



Employee Benefits



Welcome from our Chief Executive

Dear colleagues,

I'm delighted to welcome you to this starter pack, outlining the wide range of benefits available to you as a valued member of The Kennel Club team.

At the very core of our culture is the value we place on our people; their skills, knowledge, experience and contribution to the communities we serve.

We are proud to offer a broad range of benefits as a reward for the value that you bring to us, to support you in your work, to help improve your health and wellbeing and maintain a strong work-life balance.

We're bringing all of our benefits together in one place so it's easier than ever to take advantage of them. Our benefits brochure has been designed as a 'one stop shop', listing our benefits by theme; such as health and wellbeing or recognition along with details of how to claim them.

Best wishes,



Mark Beazley
Chief Executive





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Leave and holidays

Holiday allowance

Employees are entitled to 23 days* paid leave (pro-rata for part-time staff), which will increase by one day for every full year of service (up to a maximum of 27 days), plus statutory public holidays.

There is also the option to buy up to five days of annual leave per year**.

Length of service (years)	Annual leave (excluding public holidays)
<1	23 days
1-2	24 days
2-3	25 days
3-4	26 days
4 and above	27 days

In addition to the above holiday entitlement, we offer one Christmas shopping day and any approved business closure days over the festive period. Please note that these customary days during the festive period are non-contractual.

For more information, please refer to our holiday policy.

**Effective from 1 January 2023.*

***Effective from 1 January 2023 – subject to line manager's approval and your gross salary cannot fall below national minimum wage.*

Parental leave

Eligible employees who have completed at least one year's continuous service can take a period of unpaid parental leave to care for each child.

For more information, please refer to our parental leave policy.

Study leave

At The Kennel Club we understand how important it is for you to learn and develop your work, career and personal skills. Therefore, at the discretion of your manager, you may be entitled to take up to five days of paid leave per calendar year for you to study and take examinations if your professional or educational qualification is approved by us.

For more information, please refer to our learning and development policy.

Sabbatical leave

We offer sabbatical leave as we are committed to ensuring the wellbeing of our employees. This can be a time for you to rejuvenate, develop your skills and/or pursue your interests (e.g. volunteer, travel, research, write, family time). It's one way to reward our employees who have been working with us for a long time.

For more information, please refer to our wellbeing policy.

Dependant leave

We recognise that there may be occasions when you need to take time off work to deal with unexpected events involving one of your dependants.

Dependant leave is usually unpaid. However, at our discretion, we may offer a period of paid leave where you need to take time off to deal with an unexpected event in accordance with our policy.

For more information, please refer to our time off for dependants policy.

Bereavement/compassionate leave

Bereavement leave is designed to help employees cope with the death of an immediate family member and you may be entitled to take paid bereavement and/or compassionate leave.

For more information please refer to our bereavement leave policy.*

Please talk to your manager or HR to see what support or adjustments might be possible.

**Policy includes pet bereavement leave*



| Maternity, paternity and adoption leave

We recognise that the birth or adoption of a child is one of the most important events in your life and we have policies that support and encourage a family friendly culture. Maternity, adoption leave and return to work are supported by paid Keeping in Touch (KIT) days.

For more information, please refer to our maternity policy, paternity policy and adoption policy.

| Volunteering days

The local community is extremely important to us and we remain committed to support and encourage all our employees to do their bit too. Paid leave is available for you to volunteer with a charity of your choice.

For more information please refer to our volunteering policy.





I Health and wellbeing

I Discounted gym membership

Enjoy Benefits helps organisations provide discounts to their staff. This offers you discounted corporate rates on gym memberships and savings of up to 12% on National Insurance contributions by salary sacrifice. We pay the annual membership and then re-coup it from your salary in installments over a 12-month period so there are no up-front fees or joining fees for you to pay.

You can choose from thousands of gym or leisure centres, boot camps, yoga, pilates studios or other health venues. This will be available on any membership package the venue offers e.g. family, couple, off-peak, etc.

Website: enjoybenefits.co.uk

If you wish to join, please refer to the benefit providers section in the Employee Pawtal.

I Free fruit

Fruit is a good source of vitamins and minerals and research has shown that it can lower the risk of serious health problems, depression and anxiety whilst improving mental wellbeing. We offer free fruit in both the London and Aylesbury offices.

I Simplyhealth (cashback health plan)

Employees are eligible to join Simplyhealth which is a taxable cashback health plan that offers a percentage of cashback for your medical, dental and optical bills. We will pay a fixed contribution towards your plan and if you have any children under 18, they will be covered for free.

You can also opt for other levels of cover which provide higher levels of cashback and cover for your partner and family, which can be paid via a monthly deduction from your salary.

