more details please speak to the People Team.

Professional Subscription Fees

Havebury offers all employees the option to reclaim the cost of one annual professional subscription per year. This will come into force after the successful completion of your probationary period.

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.

Employees will sign up to a cost agreement which will come into play should they leave the company.



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, you can claim the following;

- Dental
- Optical
- Physio
- Podiatry
- Health screening/tests
- NHS perscriptions

You will find a full list in your SimplyHealth pack. 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 well being. Havebury employees can claim up to £350 through Simplyhealth and a further £100 from Havebury. The assesments are offered via Nuffield Hospitals based in Cambridge and Ipswich. We have the Level 5 Optimise Health Plan and you can find out more on the Simplyhealth website.

Solo Protect

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

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.

