

Babraham
Institute

BENEFITS SUMMARY



**BABRAHAM
INSTITUTE**

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CONTRACTUAL BENEFITS



HOLIDAY:

The holiday year runs from 1st January to 31st December each year. The full annual leave entitlement is 25 days, increasing to 28 after 3 years of service, plus Bank Holidays. In addition, we have a further 3 Christmas Closure days which must be taken between Christmas and New Year.

Holiday entitlement will be calculated on a pro rata basis for employees who join the company after the start of the holiday year. These entitlements are pro-rated for part-time employees.

LIFE ASSURANCE:

All employees are entitled to Life Assurance upon joining the pension scheme. This Death in Service Benefit is three times your annual salary. Employees will be given a nomination form upon joining the pension scheme in order to nominate beneficiaries in the event an employee dies whilst employed by Babraham Institute.

COMPANY PENSION SCHEME:

Babraham Institute is able to offer membership of a Group Personal Pension Scheme through Aviva. Eligible employees will be auto enrolled into the pension scheme from your start date. Babraham Institute will contribute 10.5% to the pension fund if an employee contributes 4.5%. More details regarding the Pension Scheme will be provided shortly after joining.

TRAVEL TO WORK



CAMPUS STAGECOACH BUS DISCOUNT:

As part of our sustainable transport programme, the Babraham Institute has negotiated a partner travel deal with Stagecoach for Institute employees to receive discounted (around 50% off full ticket price) and flexible travel, for work purposes. Eligible PhD students are entitled to free Stagecoach tickets, for travel to Babraham Institute. Upon starting at the Babraham Institute, full details of how to do this and the travel options will be available.

CYCLE TO WORK SCHEME:

Employees are eligible to apply for the Cycle2Work scheme which offers the most cost-effective way to get new cycling equipment. The scheme is run via salary sacrifice meaning you will not pay tax or national insurance – this saves you between 32% and 42% on your new bike and accessories. This reduced cost is deducted from your payslip over a defined repayment period (12, 18 and 24-month options available).

TRAVEL TO WORK LOAN SCHEME:

The Travel to Work Loan Scheme aims to assist eligible employees and PhD students who choose to use sustainable transport (i.e. bus, train or bicycle) to get to work, by providing them with financial assistance through an interest-free loan. Upon starting at Babraham Institute, full details and conditions will be available.

FREE PARKING ON CAMPUS:

There is free parking on site and access to Electric Vehicle charging points.

CAMPUS & FACILITIES

BEAUTIFUL GROUNDS:

Babraham Institute is located on Babraham Research Campus, a dynamic environment within 430 acres of parkland. The estate is a beautiful mix of sculpted gardens, parkland, farmed field and pasture, woodland and meadow, with the natural Granta river basin flowing through its heart. There is also public art on campus.

ONSITE BAR:

Bar-Braham is open every Wednesday and Friday evening and has a pool table, darts and a range of board games.

GYM MEMBERSHIP:

There is a subsidised gym membership on the Babraham Campus. All employees are eligible to join at an annual cost of £120, payable by bank transfer.

CAMPUS TENNIS COURT:

Employees have free bookable access to the Tennis Court on the Babraham Campus.

15% DISCOUNT AT CAMBSCUISINE RESTUARANT GROUP:

All Babraham Institute staff can receive 15% off their food at The Cock, The Tickell Arms, The Crown & Punchbowl, The Royal Oak, The Three Horseshoes, The Cambridge Chophouse, MillWorks and The Astronomer by presenting their Babraham security card.



SPORTS & SOCIAL CLUB:

The Sports and Social Club supports a variety of different sporting activities such as 5-a-side football, rounders, yoga and bootcamp.

CAMPUS & FACILITIES

CAMPUS ACCOMODATION:

There are a number of houses with multiple occupancy (HMOs), flats and houses that can be rented on the Babraham Campus. For information regarding housing please contact the Housing Office at babraham.housing@babraham.ac.uk Please provide information of your employment to the Housing Office to enable them to assist you.

BABRAHAM NURSERY:

Babraham Institute is able to offer a salary sacrifice scheme for use of the onsite Ofsted outstanding Babraham Nursery. Employees can sacrifice part of their salary each month to cover up to 100% of nursery fees (please note that legally salary sacrifice must not take an employee's salary below the national minimum wage). Employees receive a staff discount at the Babraham Nursery. For those eligible for Early Years Funding please contact the Nursery for details. Please note that spaces in the nursery are limited.



ALLOTMENTS:

Staff can apply for the allotments on campus for an annual charge of £30. A selection of gardening tools are available for staff to use, and there is access to a water supply.

CYCLE STORE:

Staff have access to the cycle store to encourage safe cycling to and from work. They can borrow items such as helmets, locks and lights and return them the next day. Staff can also use our supplies such as inner tubes and universal breaks and replace them.

E4S LIBRARY:

The equity4success library has books related to gender equality, inclusive workplaces, anti-racism and many equality, diversity and inclusion related topics. Books are available to check out so staff can take their learning into their own hands.

POLICIES

ENHANCED FAMILY LEAVE POLICIES:

Babraham Institute offers eligible employees 26 weeks of maternity leave/adoption leave paid at their usual salary, alongside the usual statutory amount of up to 39 weeks. Shared Parental Leave Pay is also fully paid up to the 26th week after the commencement of the mother's maternity leave, alongside the usual statutory amount of up to 39 weeks. Paternity Leave is paid at the usual salary for up to two weeks.

WORK-LIFE BALANCE & FLEXIBLE WORKING POLICY:

Babraham Institutes Work-Life Balance and Flexible Working policy aims to set out the ways in which flexible working can build better relationships between the Institute and its staff to increase motivation, attract new talent, increase the rate of retention of staff and promote work-life balance. Under this policy, the Babraham Institute will consider formal flexible working requests which include part-time working, job sharing, compressed hours, home working and career breaks.



VISA COST REIMBURSEMENT:

In the event an employee requires a visa for their work at Babraham Institute, we can cover the costs for the employee's standard visa application and the immigration health surcharges. Upon the onboarding process, full details will be made available if applicable.



WELLBEING

EMPLOYEE ASSISTANCE PROGRAMME (EAP):

The EAP scheme is offered via a 3rd party, Health Assured. The scheme offers confidential support, information, expert advice and specialist counselling service to all staff (employees and BI registered PhD students) and their immediate family members (i.e. legal partner and children aged 18-24 in full time education residing in the same household). The service can be used to seek support for family issues, stress and anxiety, retirement, bereavement, or to access legal, financial and tax information, plus much more. Staff are also able access unlimited counselling for emotional problems and a pathway to up to 6 structured telephone counselling or 6 face-to-face counselling sessions, a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors and a Wellbeing Portal.

BABRAHAM BOOST - EMPLOYEE DISCOUNTS AND WELLBEING PLATFORM:

Babraham Institute staff have access to Babraham Boost, our bespoke employee discounts, benefits and wellbeing platform. Babraham Boost provides an easy way for employees to make significant monthly savings on essential and everyday purchases, as well as special items like gifts, tech, insurance, household items and weekly shopping. The discounts are provided in the form of Instant Vouchers, Reloadable Cards and Online Cashback.

OCCUPATIONAL HEALTH PROVIDERS:

The Babraham Institute has Occupational Health Providers to conduct management referrals, health surveillance, vaccinations and immunisations.

SPECSAVERS VOUCHERS:

Babraham Institute is able to offer vouchers for eye tests & glasses at Specsavers, for staff who use Display Screen Equipment (DSE) daily.

CONTACT US

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