

CIPD

CIPD  
Employee  
benefits guide



# Introduction

## Welcome to the CIPD

In this guide we explain some of the great benefits you'll have access to when you join the CIPD.

At the CIPD our mission is to make work better for millions of people and we believe that starts with you.

We really care about our people's wellbeing, and we have an extensive range of benefits and policies that support you from day one and throughout your career with us. We understand that our people can do their best work when they feel supported, and we regularly review our offering to make sure it meet the needs of our people and our organisation.

If you have any questions about our benefits, you can speak to your manager or your HR business partner.

Amanda Arrowsmith  
Director of People & Transformation

## Benefits at a glance

- Workplace pension scheme
- Life cover 4x salary
- Income protection
- Medical cash plan
- Hybrid working
- Flexible working
- 28 day's holiday
- Financial wellbeing support
- Healthy rewards
- Virtual GP support
- Employee Resource Groups
- Learning and development support
- Volunteering



## Saving for the future with our workplace pension

We offer a fantastic workplace pension scheme to our employees which is provided by Aviva.

Employee contributions start at 4% and we'll add 6% of your salary. If you decide to save more into your pension, we'll increase our contribution up to 12%.

Your contribution	CIPD contribution
4%	6%
5%	8%
6%	10%
8%	12%

You'll also have access to a financial coach through Bippit, our financial wellbeing provider, so you can talk to someone about your options for retirement planning.

## We've got you covered

### Life cover

We provide all our employees with life assurance through YuLife, which would give your beneficiaries a lump sum of 4x your salary in the event of your death in service.

### Income protection

If you're off sick for more than 26 weeks, our group income protection will provide you with 50% of your salary.

### Medicash health cash plan

Our Medicash health cash plan allows you to claim back medical expenses up to a specific amount each year.

You can claim back the cost of dental treatments, optician appointments, specialist consultations and tests, physio, osteopathy, acupuncture, reflexology, chiropody, prescriptions, flu jabs and health screening.

The amount you can claim back varies for each treatment and the benefit also includes up to four children.

Terms and conditions apply and benefits vary if you're working outside of the UK. For full details please speak to our HR team.





## A flexible approach

### Flexible working

Flexible working at the CIPD empowers you to work in a way that is most effective for the business, your team and you.

That means you have more choice about where and how you work, helping you to balance your work alongside your personal responsibilities. For example, you might take time out of your working day to collect your child from school, starting work earlier in the day. This type of flexibility is not fixed, and you'll need to talk to your manager about your own personal needs, and how it might work for the business. Talk to us before you start about what you might need.

### Hybrid working

We operate a hybrid working environment at the CIPD, which means you'll spend some of your time working at home and some of your time working in the office. The amount of time you'll be in the office varies by department, and is dependent on the needs of our customers and the needs of your team. Before you join us, we'll be clear about what is expected in your role so you can plan your travel and any caring responsibilities around your working week.

## Taking time out

### 28 days holiday

Taking time off away from work is important for your wellbeing, so we offer 28 days of holiday a year to all our employees (adjusted if you work part-time).

### Flexible bank holidays

We're committed to equality, diversity and inclusion, so we've also introduced a policy where you can flex up to five bank holidays for other days in the year that might be more meaningful to you.

### Buy and sell holiday

On top of your annual holiday allowance, you also have the option to buy or sell up to three days of holiday per year, giving you a bit more flexibility with what you do with your leave.





## Wellbeing support

### Financial wellbeing support

We take a holistic approach to wellbeing that also includes supporting you to manage your finances. When you join us, you'll have access to your own financial wellbeing coach and a whole host of other supporting materials such as webinars and factsheets, so you can get financial advice and help across a range of subjects including pensions, savings, investments, insurance, managing a budget and debt management.

### Virtual GP

We offer a virtual GP service from SmartHealth which is provided by AIG. You'll be able to access SmartHealth through the YuLife app where you'll find 24/7 GP support for medical advice, prescriptions and referrals, as well as specialist mental health support, second medical opinions and advice on fitness plans and nutrition.

### Employee assistance programme

We offer an employee assistance programme that you can call confidentially at any time if you need support or advice. This is available to you and your family and includes support for mental health, financial and legal questions, and coaching support for any life or work issues.

## Healthy incentives

### Healthy challenges

Making time for your health and wellbeing is important. Through our YuLife app you can take part in healthy challenges that can earn you points (YuCoin), that can be turned into retail vouchers or donated to charity. You can earn points for a short stroll, a longer walk, meditation and workouts. And if you like to give your brain a bit of a workout there's a daily sudoku challenge.

### Healthy rewards

Build up your YuCoin so you can earn greater rewards! You can convert your YuCoin to vouchers for a huge range of retail stores and apps including Amazon, Asos, John Lewis, Argos, Ikea, B&Q, Tesco, Aldi, Sainsbury's, M&S, and Eurostar.

