

## Working for Open Road – What we offer

Open Road regularly reviews its employee salaries and benefits in line with location and partner agencies. The reward package includes the following:

### Salary

A review of salaries usually takes place each July. Salary awards will take into account an assessment of individual performance. A minimum of six months service is required to be eligible.

### Hours of Work and Flexible Working

The standard working week at Open Road is 37.5 hours. Start and finish times can be agreed between employee and manager. Flexibility of working hours may be required to meet Open Road's varying needs. A number of posts are offered on a part-time basis.

### Holiday Entitlement

The basic allowance is 25 days leave per year (pro rata for part timers). After 2 calendar years of continuous employment with Open Road, holiday entitlement increases by 1 day (pro rata for part time employees) at the beginning of the next holiday year for each additional year worked, up to a maximum of 6 working weeks (30 days). Holiday entitlement increases for part-time employees are calculated on a pro-rata basis and can be recorded in either days or hours depending on the needs of the employee. In addition there are 8 Bank Holidays (pro rata for part time employees) plus a day off for your birthday.

### Sick Pay

In addition to the Statutory Sick Pay (SSP) Scheme, Open Road operates a Company Sick Pay Scheme as follows –

During probationary period	Nil (SSP only)
After probationary period	Maximum of 4 working week's full pay and 4 working weeks half pay in any 12 month period.

### Learning & Development

Open Road is committed to ensuring their operational teams are fully trained to the DANOS competency standard, and provide a full calendar of training that ensures employees have access to relevant, informative training from both internal and external providers. Continuous Professional Development has a strong focus following appraisals and is aligned with the succession planning of the organisation.

### AIG Smart Health App

Unlimited access to six Smart Health services, available 24 hours a day, 365 days a year. These services include a 24 hour GP service, mental health support and wellbeing services.

### Pension & Life Assurance

- New starters will be automatically enrolled into a Group Personal Pension Plan (with the right to opt out) after a 3 month postponement period. This applies to everyone aged 22 and above but under state retirement age, earning at least £10,000 p.a. and classed as working in the UK.
- Employer and employee contributions:

Length of pension membership	Employer contribution% of basic annual salary	Employee Contribution% of basic annual salary
On joining the scheme	3%	5%

- Employee contributions are to be made by salary exchange, which gives full exemption from income tax and National Insurance.
- Death-in-service benefit will be 2 times salary for employees irrespective of whether they are enrolled in the pension scheme or choose to opt out. There will be no dependants' pensions.
- For more information please visit [www.royallondon.com](http://www.royallondon.com)