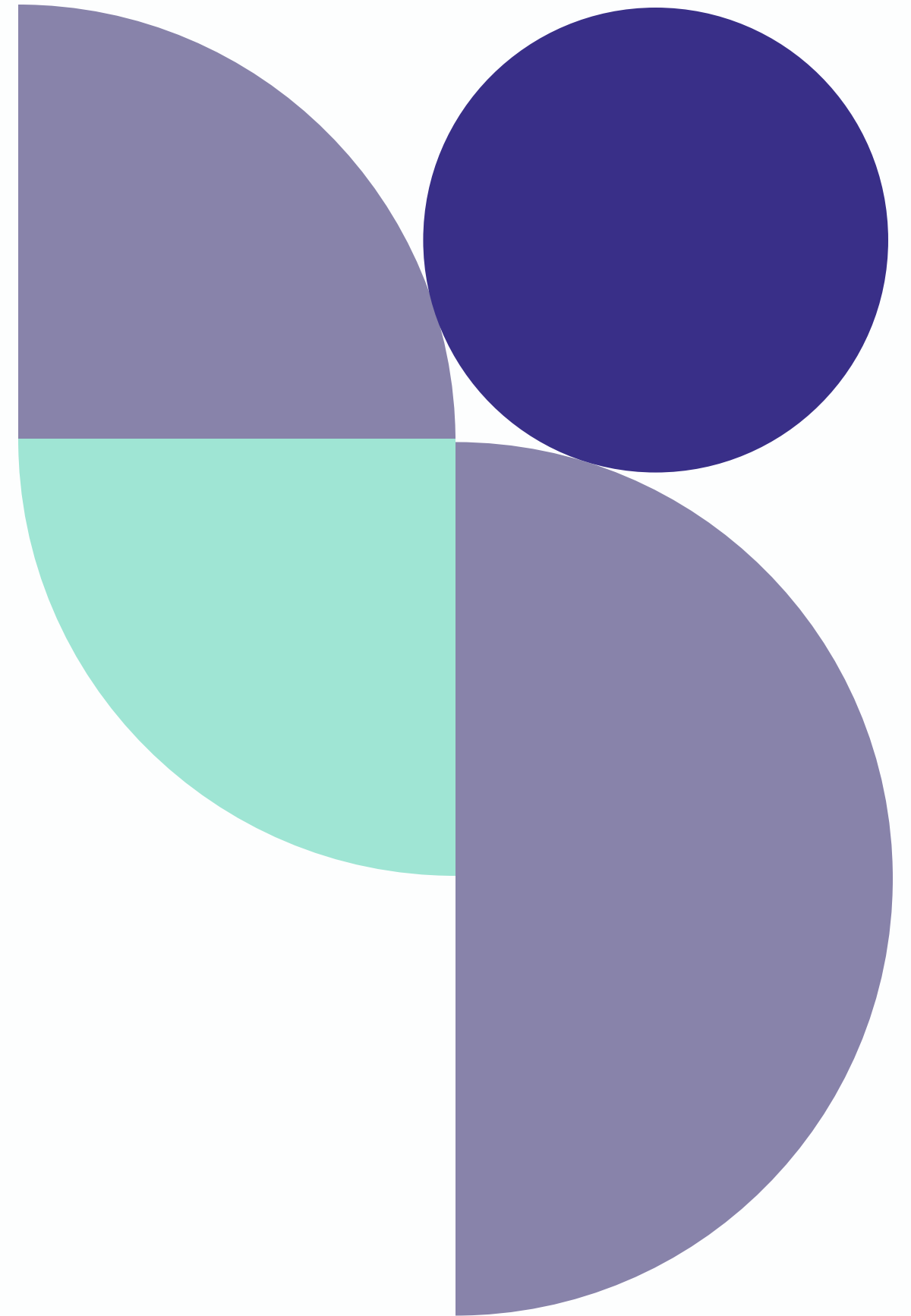


# Hansells

## benefits booklet



# FLEXIBLE WORKING & TIME OFF

Hansells prides itself on a forward-thinking approach to flexible working. It's one of the critical ways we aim to meet our vision of being the 'Employer of Choice'. The Partners appreciate that offering flexible terms is a great way to attract and retain a talented and diverse workforce and to ensure equality for all team members.

