



# **EDINBURGH INTERNATIONAL FESTIVAL**

**EMPLOYEE BENEFITS**

# CONTENT

<b>INTRODUCTION</b>	<b>2</b>
EMPLOYEE ASSISTANCE PROGRAMME	3
RETAIL DISCOUNTS	4
WELLBEING	5
TIME OFF	6
SMARTER WORKING	8
FLEXIBLE WORKING	8
MYMIND PAL: THE MENTAL FITNESS APP	9
SEASON TICKET LOAN / CYCLE TO WORK	10
PENSION	11
INSURANCE	12
FINANCIAL WELLBEING	13



## INTRODUCTION

Welcome to EIF's staff benefits. This gives you an insight into the benefits that we offer. Benefits and support services are just one way in which we help you. We aim to support you to enjoy a healthy and safe working environment and to combine work and home life effectively. If you have any questions or require any further information on benefits, please speak to the HR team.

Bravo Benefits is our staff benefits platform. You will be able to access Bravo Benefits after 3 months of employment. Some benefits are available from your first day of employment and you will be given more information during your induction.

**Bravo benefits login**  
Click here to view link



## EMPLOYEE ASSISTANCE PROGRAMME

Our Employee Assistance Programme offers you support in maintaining good health in all areas of your life. The EAP focuses on mental health alongside your physical, financial, social and emotional wellbeing with tools and resources to help you feel better.

The EAP, sit on our Bravo Benefits platform and is provided by TELUS Health. It provides a support network that offers expert advice and compassionate guidance 24/7. This includes up to three counselling sessions, delivered in person, telephone or video/online.

**Bravo Benefits**

[Click here](#)

**TELUS Health One**

[Click here to Login](#)



## RETAIL DISCOUNTS

Our Bravo Benefits retail discounts offer you amazing deals and discounts with all kinds of retail brands, empowering you to have a range of affordable choices when it comes to how you will spend your money. They are an everyday resource supporting you in managing the costs of life, from everyday essentials to one-off special occasions.

### **Bravo Benefits**

[Click here to view link](#)

## WELLBEING

### STAFF TICKETS

We encourage all of our staff to attend Festival performances to experience the excitement of our Festival programme. Free or discounted tickets are available to a wide range of performances.

### FREE FRUIT

We provide free fruit for all staff, allowing you to have at least one piece of fruit per day.

### FOOD AND DRINK

We want to keep our staff fed and hydrated. Tea and coffee is available at any time for staff. Various breakfast items and cereals are provided all year round.

During the Festival we provide a healthy and nutritious lunch 5 days a week and a variety of snacks and drinks.

### FLU JABS

We offer free flu jabs to all staff in autumn.

### SANITARY PRODUCTS

Sanitary products are available in all our staff facilities.

## LOCAL HOSPITALITY DISCOUNTS

A number of local hospitality businesses offer you discounts on food and drink when you show your staff pass. The full list can be found on the Staff Noticeboard.





## TIME OFF

### ANNUAL LEAVE

All full-time permanent and FTC employees are entitled to 25 days annual leave and 5 floating public holidays throughout the calendar year (January-December). There are also 5 fixed public holidays. This will be pro-rated for part-time employees and full-time staff who join part way through the year. Hourly and weekly paid staff will accrue holiday pay at a rate of 12.1% of hours worked.

A maximum of 3 days can be carried over into the following year. All annual leave requests must be submitted for approval via BrightHR.

You will receive an extra day of annual leave after 5 years service, and can accrue up to a maximum of 5 additional days.

Our offices are closed for a week in mid September to allow us to refresh and recharge after the busy Festival period.



## **SICKNESS ABSENCE**

All employees are entitled to enhanced sick pay, providing you have completed 3 months continuous service. All sick leave must be logged on our leave system, BrightHR.

## **FAMILY LEAVE**

Enhanced pay is available for Maternity leave, Paternity leave, Shared Parental leave, Adoption leave and Carers leave. Find out more from our Staff Noticeboard.

