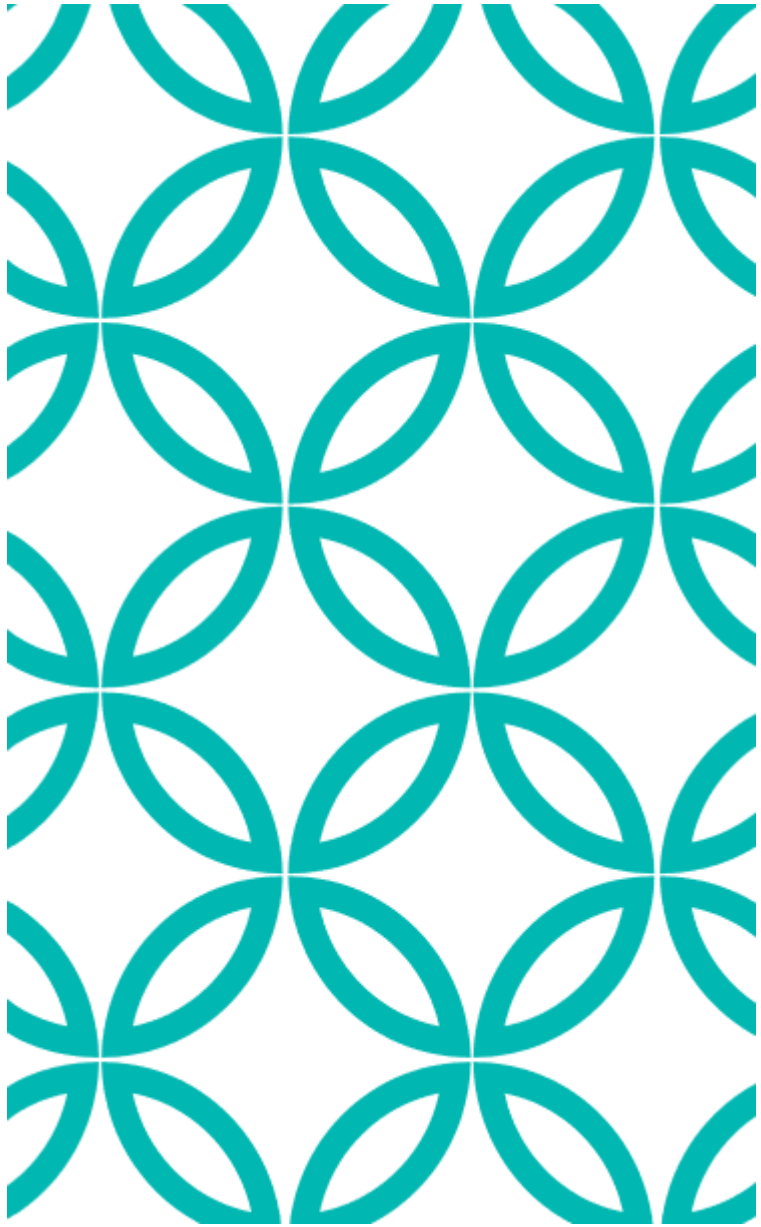
EMPLOYEE BENEFITS



Contents:

1. Holiday and other leave benefits
2. Health and wellbeing benefits
3. Pensions, discounts and gift benefits
4. Monetary benefits
5. Life protection benefits
6. Training and development benefits
7. Social benefits
8. When are your benefits available
9. Useful definitions



HOLIDAY AND OTHER LEAVE BENEFITS



Holiday and Other Leave

- 25 days holiday per year
- 8 bank holidays
- Additional Christmas leave (office closed)
- Monthly early finish
- Long service, extra days leave for each 5-years of service
- Graduation, day off to attend your ceremony

HEALTH AND WELLBEING BENEFITS



BUPA Medical

- Available to all employees following probationary period
- Taxable benefit
- Additional cover available for immediate family/spouse
- BUPA virtual GP



BUPA Health Assessments

- All BUPA medical members are eligible for discounted health assessment rates



BUPA Dental

- Available to all employees following probationary period
- Taxable benefit
- Additional cover available for immediate family/spouse



Employee Assistance Programme (EAP)

Help@hand from Unum

Designed to help you deal with personal and professional problems that could be affecting your home life, work life, health and general wellbeing.