Website: simplyhealth.co.uk

For more information, please refer to the benefit providers section in the Employee Pawtal. If you wish to join, please complete and return the application form to:
HR.dept@thekennelclub.org.uk

I Flu vaccination vouchers

During the winter season, employees are entitled to free flu vaccination vouchers. Instructions on how to claim a voucher will be sent out during the season.

I Dogs in the office

The benefits of owning a dog are well publicised and acknowledged. You're welcome to bring your dog into the office providing that you meet the requirements listed in the policy and with the approval of your line manager. Dogs are welcome in all of our buildings.

For more information, please refer to our dogs in the office policy.

I Wellbeing Buddies (Mental Health First Aiders)

We have Wellbeing Buddies who support staff to look after their wellbeing and mental health. The Wellbeing Buddies are on hand to listen, reassure and respond to colleagues.

You can find a list of our Wellbeing Buddies and their biographies on the staff intranet.

I Eye care vouchers

For those who are required to use display screen equipment (DSE) on a regular basis at work, you are entitled to an eye test voucher. If your prescription shows that you need a pair of visual display unit glasses, you can request for a voucher towards the cost of your glasses. This can be used in conjunction with the Simplyhealth scheme.

Website: eyecareplus.edenred.co.uk

Username and password can be found in the Employee Pawtal under benefit providers.

| LifeWorks (Employee Assistance Program)

LifeWorks is a wellbeing programme that offers 24/7 confidential advice, information and personal support service to all employees free of charge. The programme is accessible via their helpline and online platform which provides free counselling sessions and guidance on a wide range of matters e.g. legal, financial, marital, workplace and bereavement.

Their online platform app also offers various exclusive employee perks and savings towards everyday expenses such as household bills, home technology, travel, health and fitness, days out, and other key life events.

Website: login.lifeworks.com
Telephone no: **08001 691920**

If you have any problems accessing the online platform, please contact: HR.dept@thekennelclub.org.uk.

| Cycle to work scheme

The cycle scheme allows you to save 26-40% on the cost of a new commuter bike and cycling accessories whilst spreading the cost. We will pre-pay the purchase cost in full, which is then deducted from your salary in installments over a 12-month period. Savings are made on tax and National Insurance.

For more information, please visit help.cyclescheme.co.uk/category/33-how-does-it-work

If you wish to join, please refer to the benefit providers section in the Employee Pawtal.

| Flexible working

We recognise that personal commitments, responsibilities and circumstances can change throughout your time with us. Therefore, eligible employees can request flexible working arrangements to help balance work with other aspects of life. Flexible working arrangements may not be suitable for all posts and it is not an automatic right. However every effort will be made to accommodate requests wherever possible.

Since the pandemic, we have also continued our hybrid working arrangements for employees to work a minimum of two days per week in the office, subject to roles that can be performed from home.

For more information, please refer to our flexible working policy.





| Financial benefits

| Pension scheme

Eligible employees will be auto-enrolled into our pension scheme (Legal and General Stakeholder scheme) after three months of continuous employment. Employees contribute a minimum of 3% of monthly earnings while we contribute double the percentage of your plan earnings, up to a maximum of 8%.

Once you are auto-enrolled, you will receive direct communications and more information from Legal and General.

| Life assurance

Employees are entitled to life assurance equivalent to three times their basic salary for our pension scheme members, and two times their basic salary for non-pension scheme members upon death in service, in accordance with and subject to the conditions of our policy.

Please ensure you complete and return the 'expression of wishes' form to HR which you would have received as part of your new starter induction. If you would like to update your form, please contact: HR.dept@thekennelclub.org.uk

| Season ticket loan

A season ticket loan is an interest-free lump sum loan for employees to cover the cost of travelling to and from the workplace. Following completion of a probationary period, eligible employees can apply for an annual season ticket loan. The loan will be repaid through monthly deductions from your salary. On leaving your employment, any outstanding sums will be deducted from your final salary payment.

The season ticket loan application form can be found in the Employee Pawtal.

| Free tickets to Crufts and Discover Dogs

Employees are entitled to a maximum of four complimentary tickets for our Crufts and Discover Dogs events. These tickets can't be resold or exchanged.

For more information or to obtain tickets for the events, please contact the events department: events.dept@thekennelclub.org.uk

| Company sick pay

If you suffer sickness or injury, you may qualify for company sick pay up to four weeks' full pay and four weeks' half pay.

For more information on company sick pay, please refer to our sickness absence policy.





| Discounts on Kennel Club products and services

Staff members are entitled to 25% off various Kennel Club services and products, and can upgrade to Petlog Premium for free, if they already have a pet recorded on Petlog.

To receive a staff discount code, please contact HR:
HR.dept@thekennelclub.org.uk

| Free Young Kennel Club membership

We offer free Young Kennel Club memberships to eligible staff members who would like to enroll their children on the scheme. The aim of the Young Kennel Club is to provide young people with a place to train their dogs and compete against members of a similar age (aged 6-24 years old).