As part of Hansell's commitment to flexible working, the Firm supports hybrid working arrangements. Hybrid working arrangements will differ depending upon the nature of your role, duties and responsibilities and so are discretionary and subject to agreement with your Head of Department. Some positions within the Firm cannot be carried out remotely.

The Firm appreciates the importance of having a well-rested workforce, and staff are entitled to an annual leave of 38 days (inclusive of Bank Holidays) each year. This is pro rata'd for part-time staff members and those joining or leaving us partway through the calendar year.



## MENTAL HEALTH

### EMPLOYEE ASSISTANCE PROGRAMME

The service can provide support for issues including (but not limited too):-

Hansells offers an Employee Assistance Programme (EAP) to all staff and their immediate family via BUPA Healthy Minds.

We all need a little extra support and guidance from time to time, and with BUPA Healthy Minds, you can access confidential help and personalised advice day or night.

The service provides 24-hour telephone support, a wide range of online services, and face-to-face counselling sessions.

Any contact with the service is completely confidential (unless the advisor believes that the caller or somebody else may be at risk, in which case they are legally obliged to seek assistance).

You can access the service by calling:-

0800 269 616

1800 650 138 (ROI)

+44 131 588 0321 (International)

You can complete an online support assessment if you feel more comfortable seeking online support.

The BUPA Healthy Minds website also hosts free access to helpful factsheets and practical tools that can assist in preventing or managing issues and catching problems before they get worse.



**Stress**



**Relationship worries**



**Bereavement**



**Menopause**



**Coping with change**



**Anxiety and depression**



**Alcohol and drug misuse**



**Legal and financial worries**



**Family issues**

## Annual Flu Injections

Hansells will reimburse the cost of your annual flu vaccination – send your receipt to the Finance Team, who will arrange a BACS payment direct to your bank account. The flu vaccination is widely available at pharmacies without an appointment, but your Line Manager can approve time away from the office if needed.

## ANNUAL EYE TEST

Hansells will reimburse the cost of your annual eye test – send your receipt to the Finance Team, who can arrange a BACS payment directly to your bank account. The firm will also contribute to glasses intended for Visual Display Unit use.



## Ergonomic Assessment

If you believe you would benefit from an ergonomic assessment, please liaise with the HR Department, who will be happy to arrange this on your behalf. An ergonomic assessment is used to review your posture, desk layout, equipment and lighting. The firm will set any alterations or additional equipment recommended following a review.

## PENSION

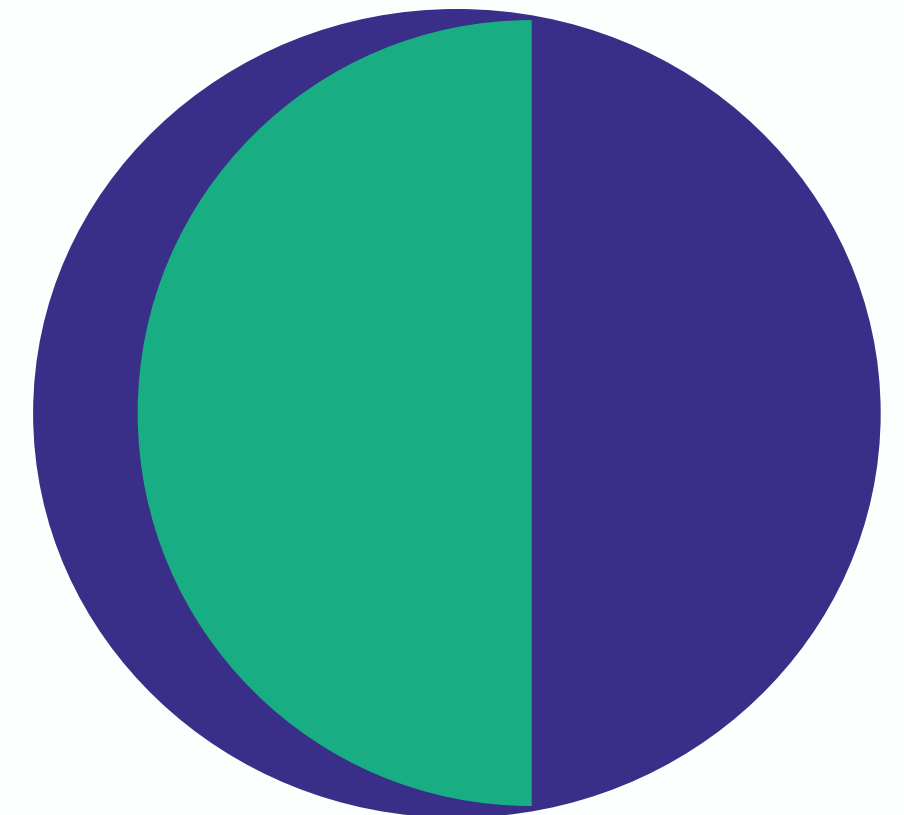
The firm's pension scheme is with Aviva. You will be automatically enrolled on the scheme after you commence employment with us. In line with current legislation, you will be required to contribute 5% of your gross earnings, with the firm contributing a minimum of 3% of your gross annual earnings. Pension contributions are calculated monthly based on salary and not just qualifying earnings.

