



# Your Citation perks



# Refer & Earn

## Colleague Rewards

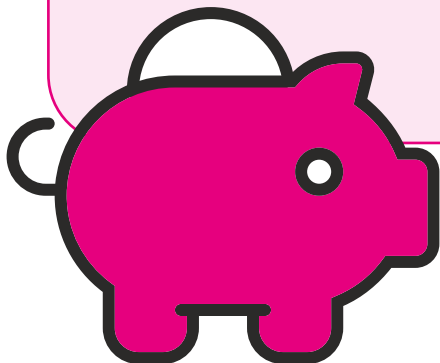


Support our clients, grow our business and earn yourself some money!

**Earn up to £400  
per referral**

To find out more visit the Colleague Rewards Hub

[www.citation.co.uk/colleague-rewards-hub](http://www.citation.co.uk/colleague-rewards-hub)



Terms and Conditions apply.

# Refer & Earn

## Refer a Friend

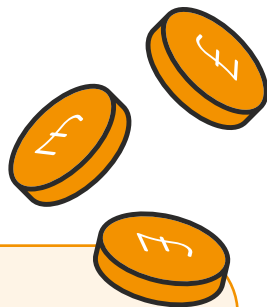
keep an eye out for any double  
money incentives too!

Know someone that would make a  
great Citation colleague?

**Earn up to £500  
by referring a friend  
to join Team Citation!**

Just email their CV to  
[recruitment@citation.co.uk](mailto:recruitment@citation.co.uk)

Terms and Conditions apply.



# Birthdays

**No one likes working  
on their birthday!**

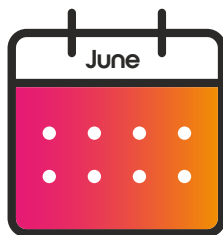
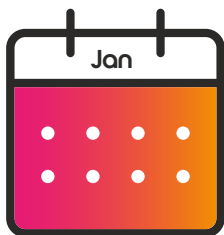
**Get an extra day off for your birthday  
on top of your holiday allowance.**

For all colleagues who have successfully passed probation.  
If your birthday lands on a non-working day, you will get the  
closest working day off.



# Holiday Trading

Buy up to  
**10 days holiday**  
each year



Watch out for the holiday trading windows  
opening in January and June



For colleagues who have  
passed probation.

# Bupa Healthcare Cash Plan

## Claim back health expenses



**£60 towards new glasses**



**£150 for physio  
appointments**



**£150 towards acupuncture**

# Bupa Healthcare Cash Plan



**£60 for dental**

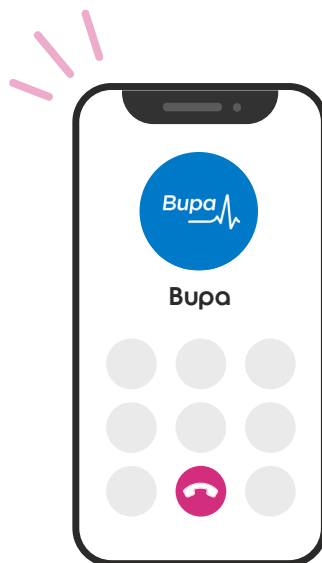


**and much more!**

## Access telephone counselling on the **24/7 EAP helpline**

We'll fund the first level of cover for you and up to 4 child dependants.

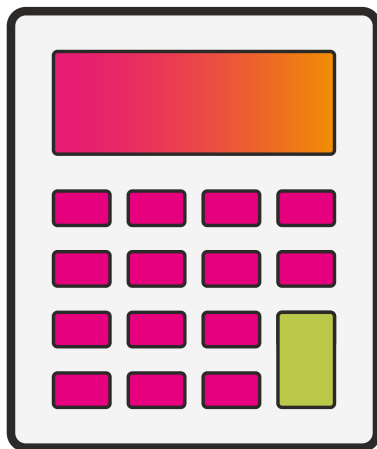
Upgrade your cover to increase your annual claim limit or add your Partner.



# Salary Sacrifice Pension Contributions

## Get more control over your pension savings

Choose whether you make pension contributions via the normal method or via salary sacrifice.



Colleagues can change their contribution method once a year during the opt in/out window. See Comms nearer the time with more information to help you decide if this benefit is right for you.



# Life Assurance

## 4x your basic salary

will be paid as a lump sum benefit to your nominated family members and/or dependents in the event of death in service.



For colleagues who are under 70 years of age and are a permanent employee. Terms and Conditions apply.

# New Parents

## Bundle of joy on the way?

### Enhanced Pay

For colleagues who have passed probation and been employed for at least 26 weeks continuing into the 'qualifying week' - the 15th week before the expected week of childbirth.



**Maternity Leave - First 12 weeks at full pay\***

**Paternity Leave - 2 weeks full pay**

**Adoption Leave - First 12 weeks at full pay\***

**Shared Parental Leave - First 12 weeks at full pay\***

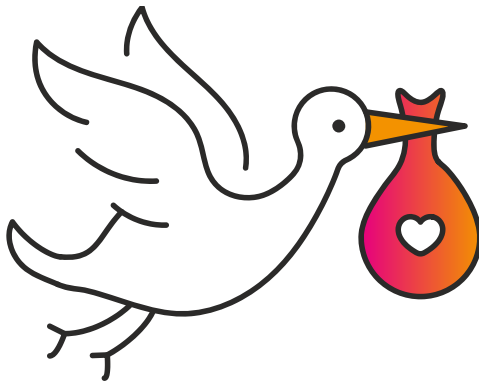


\*For the first 6 weeks, it will be paid based on whatever the higher amount of: 90% of your average weekly earnings (calculated in line with statutory payments) or 100% of your basic pay. For the following 6 weeks, it will be paid at 100% of basic pay in line with the new company scheme. Following that it will revert to statutory payments.

