



Your Benefits

Your Work

Flexible working

For the majority of our roles we can offer a hybrid work set-up. We are investing in workspaces in different locations because we know this is where innovation and team work really happens - the space and facilities to bring teams together is key. Your role may have one main work base or may involve working over multiple Catapult sites, this will be identified during the interview process.

We also know that lots of our work requires detailed concentration and for many of us home is the place to do this. We will provide you with all the IT you need to work from home and ask you to ensure you have a suitable space and desk - if you need a chair - just ask! If you have a specific requirements please let us know and we'll be happy to help.

So really we want you to choose – what is possible and where is the best place for you to work? You need to decide this with your manager, your teams and all the other people you need to interact with to deliver your work in the best possible way.



Performance related pay (PRP)

Everyone at the Catapult has company performance related pay as part of their remuneration package. This means at the end of every year we assess our company performance against the KPI's we are measured against by our funders to determine the % achievement. All decisions on PRP are subject to our remuneration committee and Board Approval as well external audit and our audit committee and are typically paid in June.

10% time

We think this is truly unique to the Catapult - we offer 10% time which gives you the opportunity to make a bid to the Exec team to explore your personal business opportunity across a 3 month period with paid time from the organisation. During this time you can draw on all our internal expertise (marketing/People Team/Finance) to help get your ideas off the ground.

While we don't want you to leave, we do want you to be brilliant and we recognise that this could mean starting your own venture. Ultimately this is what we are all about, helping other businesses to succeed so why not support our own employees to do the same?

Professional membership

If you are a member of a professional body related to your work, and your body appears on the approved HMRC list, you can reclaim the cost of your membership. Please note each employee may only claim one membership per year.

Finances

Pension scheme

We offer a great pension scheme with Scottish Widows where we double your contributions into the scheme up to a maximum of 10%. All you need to do is put in a minimum of 3% of your salary. Your enrolment begins on day one unless you complete an opt-out.

we double

your contributions into the scheme up to a maximum of **10%**



Employee Discount Scheme COMET

This discounts benefit will give you quick and easy access to savings at hundreds of retailers. Even better, the programme comes with a handy app that you can download to your mobile for access to your discounts and savings on the go.

Three Ways to Save

1. Purchase Instant Vouchers to use in-store or online, so you pay less at checkout.
2. Earn Cashback for online purchases, which means real money deposited directly back into your online account.
3. Purchase Reloadable Cards at reduced rates to save with retailers you use regularly (like supermarkets!).

Death in service

All employees are in a Group Life Assurance Scheme which provides a lump sum payment (4 x your annual salary) in the event of your death whilst you remain an employee. The Scheme is set up under a Trust.

Group income protection

If you are unable to work for longer than 13 weeks due to ill health you will benefit from the Catapult's income protection insurance which will continue to pay your salary at 70% of your normal rate (**subject to the insurers terms and conditions*).

Company sick pay

While our sick pay scheme is discretionary, from day 1 of employment we aim to offer employees 4 weeks sick pay at 100% pay followed by another 4 weeks paid at 50%.

This support kicks in after 4 months of qualifying service.

Life Choices

Annual leave

The Catapult's annual leave year runs from 1 January – 31 December and you will have 28 days annual leave plus bank holidays to use during this time.



We do close over Christmas so ask that you reserve 3 of these days to cover the closure period.



Electric Car scheme

We have teamed up with Tuskar to offer you the ability to take on a new electric company car through salary sacrifice. This allows you to take advantage of the favourable Benefit in Kind rates that apply to electric cars. This benefit becomes available to all employees on permanent contracts once you have completed your commissioning phase. All car orders are subject to motoring and finance checks and manager and People Team approval.

Buying and selling holiday

You can buy and sell holiday twice during the leave year in January and July. You can buy up to 7 days holiday and sell up to 3 days a year. Depending on whether you are buying or selling holiday, the total cost of this leave is either reimbursed/deducted over the course of a 6 month period.

New Parent Policy

We have a new parent policy to support maternity, adoption, and parental leave. We offer 18 weeks full pay with flexibility on how you receive that support – you may choose to have less than full pay, over a longer period. We also commit to helping all employees who become parents, even if that happens in a way not recognised legally. We also offer 4 weeks paternity pay at full pay, again with some extra flexibility about how this is taken.

Your Health

Stronger Minds - for mental health concerns

If you feel like you are experiencing stress, anxiety or depression, **AXA Health Stronger Minds team** will ensure you receive fast access to appropriate care, with no need to visit your GP first. One of the team's counsellors or psychologists will talk things through and make an initial assessment. Having listened to your concerns a clinically appropriate treatment plan will be suggested.

Employee Assistance Programme (EAP)

You will have access to our EAP which is a 24 hour helpline from Health Assured which provides completely confidential and independent advice to support you through any of life's ups and downs including advice relating to legal, financial etc.

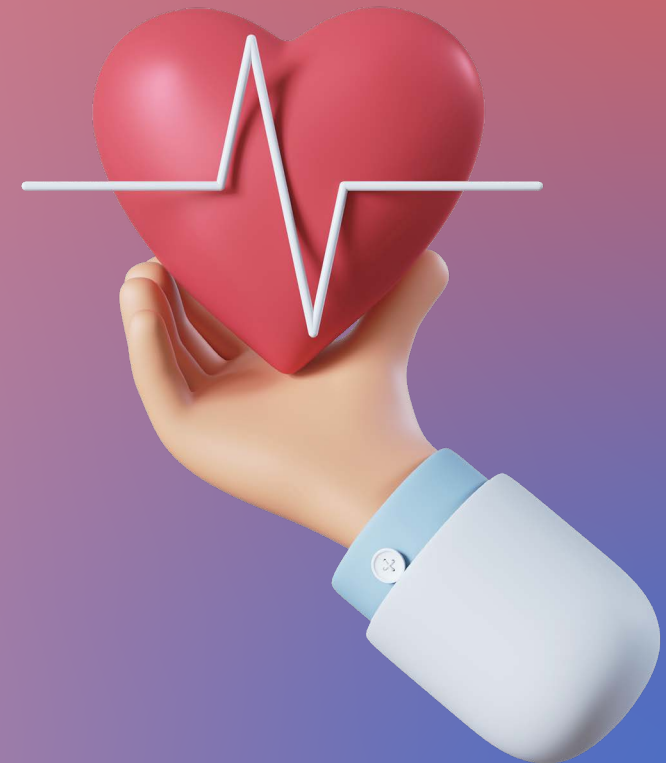
You can also access up to **8 sessions of free counselling.** They can be contacted on **0800 030 5182.**

We offer all employees the chance to enrol in



This is a 'benefit in kind' so you will be taxed on the value of the cover.

Please contact the People Team for more information on this.



Working Body - for muscle, bone and joint pain

When you experience muscle, bone or joint pain, it's important that you get the most appropriate support early, without needing to see your GP first. With the Working Body service, you can make contact with **AXA Health** as soon as symptoms arise. They will arrange for a clinical consultation over the phone with a physiotherapist, who will take you through an assessment and advise on the most appropriate treatment for you.

Doctor@Hand

For GP consultations online or by phone for you and your family. To use this service you need to register before hand - we strongly recommend you do this in advance of a need to use the service.

Health at Hand - Ask a medical expert

You can speak to a nurse, counsellor, midwife or pharmacist at any time over the phone to discuss your symptoms, check your medication and side effects, talk to a counsellor and discuss your travel plans and health considerations.

CATAPULT
Satellite Applications