## BUPA Cash Plan

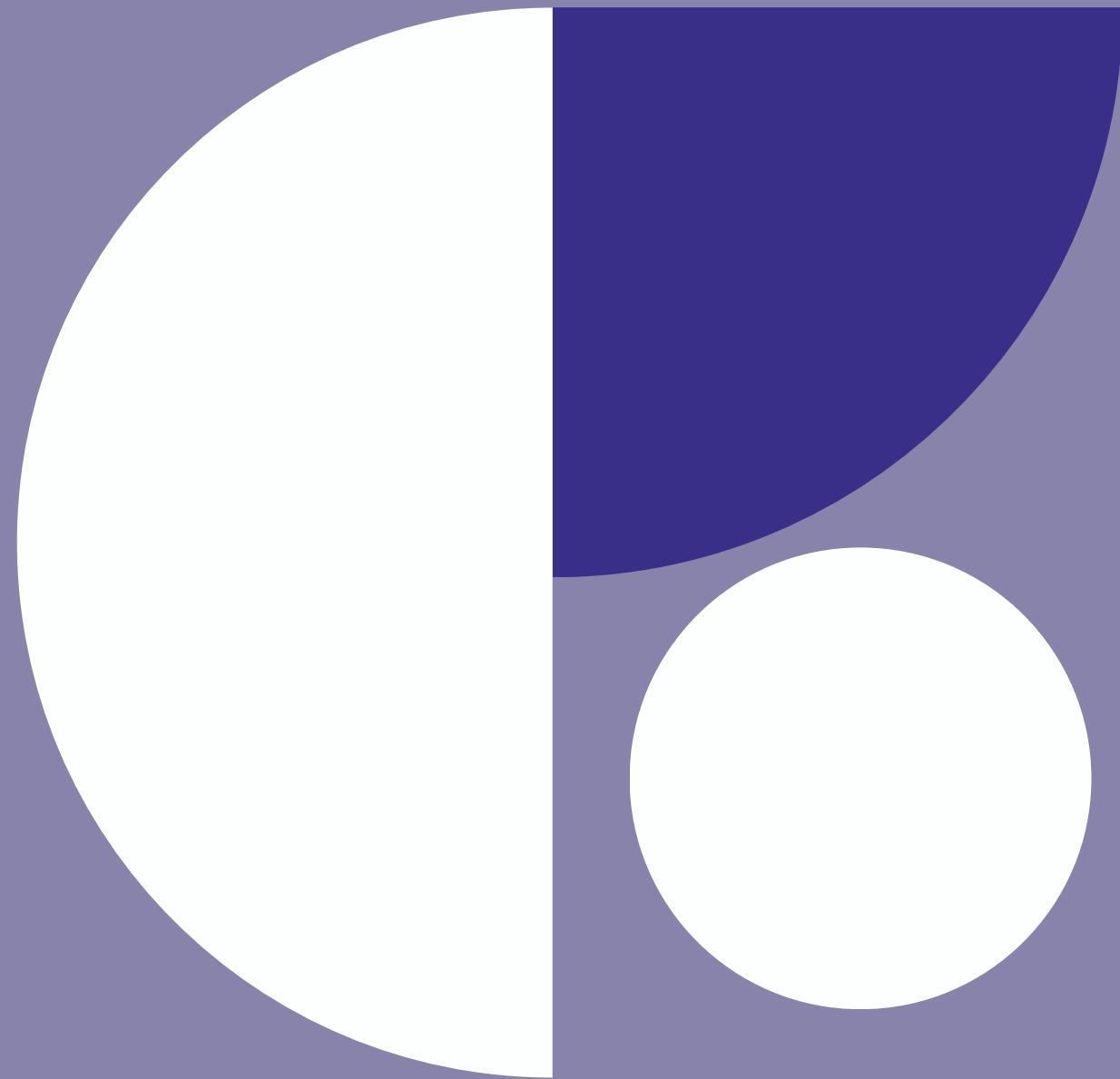
- Up to £120 towards dental
- Up to £300 towards dental injury
- Up to £120 towards optical
- An allowance for hospital stays (day or night)
- Up to £300 towards therapies (physiotherapy, osteopathy, chiropractic, acupuncture, chiropody/podiatry)
- Up to £300 towards consultations and diagnostic tests or scans
- Up to £35 towards prescriptions
- Up to £150 towards BUPA health assessments
- Online health check
- BUPA anytime HealthLine

