

# Be The Difference.

This is your moment.



## Benefits Summary – UK Early Discovery

Charles River is proud to offer you and your family a variety of benefits to support you physically, emotionally and financially, whether you're at home or at work. That's why we offer a comprehensive package of affordable, quality benefits that support your health and financial well-being, allowing you to choose the best coverage for you and your family.

**Eligibility:** All full and part-time employees who are regular or temporary are eligible for benefits from the first day of employment.

### Benefits

#### Private Medical Insurance - Aviva

You can choose to have Private Medical Insurance with Aviva. This covers you for a wide variety of conditions and medical issues but will vary depending on your personal circumstances\*. Level M5+ are granted family cover.

- An excess of £250 per person per policy year applies to all members. Benefit will only be paid once the excess amount has been exceeded and this should be settled directly with the relevant provider (for example a hospital or specialist).
- To claim back the excess payment, be sure to keep your receipts and you will be able to claim this back through our company expense form. Payroll will reimburse you directly to your named bank account.

\*Pre-existing conditions are not covered so check with Aviva prior to treatment

#### Unum's 'Help@Hand' App

Remote GP - Unlimited video consultations with a UK-based GP 24/7, 365 days per year. Also available to your partner and children.

Physiotherapy – Up to 8 consultations per year shared between you and your partner

Medical second opinions – access to 2 consultations per year between you and your partner.

Mental Health Support – Up to 8 consultations per year shared between you and your partner, including supported online cognitive behavioural therapy.

#### Group Life Assurance - Unum

Group Life Assurance provides peace of mind by ensuring your loved ones will be supported by providing a tax-free lump sum in the event of an untimely death.

- Company paid Group Life Assurance offers coverage of 4 times base pay up to the age of 75 and is payable to whoever you have nominated as your beneficiary.

#### Group Income Protection - Unum

Group Income Protection provides cover in the event of a long-term absence due to ill-health in excess of 26 weeks.

- Company paid Group Income Protection offers coverage of 75% of your base-pay for a period up to 2 years.
- Unum offer preventative, rehabilitative, and ongoing assistance

#### Dental Insurance - BUPA

The Dental plan is a flexible benefit that covers four levels of service.

- Level 1, Level 2, Level 3 & Level 4

Before you have any treatment, it's important to check your membership to understand what you're covered for.

- You can use any dentist for your treatment. You'll need to pay for your treatment and then claim some or all of it back, depending on the limits of your cover, within 12 months of your treatment date.
- You can also choose to cover the following groups:
  - Single
  - Couple
  - Single Parent
  - Family
- Costs and the policy guide can be found on I-connect

#### Group Personal Pension Plan– Scottish Widows

- You will be enrolled into the Pension Scheme from Day 1 of employment.
- The Company contributes 9% of your salary (13% for level M5+) into your pension pot without any need for a contribution from yourself.
- Should you decide to contribute, the company will pay an additional 6.9% of your contribution into the pot. E.g. you decide to contribute £100 – with the additional 6.9% - £106.90 will go into your pot
- You can contact Scottish Widows to discuss contributions and investment decisions.

## Bonus Sacrifice

You can pay some or all of your bonus into your Pension Plan to potentially save tax and NI deductions. (This must be done before you receive it in your pay).

## Eyecare/Vision–Display Screen Equipment (DSE)

Charles River will cover the cost of an eye/vision test with any provider and cover the cost of basic frames and single vision frames if solely needed for DSE use\*.

- You can top up to a more fashionable frame should you wish to add to the cost yourself.
- If the optician says you need safety glasses, the company will pay for safety glasses.

To claim the cost of an eye/vision test, please ensure you ask HR or H&S for the appropriate form before you go to your test as you must get this stamped by the optician.

\*Please note, if an ordinary prescription is suitable you can claim for an eye test but not for glasses.

## Critical Illness Insurance – Legal & General

Critical Illness can help minimize and help protect your finances from the expense of a serious health condition, such as stroke or heart attack

- The level of cover is dependent on how many units of £10,000 (up to 15 units) and your age at which you take out the policy. E.g. A person aged 32 will pay £0.91 for £10,000, if they wanted £50,000 of cover, this would cost £4.55 PCM.
- Max cover up to £150,000 up to the age of 65.
- The full list of the critical conditions covered can be found on I-connect
- Costs and the policy guide can be found on I-connect

## Cycle to Work - Evans

The Cycle to Work Scheme promotes cycling through tax incentives to give you great savings across a range of bikes, clothing and accessories.