# New Parents



**£500 gift card\***  
**for expectant parents**



\*For colleagues who have passed probation and been employed for at least 26 weeks continuing into the 'qualifying week' - the 15th week before the expected week of childbirth.

# Babysitters New Grandparents

**New Grandparents  
get an extra  
day off.**



For all colleagues who have successfully passed probation. Approval is at the businesses discretion and subject to business needs.

# Pawternity Leave

**Take 1 days paid leave  
when getting a new cat or  
dog to help them settle in.**



For colleagues who have >1 years' service. 1 day in a 2 year period.  
Approval is at the businesses discretion and subject to business needs.  
Does not apply to existing pets.

# Discounts

Make savings on hundreds of retailers using discount codes, earning cashback and using reload able cards.



Health & Beauty



Electronics



Dining



Insurance



Fashion



Automotive



Travel



Entertainment  
& Days Out



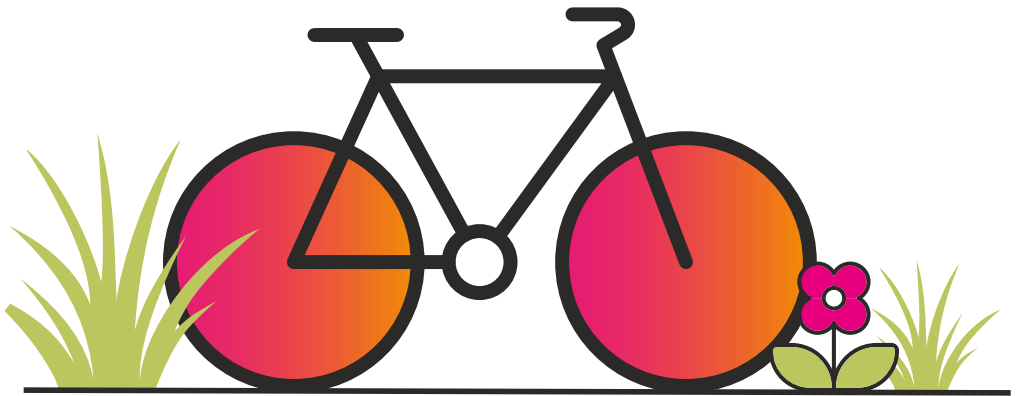
Groceries

Find out more at [citationgroup.benefithub.com](https://citationgroup.benefithub.com)

'use referral code **XJI3GW**'

# Cycle to work

Order a new bike,  
equipment or both up  
to the value of **£2,000**



Apply at [www.cycle2work.info/sign-up](http://www.cycle2work.info/sign-up)  
using employer code **CITATIONC2W**

Cost is deducted from your salary over 12 equal monthly instalments before tax and NI deductions  
Save up to 40% depending on your tax bracket. Available to colleagues who have successfully  
passed their probation. Savings subject to your tax and NI codes.

Terms and Conditions apply.

# Electric Vehicle Salary Sacrifice Scheme

**Make tax and NI savings on  
the lease of a brand new  
zero-emissions car.**

The monthly cost will be deducted from your gross salary and you will not pay Income Tax and National Insurance on this.

To find out more sign up to the Portal using your work email address and company code:



[canfordev.com](https://canfordev.com)

For colleagues who have >1 years' service. Monthly deduction cannot take you below national minimum wage and/or lower earnings limit.

Terms and Conditions apply.



# Electric Vehicle Salary Sacrifice Scheme



Fixed monthly cost is inclusive of lease cost, car tax, maintenance, servicing, MOT, tyres, fully comprehensive insurance, accident management & 24/7 breakdown assistance.

**No deposit required.**

For colleagues who have >1 years' service. Monthly deduction cannot take you below national minimum wage and/or lower earnings limit.

Terms and Conditions apply.

# Newlyweds Holiday



Tying the knot?

Newlyweds enjoy an  
**extra week's holiday.**

For colleagues who have passed probation.

# Long Service

**Our Long Service Awards  
are given at each  
5 year milestone.**



As a small token of our appreciation colleagues reaching each milestone receive a trophy and gift card as a thank you for their ongoing contribution.

Colleagues are gifted 1 weeks extra holiday to use in their anniversary year at each decade of continuous service.

# Community Days

**Take 1 days paid leave**  
**to do volunteer work within the**  
**community or for charities.**



## Want to apply?

Submit your request to your manager, agree an appropriate date and then refer to HR for approval.

For colleagues who have >1 years' service. 1 day per calendar year.  
Approval is at the businesses discretion and subject to business needs.

# Much more!



Annual Colleague Awards



Fun filled annual parties

Free flu jabs

Festive advent calendar

Bitesize learning sessions





## **Make it happen**

We own it,  
we find a way



## **Never settle**

We're ever  
evolving



## **Choose right**

We do the  
right thing



## **Smart with heart**

We're people not  
paperwork