## GROUP INCOME PROTECTION

Hansells provides Group Income Protection which pay you 50% of your salary in the event that you become unable to work due to ill health. Eligibility is subject to meeting the policy criteria.



**Hansells provides a death-in-service benefit for all staff, ensuring that if the worst were to happen whilst a staff member is on our payroll, a nominated beneficiary would receive a lump sum based upon four times the annual salary.**



# FINANCIAL

## ANNUAL PAY REVIEW

The Partners review the salaries of all staff ahead of the new financial year, which commences on 6th April, with increases awarded where performance (both firm and individual) justifies that decision.

This is at the absolute discretion of the Partners.

# FREE/DISCOUNTED LEGAL SERVICES

At Hansells, we offer our staff a range of free or discounted legal fees including:-

## SIMPLE WILLS

Free for staff + partner

## LPA'S

50% discount for staff + partner

## FINANCIAL PLANNING

Ascot Lloyd – providing free 20 – 30 minute consultations for staff.

## Residential Conveyancing

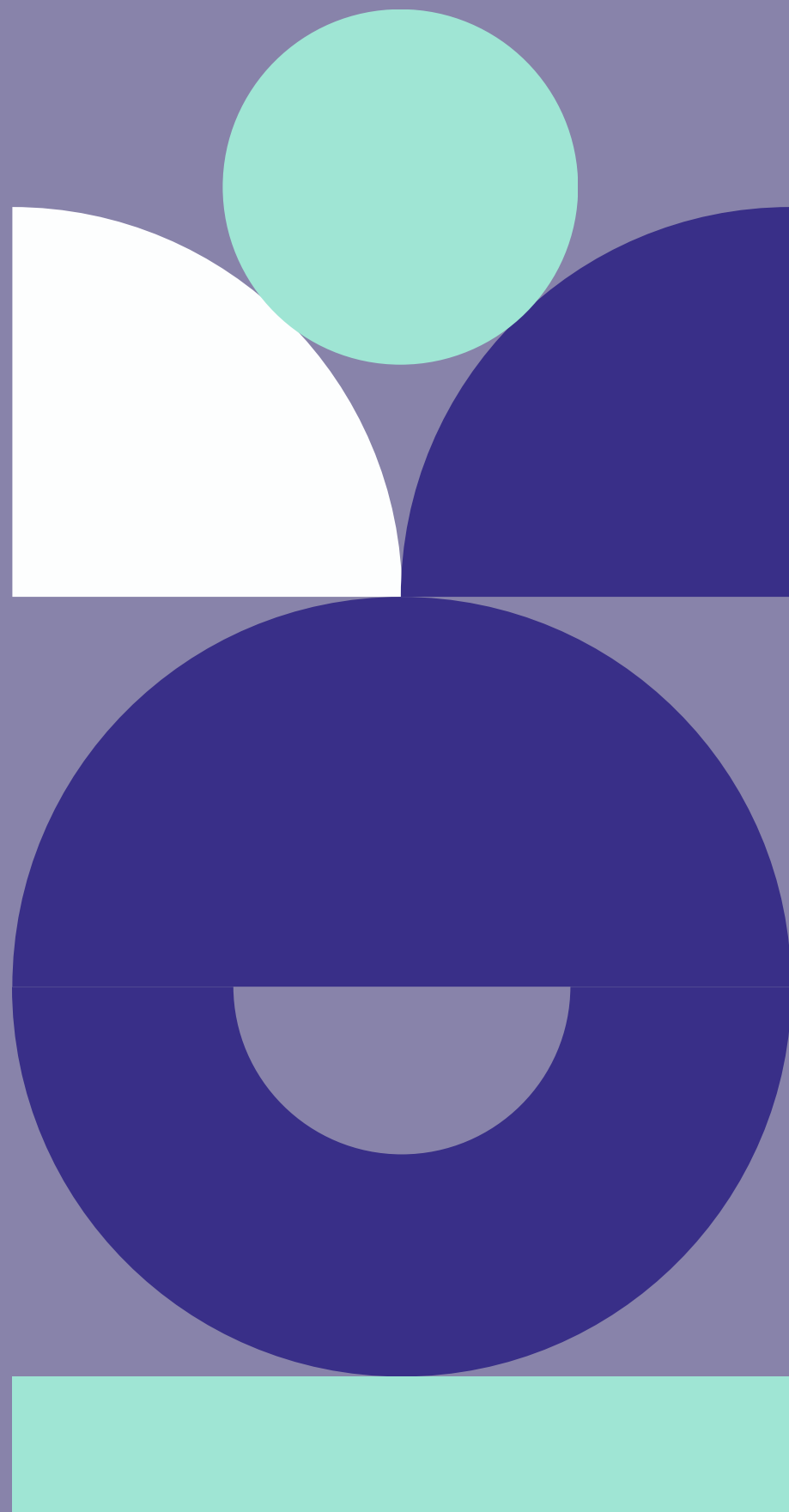
Free for staff + partner (private residential property only)