Website: **thekennelclub.org.uk/young-kennel-club/**

For more information, please contact the events department:
events.dept@thekennelclub.org.uk

| Maternity, paternity and adoption pay

Maternity or adoption pay

Eligible employees that meet the requirements of the length of service by the end of the qualifying week will receive an enhanced benefit of 100% full pay for 12 weeks.

Paternity or adoption pay

Eligible employees that meet the requirements of the length of service and ending with the 15th week before the expected week of childbirth will receive an enhanced benefit of 100% full pay for two weeks.

For more information, please refer to our maternity policy, paternity policy or adoption policy.

| Free copies of the Kennel Gazette

The Kennel Gazette is a full colour print magazine and is the flagship publication of The Kennel Club. The magazine includes interesting features and articles about every aspect of the dog world, such as canine activities, personalities and events.

Copies are available in the office or please contact the Communications and PR department
press.office@thekennelclub.org.uk

Learning and development

Support for professional/vocational qualifications

The Kennel Club encourages development through relevant training and learning, including professional and educational qualifications. Subject to budget, the HR department and your department executive's approval, the company may provide funding in full or in part for you to attain a professional or educational qualification.

For more information, please refer to our learning and development policy.

Membership fees

We acknowledge that it is important for employees to stay up to date in terms of their knowledge and membership of professional bodies can assist with this. The company may, at the discretion of your department's executive, agree to pay your subscription fee to the professional body, where a professional body is relevant to your role.

For more information, please refer to our learning and development policy.

Company-organised training

We have a Learning Management System (LMS) which consists of over 500 courses covering a variety of topics including customer service, personal development, Excel, health and wellbeing and much more. Courses can be accessed via computer, mobile phone or other personal devices which means they are available to you 24/7 wherever you are located.

In addition, we offer an Open Training Programme with a spectrum of both in-house and external courses comprising of both practical skills and personal development opportunities which are supported by access to internal coaching.

For more information, please refer to the staff intranet.

Free access to our library and art gallery

Employees have free access to our library and art gallery situated at the London office.

Our library offers a fantastic range of resources including a wide selection of dog magazines and dog newspapers, books on every breed recognised by us, the complete set of The Kennel Club stud books and breed club publications. Within our library we also have a picture library which holds one of the largest dog image collections in the world.

Our art gallery has a world class collection of art and artefacts about dogs which includes paintings, drawings, prints, trophies, sculptures, ceramics and much more. Within our gallery we also hold different exhibitions throughout the year, showcasing spectacular artwork, photographs, captures of historical moments and important bequests.

Opening hours: Monday – Friday, 9:30am – 16:30pm

For more information about the library, please contact:
library@thekennelclub.org.uk

For more information about the picture library, please contact:
picturelibrary2@thekennelclub.org.uk

For more information about the art gallery, please contact:
artgallery@thekennelclub.org.uk

Mental health first aid training/first aid training

For any employees who would like to volunteer and have been appointed to become a qualified first aider and/or mental health first aider at work, we will organise and pay for you to attend courses.

A mental health first aider in the workplace acts as a point of contact and reassurance for those experiencing mental health issues or emotional distress, providing support and guidance to colleagues. You also act as an advocate for good mental health, helping to reduce stigma around the topic and enact positive change.

The role of a first aider is to provide immediate, lifesaving, medical care during emergencies before the arrival of further medical help. Choosing to get first aid training doesn't just make you a vital part of the company's safety procedure, but it also improves the level of your self-care. And most importantly, you learn practical knowledge that's designed to save lives, which is valuable in any situation both inside and outside the workplace.

For more information, please contact:
HR.dept@thekennelclub.org.uk



| Staff recognition

| Referral program

We're constantly looking for ways to attract and recruit the best talent possible who share our core values and aspirations. We support and promote employee referrals.

Current employees can earn monetary rewards for referring friends, family members or acquaintances for a job vacancy at The Kennel Club, providing that the referred employee successfully passes their probationary period.

For more information, please refer to our employee referral policy.

| Values nomination

Individuals or teams who have displayed behaviour that demonstrates our values in their daily work and have been nominated will receive a 'values badge', a mention in the newsletter and a oneKC thank you card. In the case of exceptional contribution and results a gift or experience voucher.

For more information on our oneKC values, please refer to the HR page on the staff intranet.

*If you would like to nominate any of your colleagues, please use the **nominee form** that can be found on the staff intranet.*

| Long service awards

To recognise staff members' contribution and accomplishments who have been with The Kennel Club for a significant amount of time, staff are awarded monetary rewards for their 10, 20 and 25 years' service milestones.

Some benefits will be subject to the successful completion of a probationary period and/or the employee fulfilling the necessary requirements of the relevant policies.





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