

# MEDAILLE TRUST EMPLOYEE BENEFITS



MEDAILLE TRUST  
REFUGE AND FREEDOM FROM MODERN SLAVERY



## PAY

Medaille's pay structure is designed to attract and retain the most talented and dedicated people. The structure is reviewed on an annual basis to ensure that salaries remain affordable and competitive. Pay is reviewed on the 1 April every year.



## ANNUAL LEAVE

We have a generous annual leave entitlement of 28 days per year in addition to bank and public holidays. Our annual leave year operates from 1 April to 31 March.

Additionally, all staff can request a day off work in the month of their birthday.



## VOLUNTEERING

Medaille allow staff one day off every year to volunteer in the community.



## WELLBEING

Medaille organises Wellbeing Wednesdays and encourages employees to participate in wellbeing and team building activities throughout the year.



## PENSION SCHEME

We provide all employees who earn more than the threshold, membership of a pension scheme with The People's Pension. Currently our contribution is 3% of qualifying earnings.



## OCCUPATIONAL SICK PAY SCHEME

Medaille offers a generous Occupational Sick Pay Scheme which increases with length of service.

Bank staff can be paid Company Sick Pay if they follow the sickness absence reporting procedure and they are rostered to work the shifts.



## LEARNING AND DEVELOPMENT

Medaille is committed to developing skills and expertise and offers training and support to all employees. Employees are encouraged to develop and are required to attend mandatory training, other appropriate training, participate in Support & Development Meetings and annual appraisals.



## CLINICAL SUPERVISION

Medaille offer clinical supervision from an external provider to our staff where appropriate.



## EMPLOYEE ASSISTANCE PROGRAMME

Medaille offers employees access to an Employee Assistance Programme from Health Assured and which includes:

- 24/7/365 confidential life management line
- Counselling
- Medical line – 24 hour access to trained nurses
- Eldercare, childcare support and access to legal and financial information
- Manager Consultancy and Support Service
- Critical incident telephone support including stress intervention
- Online help and advice for various issues
- Health and preventative wellness programmes



## CABOODLE BENEFITS SCHEME

Caboodle offers lots of discounts for employees such as instant discounts, shopping cards and cinema benefits. Schemes include Cycle2Work, technology vouchers, Halfords motorsave and gym. Additionally, healthy living and financial education modules, voluntary health and dental cash plan, discounted health assessments and financial planning. Caboodle also run the Medaille Eye Care Scheme.



## INTERNATIONAL TRAINING / CONFERENCES

Medaille works in partnership with other organisations and agencies in the fight against modern slavery. Each year, a few staff members are given the opportunity to attend training and conferences overseas.



## RECOMMENDATIONS

If you recommend a friend and if you both pass the probationary period then you will receive a £50 voucher.

Also use **suggestions@medaille-trust.org.uk** to make any suggestions to improve Medaille and if implemented you will receive a £20 voucher.



## POLICIES AND PROCEDURES

Medaille has comprehensive policies and procedures which are family friendly and include flexible working and a good work-life balance .



## ANNUAL STAFF CONFERENCE

Staff are invited to attend the Annual Staff Conference and Employee Award Dinner.



## ACCREDITED MEMBERSHIP

Medaille Trust is a Disability Confident Employer and a Living Wage Employer.