- Helplines
- Remote GP appointment
- Mental health support and counselling
- Physiotherapy
- Personal training (up to 6)
- Nutrition consultations (up to 6)
- Bereavement support
- Lifestyle coaching sessions



DPP Mental Health First Aiders



Three trained mental health first aiders available, Melody Cole, Lee Fulcher and Jess Knight



Our mental health first aiders are here to support you



Eye Tests and Glasses

- £25 towards an eye test per year
- £50 contribution towards glasses should you require them for use of DSE equipment (the test must clearly show that you need the glasses prescribed for the distance the screen is viewed at)
- Available from day one of your employment



Cycle to Work Scheme

- Can be used to purchase a bicycle and safety equipment in return for salary sacrifice from your gross salary
- Tax efficient scheme, saving you 26% - 40% on the cost of a brand-new bike etc.
- Available following probationary period

PENSIONS, DISCOUNTS AND GIFT BENEFITS



DPP Pension Scheme

- The DPP pension scheme is with Scottish Widows
- All employees are automatically enrolled following 3 months continuous service if you meet the government criteria
- Salary sacrifice scheme
- You will contribute 4% and DPP will match this, following successful completion of your probationary period you may contribute up to a maximum of 8% and DPP will also match this



Perkbox Benefit and Reward Platform

- Perkbox is a global benefit and reward platform
- Available following probationary period
- The platform will support your financial, mental and physical wellbeing
- Provides discounts to over 3600 gyms nationwide
- Provides discounts for over 600 retailers nationwide
- Available through their website and smartphone app
- 60 flexi points per month to spend on what you like
- Taxable benefit, DPP will cover this through a PAYE settlement agreement



Long Service Gift

- Any employee who has 5, 10, 15 years service (and so on) will receive a gift or a voucher on these said milestones as a thank you for your hard work and commitment

MONETARY BENEFITS



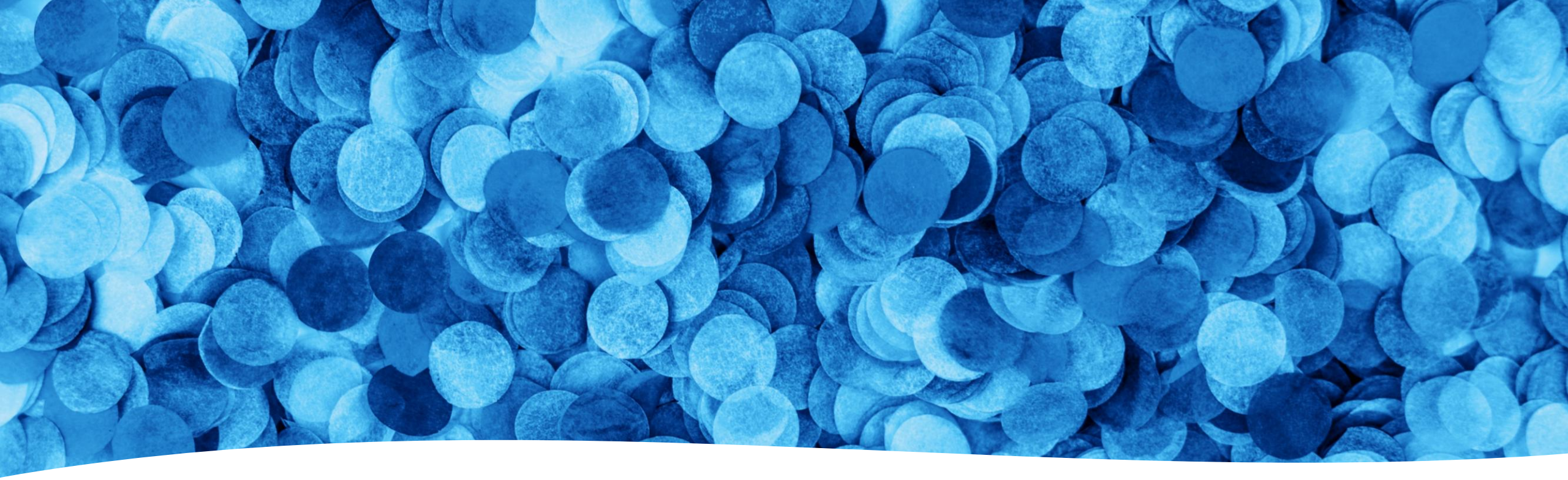
Phone Allowance

- £36 per month, included alongside the monthly salary payment
- Available to all employees from day one of employment