## **SPECIAL LEAVE**

Special leave, is available in a range of circumstances to help you balance the demands of work and home life. We allow 5 days paid leave in a rolling 12 month period.





## **SMARTER WORKING**

Smarter working enables flexibility within your normal contractual arrangements which works for you, your team and EIF. We can support your wellbeing by offering flexibility between your home and our offices. If your role allows it and your manager agrees on Mondays and Fridays you can work from home. Tuesday, Wednesday and Thursday are core days when you will be required to be office based. The Smarter working policy is paused from mid July to mid September. During this time staff will be required to be in the office 5 days a week.

## **FLEXIBLE WORKING**

At various stages in your working life, domestic and family commitments, responsibilities and circumstances can change significantly. We support flexible working arrangements which will help you balance work with other aspects of your life. Further details can be found in our Flexible working policy.



## MYMIND PAL: THE MENTAL FITNESS APP

This fun, easy-to-use app offers you tailored exercises, tools and resources that can help you build your mental fitness. Using the app for just 5 minutes a day can help you handle whatever life throws your way. A broad range of evidence-based tools and techniques, delivered by expert contributors teach you how to relax, de-stress, boost your mood and make positive health behaviour changes.

**Find out more about the MyMindPal**  
[Click here to view link](#)

**Bravo Benefits**  
[Click here to view link](#)



## SEASON TICKET LOAN

After 3 months service we offer permanent staff and those employed for more than 12 months a loan for an annual standard ticket for travel between home and work. We offer this for Scotrail and Lothian Buses. The loan will be repaid by you and deducted from your monthly salary in line with the period of the season ticket. For further information and terms and conditions contact the HR team.

## CYCLE TO WORK

EIF is registered with CycleScheme, where you can apply for a voucher to purchase a bicycle and / or safety equipment.

Once you have joined the scheme, the cost will be deducted over 12 months from your gross salary, enabling you to make a saving on tax and national insurance.

**Cyclescheme**

[Click here to view link](#)

## PENSION

Royal London and The Peoples Pension are our workplace pension scheme providers. We will allocate according to which works best for your employment contract.



You will be automatically enrolled into our pension scheme from your start date. We also postpone your enrolment by 3 months. You can choose to opt in early or opt out by contacting the HR team.

We will make a monthly or weekly employer contribution of maximum 4% and you must make a minimum contribution of 4%. You can increase your contribution if you wish. We operate a salary exchange pension with Royal London.

For more information regarding the schemes, please contact the HR team.

**Pension Plans & Services | Royal London**

[Click here to view link](#)

**Workplace pension provider | The People's Pension**

[Click here to view link](#)

# INSURANCE

## GROUP LIFE ASSURANCE

All our permanent staff and those on contracts for more than 12 months are automatically covered under our life assurance policy after completing 3 months service. In the event of death in service, your nominated beneficiary would receive a payment of 3x your basic annual salary from our provider, Aviva. You must register your beneficiary with the HR team.

**Home | Aviva Life UK**  
Click here to view link

## VOLUNTARY PRIVATE HEALTH INSURANCE

Private medical insurance cover supports you by providing you with a route to help you get seen quicker, better faster and back to work sooner.

Your private medical insurance can cover a wide range of treatments and costs such as specialist consultant/surgeon fees, outpatient treatment including physiotherapy or daycare treatment, such as diagnostic and surgical procedures.

To obtain a quotation, email **[support@bravobenefits.co.uk](mailto:support@bravobenefits.co.uk)** with your contact details and one of our team will be in touch.





## FINANCIAL WELLBEING

### BRAVO BENEFITS

'Ask Bill' can be accessed on Bravo Benefits. It is a free impartial website which can give you information and advice on help with bills, benefits, insurance and phone and broadband deals.

**Bravo benefits login**  
[Click here to view link](#)

**EIF.CO.UK**

•EDINBURGH•  
THE CITY OF EDINBURGH COUNCIL

CREATIVE SCOTLAND  
ALBA | CHRUTHACHAIL