These are guidelines only, and the decision of the Partners will be final. A qualifying period of 1 year of employment with the Firm applies before any discount can be considered, and staff will not be eligible for any discounts during their notice period.

Disbursements must be paid for by all, generally in advance.

All matters will be handled in a usual solicitor/client manner, with a file opened and managed in the same way as for regular clients, with a Client Care letter being issued in all cases.

**A free 30-minute consultation will be offered with all departments for staff members.**



# SALARY EXTRAS AND CYCLE TO WORK SCHEME

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Hansells has partnered with Salary Extras to provide all staff members with discounts in shops (both online and instore), restaurants and for entertainment purposes such as holidays, theatre trips and family days out.

Hansells also partakes in the Cycle to Work Scheme details of which can be provided by the HR Department upon request.



# FAMILY BENEFITS

Family-friendly leave is also available for staff in respect of:-

- Adoption
- Maternity
- Paternity
- Compassionate reasons
- Parental Leave
- Parental Bereavement Leave
- Shared Parental Leave
- Time off for Dependents

Hansells prides itself on being both flexible and family friendly. We don't want you to miss that school play or other priceless moment so please do liaise with your Line Manager in regards to any day to day flexibility that you would like to request.

Regarding returning to the office as a new parent, we appreciate that this can be quite an adjustment. The HR team will, of course, support you with every step, from advice on flexible working options to getting you any refresher training you need.

The Partners at Hansells aim to support prospective, expecting, and new parents as much as possible during their journey towards and into parenthood. Firstly, we encourage all staff undergoing fertility treatments to speak to the HR Department about their needs so that support can be provided during these crucial and often very vulnerable moments. Types of support might include the opportunity to flex your hours temporarily to allow time for regular medical appointments or a nudge in the direction of external support via the EAP.