Car Allowance

- Available to Senior Planners and above
- Split into 12 equal payments, paid in addition to your salary each month
- To be used at your discretion i.e., vehicle type, engine, lease, purchase etc.
- You will be responsible for the vehicles upkeep, i.e., MOT, service, maintenance, repairs and insurance (including business insurance)



Recruitment Referral Reward Scheme

- Available to everyone from day one of employment
- You will receive a £500 reward payment (taxable) if you introduce a candidate who DPP then employs as a thank you for the introduction

LIFE PROTECTION BENEFITS



Group Life Assurance (GLA) and Income Protection (GIP)

- The DPP Group Life Assurance and Income Protection scheme is with Unum.
- Life Assurance is available from day one of employment
- Income Protection is available following your probationary period
- The Life Assurance scheme pays out 4x salary of the employee to the nominated beneficiary in the event of death
- The Income Protection scheme pays out 75% of your salary less £5312 (each year) in the event of a long-term illness or injury
- Lump sum benefit of £5000

TRAINING AND DEVELOPMENT BENEFITS



Training and Development

- Annual bespoke training plan
- Assistant Planner training plan
- Annual Assistant Planner training day
- Variety of training sessions available for differing levels throughout the year
- Mentors available for people working towards chartership with the RTPI
- Quarterly review meetings throughout the year
- Regular opportunities available to discuss your career and development



Professional Membership Fees and Subscriptions

- DPP requires all Town Planners within the business to be working towards or to be chartered members of the RTPI
- DPP supports all employees through mentorship to secure chartership with the RTPI
- DPP will reimburse you for the fees payable associated with becoming a chartered member
- Assistant Planners, Planners and Senior Planners will receive a £1000 increase in salary when becoming a chartered member
- Membership fees are payable annually to the RTPI which DPP will reimburse you
- All members must ensure they complete 50 hours of CPD over a two-year period unless exempt

SOCIAL BENEFITS

Professional, Business and Social Events

- Attendance at national and local award dinners and events
- Annual business development and networking budgets in place to allow you to attend regular events near you to develop your network and sector
- Regular office socials
- Regular company-wide events
- Annual CSR budget in place to encourage and host events throughout the year to raise awareness and money for our chosen charity of the year









USEFUL INFORMATION

When are your Benefits Available?

Benefit Type	Taxable Benefit	Salary Sacrifice	Available
Pension Scheme	×	✓	Automatic enrolment following three months service or day one if specifically requested and you meet the relevant criteria
BUPA Medical	✓ P11D	×	Following successful completion of your probationary period (6 months)
BUPA Dental	✓P11D	×	Following successful completion of your probationary period (6 months)
Income Protection	×	×	Following successful completion of your probationary period (6 months)
Life Assurance	×	×	Day one
Monthly Early Finish	×	×	Following successful completion of your probationary period (6 months)
Employee Assistance Programme	×	×	Day one
Perkbox	✓× PSA	×	Following successful completion of your probationary period (6 months)
Cycle To Work Scheme	×	✓	Following successful completion of your probationary period (6 months)

Definitions

Type	Definition
Salary Sacrifice	Also known as salary exchange, it is an agreement to reduce an employee's entitlement to cash pay, usually in return for a non-cash benefit. Examples, Pension contributions and Cycle to Work Scheme. You will not pay Tax and NI contributions on the amount you sacrifice.
Taxable Benefit	A taxable benefit (also known as a benefit in kind) is a type of benefit that the company provides and pays for, such as BUPA medical and dental. The employee is liable to pay tax on the taxable value of the benefit in kind, therefore DPP are required to provide these details to HMRC through the means of a P11D form. HMRC will then adjust your tax code to reflect any changes following the submission of your P11D.
P11D	A P11D form is a HMRC document that is used by DPP to annually report certain expenses and benefits paid or made available to you. It is designed to provide HMRC with details of specific taxable benefits in kind which cannot, or the employer has chosen not to be included in the payroll and is subject to PAYE and NIC deduction during the course of a year.
PAYE Settlement Agreement (PSA)	A PAYE settlement agreement (PSA) allows DPP to make one annual payment to cover all the Tax and NI due on minor, irregular or impracticable expenses or benefits for example Perkbox.