

Employee Benefits Brochure.



Holiday Entitlement

Staff groups below Senior Associate 22 days holiday (not including Bank Holidays) (plus another two non contractual days given at Christmas) increasing a day per full years service to a maximum of 25 days.

Staff groups Senior Associates and above 25 days holiday (not including Bank Holidays) (plus another two non contractual days given at Christmas).

1 additional days holiday to be taken on your birthday (or the nearest working day if your birthday falls on a non working day). If you are unable to take your birthday leave on your birthday due to work pressure the leave can be taken either 2 weeks before or 2 weeks after your birthday date. For more details, please see the Birthday Policy.

Birthday Vouchers

You will receive £50.00 worth of vouchers as birthday gift (free of tax).

Pension

The Company provides a Group Personal Pension Scheme with AEGON which is designed to provide you with income in your retirement. The Company will contribute 3% of your basic salary, provided you agree to also contribute at least 3% of your basic salary. You may increase the percentage you pay at any time. After five years of continuous service (if you are a member of the pension scheme) the Company will contribute 5% of your basic salary. The scheme is available through a salary sacrifice scheme.

Private Medical & Health Cash Plan Scheme

The Company have a private medical insurance scheme with AXA PPP. The scheme is a “Medical History Disregarded” scheme and therefore any previous medical conditions are covered. The scheme covers a wide variety of conditions and treatments such as:

- Inpatient and day-patient treatment and associated specialists charges
- Out-patient surgical procedures
- Cancer treatment
- Diagnostic tests
- Out patient consultants and therapists', acupuncturists' homeopaths' and practitioners' charges
- NHS cash benefit
- Childbirth benefit

The scheme does not cover dental. It also includes:

- Travel insurance for all members
- Online support portal
- E-counselling
- Life management support including online access for information on a range of 'everyday' issues (financial, legal, consumer, family care, housing)
- 24/7 counselling support line

This is deemed to be a taxable benefit and the Company makes an annual return to the Inland Revenue informing them of the costs of the benefit.

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For members of the Private Medical Scheme the Company also provides a Health Cash Plan Scheme. The cash plan scheme provides you with additional benefits such as cash towards:

- Dental treatment and accidental dental treatment
- Optical
- Chiropody
- Health & Wellbeing Screening
- Physiotherapy
- Chiropractic
- Osteopathic
- Homeopathic
- Acupuncture Treatment

Death in Service

Your nominated person(s) are entitled to 4 x your basic annual salary. This payment does not form part of your estate and is free from tax.

Employee Assistance Programme

The Death in Service policy also offers a bereavement service for family members. The Employee Assistance Programme also provides:

- 24 hour Health and Wellbeing Services including:
 - Telephone counselling service
 - Face to face counselling
 - Legal advice
 - Financial advice
 - Medical advice

iPhone

Staff groups including Senior Associates and above can request the provision of an iPhone for business use only. The request must be approved by your Head of Department. Please refer to the Mobile Phone Policy for more details.

Bonus Scheme

The Company operates a discretionary “Balanced Scorecard” bonus system which is paid subject to the overall profitability of the Businesses. For further information, please refer to the Employee Handbook.

Length of Service Awards

Length of Service awards are given out to staff who have been with the firm for 1yr, 5yrs 10yrs, 15yrs, 20yrs, 25yrs, 30yrs etc. At 10 years service all staff are entitled to 1 extra day's holiday.

Monthly Awards

Monthly awards awarded to those who are Top Billing Fee Earner, Top Billing Paralegal/ Trainee, Outstanding Client Service, Awesome Marketing Effort and Support Staff Member of the month.

Cycle to Work

The scheme operates as a period of contractual salary sacrifice attracting a tax and national insurance exemption which allows employers to provide cycles and safety equipment to employees as a tax-free benefit. The total value of the purchase of the cycles and safety equipment is up to £1,000. For more information please refer to the Cycle to Work Policy.

Career Break

Morrisons' are committed to long-term career development and to retaining staff wherever possible and so permit staff to apply for part paid leave for a specific period of time – a career break. Please refer to the Career Break Policy for further details.

Childcare Vouchers

The Childcare Voucher Scheme enables parents to make tax and national insurance savings on their childcare costs by entering a salary sacrifice scheme. Please refer to the Childcare Vouchers Policy for further information.

Discount on Legal Services

Depending on your length of service you are entitled to the following discount:

- Completed 1 years service 25%
- Completed 5 years service 50%
- Completed 10 years service 75%

Employee Introduction Policy

If an introduced candidate is hired into a permanent position and meets certain requirements, an introduction fee will be paid to the introducing employee. For more detailed information on eligibility please refer to the Employee Introduction Policy.

- Professional Staff (Solicitor, Legal Executive, etc.) £2,500
- Support Staff (Paralegal or Junior Paralegal, Administration Assistant, Secretary, IT, Cashier etc.) £1,500

Employee Referral Fee

If an employee refers clients to the Firm for conveyancing transactions, the preparation of Wills, or other work they are entitled to claim a referral fee. The amounts payable are:

- Preparation of a Will £10
- Conveyancing transaction £20
- Personal Injury transaction £50
- For other work at the Head of Departments discretion

Employee Volunteering Policy

Allows an employee to take two paid days off a year (either together or separately) to volunteer with a charity of their choice. Please refer to the Employee Volunteering Policy.

Eye Tests

Staff using computers are entitled to regular eye tests by a certified optician, paid for by the Company. If the optician verifies that glasses or contact lenses are required specifically for VDU work the Company will contribute £50 towards them. For those covered by the Private Health Scheme, they can claim some or all of these costs back through the Health Cash Plan.

Discount Shopping

Our discount shopping site gives discounts across a wide range of shops and services. Some of the discounts * offered are:

- Free Taste card - offers 2 for 1 deals and/or 50% in over 6,500 UK restaurants.
- Apple Purchase Programme
- Free car breakdown cover
- Free mobile phone Insurance (if you sign up for it)
- Up to 25% off gym membership with some of the best known gyms.
- Discounts on flights, taxis and hotels
- Discounted cinema tickets

Study Leave

The Company may allow employees to take time off for study leave and exams. For more information, please refer to the Study Leave Policy.

Sponsored Study

The Company encourages employees to further their professional, technical or vocational qualifications and may pay a contribution towards an employees training course. For more information please refer to the Sponsored Study Policy.

Maternity and Adoption Pay

The Firm pays 100% of salary for the first six weeks leave for those that are eligible.

Paternity Pay

The Firm pays 100% of salary for 1 of the two weeks Paternity Leave for those that are eligible.