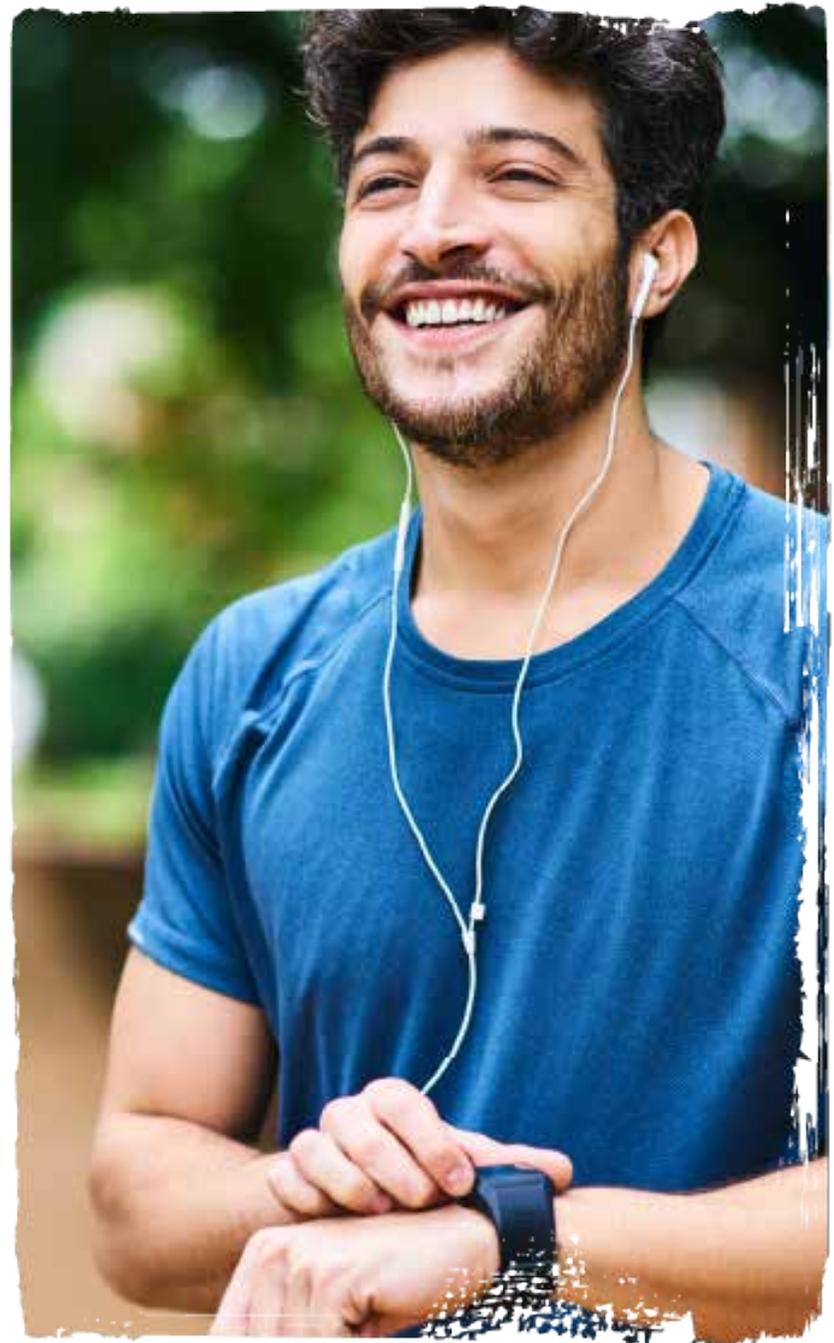
You also get access to a range of discounts on wearables and wellness apps. Through Medicash you'll also have access to 25% off gym memberships.