- Purchase bike and accessories up to £2000
- Spread the cost over 12 months through salary sacrifice
- You can use the scheme for just accessories such as helmets, lights, saddle bag, jacket etc.

## Tusker Car Scheme

The Tusker Car Scheme offers the lease of a vehicle (subject to eligibility criteria) providing tax savings through salary sacrifice.

## Charles River Employee Discount Scheme (CREDS)

CREDS is a discount shopping website featuring over 3000 big-name retailers, set up specifically to benefit you.

- From mobile phones to groceries, clothes to electricals, and even your holidays, you can accumulate cashback online, get instant discount codes or order top-up cards and vouchers to use in-stores.

## Time

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### Holidays

All full-time employees receive 34 days holiday per year (including 8 bank holidays. In addition, a further 5 days holiday can be purchased (or sold) per year.

The accrual and use of holiday time starts on 01 January or your first day of employment.

For full time employees, 3 bank holiday days will be automatically booked (New Year's Day, Christmas Day, and Boxing Day). The other bank holidays are in your entitlement but will be flexible if you prefer to work a bank holiday day and take that day elsewhere in the year.

Long Service Awards: 1 day of holiday will be added to your entitlement after the following time periods:  
- 5 years; 10 years; 15 years; 20 years

Up to one week's holiday (max of 37.5 hours) may be carried into the following year or 'sold' to be paid to you in the following January. This is pro rata if part time i.e. 3 days total carry forward if 22.5 hours a week worked.

### Sickness

All employees will be entitled to receive company sick pay (CSP) as per the guidelines in the sickness absence policy

During the probationary period (first 6 months of employment) employees will be eligible for up to 5 paid working days. Once the probationary period has been successfully passed, employees will, in any 52-week period, be eligible for up to 26 weeks CSP.

Once your entitlement to CSP has come to an end, only SSP will be payable. All payments are subject to statutory deductions.

## Other Benefits

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### Maternity Leave

Provides employees thirteen weeks of 100% paid leave followed by an additional thirteen weeks of 50% paid leave (CSP) before moving to Statutory Pay (SSP). You are entitled to 52 weeks of leave irrespective of length of service or number of hours worked each week. Shared parental and adoption leave are also available (policy available on request)

### Paternity Leave

Provides employees up to two weeks of 100% paid leave. You are entitled to two weeks of leave irrespective of length of service or number of hours worked each week.

### Parental Leave

Provides eligible employees – both mothers and fathers, who have completed one year's service with the Company, 18 weeks' unpaid Ordinary Parental Leave if they have responsibility (i.e. parental responsibility) for a child up to the age of 18.

### Flexible Working

All employees have the statutory right to apply for flexible working. There are a variety of flexible working options available (number of hours worked, times at which hours are worked and location of work performed e.g. Working from home)

We offer employees the opportunity to build up time, within a week, to allow an early finish from time to time, subject to Manager approval and workload.

### Wellbeing Initiatives

- Employee Assistance Program (EAP) - Confidential counselling and advice service, offers 6 free counselling calls
- Mental Health First Aiders – Trained employees that support colleagues and act as a point of contact and signpost to professional services
- Flu Jabs – Offered on site or via a voucher
- Aviva Wellbeing App- This offers a range of toolkits for members and Line Managers supporting physical, mental, and financial wellbeing as well as a stress counselling helpline

### Training

We offer comprehensive training programs to cultivate a Learning Organisation. This includes but is not limited to Apprenticeship Scheme, Graduate and Industrial Placement Schemes, Scientific Training, Professional Development and Leadership & Management Training.

### Mentoring Scheme

We provide two mentoring schemes:

- Scientific Mentoring - focusing on enhancing scientific expertise
- Career Development Mentoring - focusing on enhancing soft skills such as leadership, communication and influencing

### Sabbatical Program

Provides employees with up to four weeks of paid leave to enhance their career development or participate in community service activities that promote personal development. The Sabbatical Program is available to all full-time & part-time employees with at least three years of service.

### One Day Program

We have a moral, ethical and philanthropic responsibility to give back to our communities by donating our time, skills and knowledge. In support of this program, all employees are eligible for one full day of pay per year to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life.

*\*This explanation is intended to outline the principle features of Charles River's benefit programs and does not constitute a Summary Plan Description with respect to the terms of the plan documents. In the event any question or inconsistency should arise, the provisions of the plan document will govern.*

*\* This document does not include all absence types but policies and guides on all of these are available*