# LEARNING & DEVELOPMENT

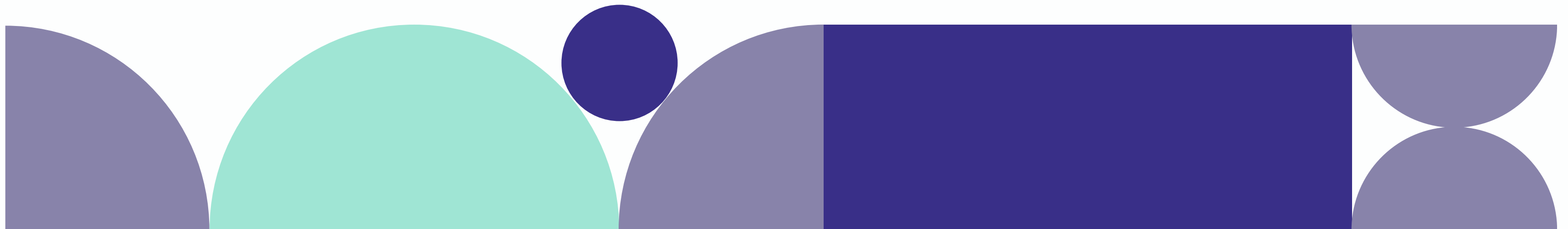
Hansells prides itself on supporting staff members to reach their aspirations and goals in their chosen fields. The firm is committed to supporting staff members as they develop to achieve their full potential.

In addition to annual appraisals, Heads of Departments and Line Managers afford their team's regular 1-to-1 meetings tailored to the individual.

Staff members are encouraged to spend time on their Personal Development Plan to plot their goals and what support they need to reach them. This is not just limited to Learning and Development opportunities but extends to other important purposes, for example, taking 30 minutes of exercise three times a week and achieving that all-important work-life balance.

The Firm supports a broad cross-section of learning solutions, including but not limited to:

- In-house training courses and seminars
- Access to external training courses (which may be subject to an Education Loan Agreement)
- Legal library resources
- External online seminars
- On-the-job learning and development
- Mentoring programme