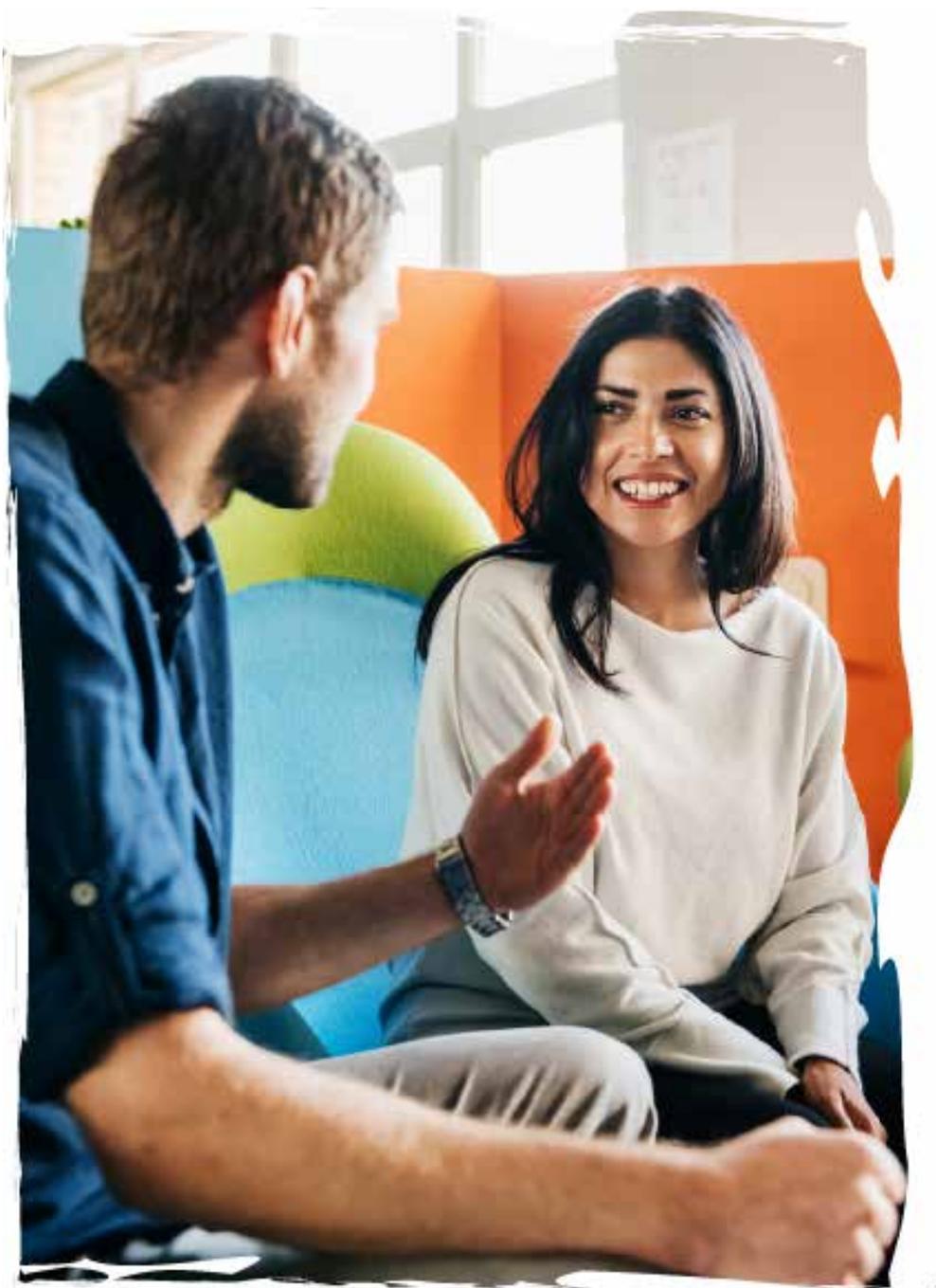
### Healthy giving

When you earn points for being healthy through the YuLife app you can also give back by donating your YuCoin to provide clean water, clear up ocean plastic, plant trees, donate meals and help homeless people.

### Weekly yoga

Our CIPD yogi runs an online yoga session every Wednesday at 17:30 – 18:30. Stretch and relax after a day at your desk.





## Supporting each other

### Employee Resource Groups

Our goal is to ensure everyone feels like they belong at the CIPD, and we have a great network of Employee Resource Groups (ERGs) that help us achieve that. Our ERGs are led by people within the business on a voluntary basis and are supported by our senior leadership team. The groups provide a safe space, where our people can share and discuss issues related to inclusion and diversity and our current groups are Disability and Neurodiversity, embRACE, LGBT+, and a Parent's network.

### Mental health champions

Our mental health champions provide support if you need to talk and you're not sure where to go. They're trained mental health first aiders and can listen and point you in the right direction for help.

### Menopause champions

We have a network of menopause champions that can provide support and guidance, and help to break down the barriers and stigma of menopause. We have a supportive menopause policy that helps people and people managers manage their work around their symptoms, so they can continue to thrive at work.

## Your development

### Personal development fund

Every year you can apply for £125 to support your personal development at work. This might include qualifications, courses, books, seminars and events, subscriptions and online courses.

### Professional development

If you require training and qualifications to do your role, we'll support you by funding your training and giving you time to study.

### LinkedIn Learning

You'll have free access to the LinkedIn Learning platform, where you can access over 16,000+ expert-led courses on your computer, phone or tablet anytime.

### Professional memberships

We will reimburse annual membership fees for professional bodies (one membership per year) if it is considered essential for the effective performance of your role.

### Volunteering

We encourage and support our employees to be active volunteers, whether that's supporting the work of the CIPD Trust or getting involved with other charity work. Our people can request paid time out for volunteering which they do via their manager.