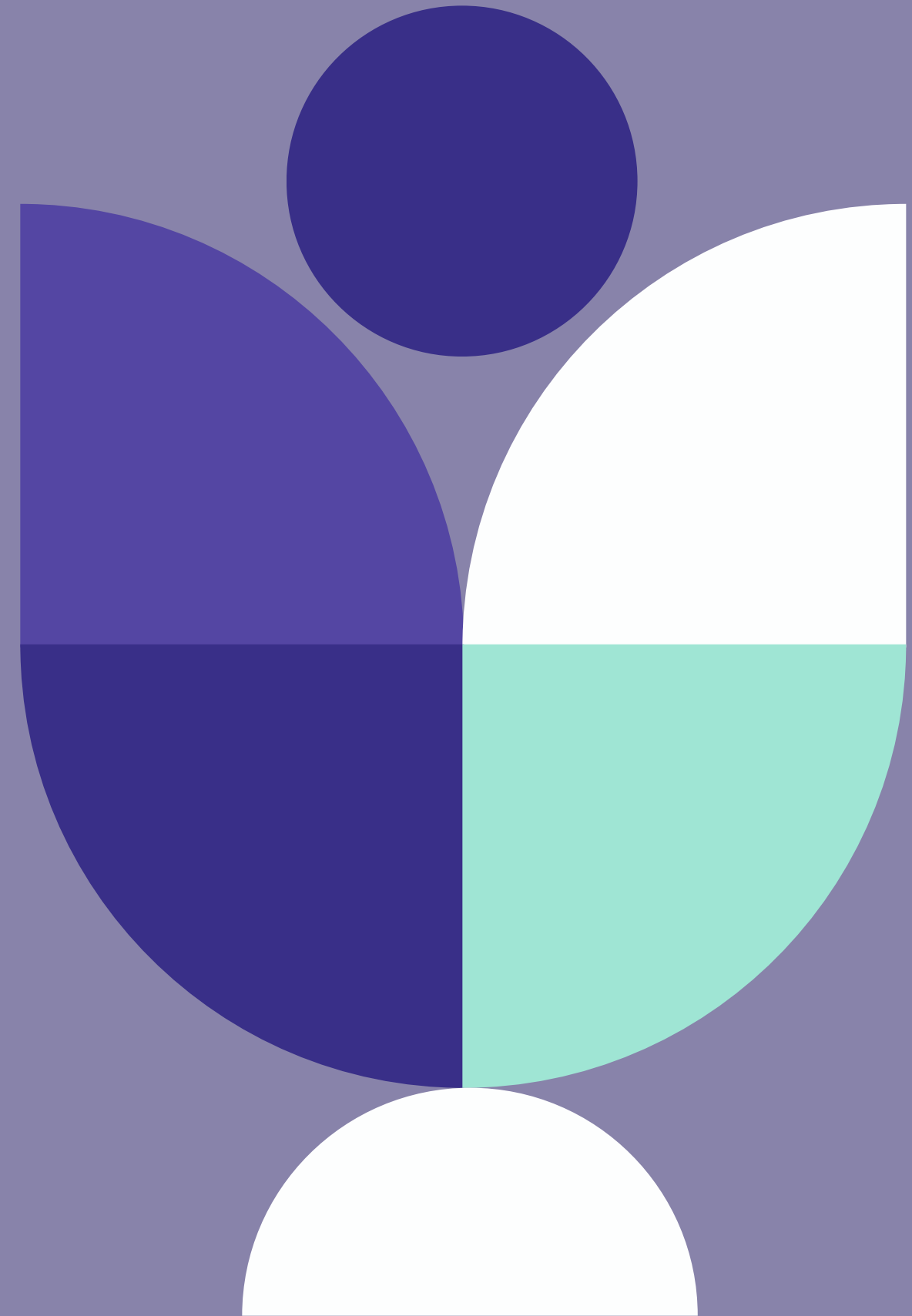
# RECRUITMENT BONUS

We appreciate the importance of recruiting and retaining top talent: our people are our most precious asset. With that in mind, Hansells offers a staff recruitment referral scheme whereby staff will receive a bonus every time they introduce a candidate to the firm, avoiding a recruiter fee that would otherwise be payable. To qualify, the candidate needs to pass their probationary period successfully.

Details of the bonus levels are as follows:-

Gross payment of £2,000 for all senior fee-earning roles;  
Gross income of £1,000 for all other roles.

If somebody in your social circle or perhaps on the other side of your matter would be a great addition to the Hansells team, talk to the HR Department to find out if there might be an opportunity for them.



## COLLEAGUE CONSULTATIVE COMMITTEE & SOCIAL COMMITTEE

The Colleague Consultative Committee comprises a diverse group of individuals who can provide a perspective from all offices/departments and all levels of the business. Feedback is provided to the Partnership through the Independent Chair. Meetings take place monthly and is a valuable asset in ensuring that the Partners take account of the views of all team members when making day-to-day decisions.

The Colleague Consultative Committee get involved in a wide range of issues and projects and provide valuable input into operational topics requiring a firm-wide steer.

The Hansells Social Committee also meets regularly throughout the year to organise and host social events and activities for all staff at the firm. It's essential to get together socially and have some fun after a hard day in the office!

## AGM

Each year the Firm closes its offices to bring all staff together under one roof for its AGM. Senior Leadership Team members present to the Firm on a wide range of issues. The AGM is a crucial tool in communicating with all the teams and is also a fantastic opportunity for everybody to meet face-to-face!

At the end of the AGM, the floor is opened up to a Q&A where feedback and questions are welcomed.

# Communication

## NEWSLETTERS

Every month the Marketing Team sends out a firmwide newsletter. This is a great tool to communicate about new starters, babies being born, cases won and promotions that have been made. The newsletter is a celebration of the hard work and commitment put in by team members and allows the Partners to recognise and share in the achievements being made every day at Hansells.

# Menopause Workplace Pledge and Menopause Policy

Hansells has signed up to the Menopause Workplace Pledge. This demonstrates the firm's commitment to supporting our colleagues at all stages of life and career, ensuring that any colleagues experiencing menopause or perimenopause feel well-informed and actively supported.

Led by the charity Wellbeing of Women, the campaign is asking employers to recognise the impact that the menopause can have and be part of transforming the conversation about it.

By signing the pledge, we commit to:-

- Recognising that the menopause can be an issue in the workplace and that women need support
- Talking openly, positively and respectfully about the menopause
- Actively supporting colleagues affected by the menopause

As part of the commitment, we have developed a specific Menopause Policy which you will be able to find both on the Intranet and IRIS.





# Online Exercise Classes

Online exercise classes are free to staff at Hansells; we have the nice relaxing MIND on a Tuesday 12.30–1 pm – a mixture of pilates/yoga and body conditioning. The cardio/pump/weights on a Friday 1–2 pm is more energetic but fun.

