



Benefits package – revised January 2022

Our employees are at the very heart of Lodders and we are dedicated to improving the health and wellbeing of our employees. We want to share with you the many benefits that are available, well in excess of the statutory minimum requirements. We have developed a well engaged, motivated team and we invite you to take advantage of the many initiatives on offer.

Holiday Benefits

32 days basic entitlement	<p>As per our standard contract of employment, all full-time employees are given 32 days leave entitlement. This is made up as follows:</p> <ul style="list-style-type: none">• Statutory holiday allowance = 20 days• Additional holiday allowance = 4 days• Bank holidays = 8 days (9 days for 2022) <p>All part time staff are calculated pro rata.</p>
Lodders day	<p>All staff, regardless of their contractual position will be able to take advantage of 'Lodders Day'. This is one day's leave, paid, in addition to your basic entitlement. Each year we will confirm which day the offices will be closed.</p> <ul style="list-style-type: none">• In 2021, Lodders day was Friday 24th December.
Long service	<p>To recognise your long service with the firm, you will be entitled to additional holiday once you pass the milestones below:</p> <ul style="list-style-type: none">• 5 years' service = 1 additional day• 10 years' service = 1 additional day
Holiday Purchase Scheme	<p>For those employees with more than 2 years' service, you will be entitled to apply and purchase additional leave. Please see the relevant policy document for specific details which allows you to purchase up to 1 week of additional leave (in line with your contractual working week).</p>
Charity day	<p>We want to encourage all of our staff to be actively involved with local charity events. Once a year, together with a team of Lodders staff you will be able to take advantage of an additional paid day to give back to the community and support a local charity. You are welcome to discuss your ideas with your line manager and HR.</p>
Army Reserve	<p>For any staff member joining the Army Reserve as an active volunteer, the firm will pay up to 50% of your normal weekly pay for a maximum of 3 weeks.</p>



Financial benefits

Pension contribution	<p>All employees regardless of position / contract or age are offered additional pension contributions. At present the contributions are:</p> <ul style="list-style-type: none">• Ladders contribution is 5%• Employee contribution is 4% <p>The firm uses Standard Life for auto enrolment and details can be obtained from HR.</p>
Sick pay	<p>Once you have completed your probationary period, all employees are entitled to 4 weeks paid sick (in any 12-month period). Conditions apply but we are mindful that some staff do get genuinely ill throughout the year and we want you to get better without worrying about your next salary.</p>
Death in Service	<p>All employees are entitled to the Death in Service benefit. We very much hope that this is a benefit that you will never need but should the worst happen your loved ones will benefit from a payment equivalent to 3 times your current contractual annual salary.</p>
Car parking scheme	<p>In Stratford we have arranged for a discounted car parking scheme to be available for all staff who pay for their own parking. We do appreciate that parking in the town can be expensive. To help with this we will consider purchasing an annual car park pass on your behalf and allow you to pay this back monthly, through the payroll (conditions will apply)</p> <ul style="list-style-type: none">• At present the annual fee is £450.00 and we deduct £37.50 per month from the payroll. <p>Car parking permits are offered contractually for Senior Associates, Partners and Directors.</p>
Free refreshments	<p>We encourage you to take a break from your desk and make use of the free refreshments on offer.</p>
Eye care	<p>For display screen users, the firm covers the cost of a basic eye test (up to £25.00) We ask that you provide a receipt for the eye test which will be reimbursed through the payroll and the monthly expenses form.</p>
Summer bonus	<p>The Partners are dedicated to celebrating the success and growth of the firm and to recognise the loyalty and hard work of our teams a discretionary bonus is offered to all permanent employees. The payment is usually made in June each year and offered to all employees who have passed their probationary period and are not serving notice. This bonus is discretionary and not guaranteed.</p>



Winter bonus	The firm also endeavours to give all employees a discretionary bonus at Christmas. The same conditions apply as for the Summer bonus and is not guaranteed.
Refer a colleague scheme	<p>Very often our own employees are linked to and network with other professionals which can be a very valuable source of applicants. To recognise this, Ladders offers an incredible bonus for introducing a friend or previous colleague.</p> <ul style="list-style-type: none"> • £250 for business support and secretarial employees • £500 for new fee earning employees with 0-3 years PQE • £750 for new fee earning employees with 3+ years PQE • £1,000 for any new partner <p>Full amount to be paid after the successful completion of the new employee's probationary period (<i>all payments are subject to the usual tax & NI deductions</i>).</p>
Free training	The firm will provide the necessary training, free of charge – details of relevant webinars, training course, networking events and conferences will be discussed with you and your line manager.
Free DBS check	Some individuals will be required to join the Conveyancers Quality Scheme and a DBS / Disclosure check will be required. The firm will pay for any criminal record check required.
Practising Certificate	The firm will pay for your Practising Certificate each October however, if you leave the firm, we reserve the right to ask for this payment to be repaid to the firm.
Barclays Premier Service	Ladders works closely with the Barclays Business team and we have negotiated a special arrangement for some of our employees to join their Premier Service early. Details of the scheme can be obtained from HR.

Health and wellbeing

Pay day drinks	We recognise the hard work and dedication that is shown month on month from our loyal teams. As a small gesture of our appreciation, we invite all staff to participate in 'pay day drinks' where the firm encourages all staff to meet at the local pub for a lunchtime drink, whether you choose a glass of prosecco or a simple lemonade.
Summer party	Each year we arrange a summer party to bring all employees together, to celebrate our successes and to show our appreciation – a great event to let your hair down and catch up with teams from other locations.



<p>Christmas party</p>	<p>For those that love to party this is the second event of the year to let your hair down and party the night away with friends and colleagues across the firm. On occasions we will also invite your loved-one to be part of the night with us. Details of the Christmas party are usually announcement around September each year.</p>
<p>Flexible working & Hybrid working</p>	<p>We encourage flexible working and we will endeavour to work around your requests wherever possible. All flexible working requests are managed by the HR team in conjunction with your HOD/line manager.</p> <p>In September 2021 we also started to operate new hybrid working arrangements where most employees can work some of their working week from home if all the health and safety and risk assessments* have been authorised. Your head of department will discuss working patterns with you directly.</p> <p><i>* an up-to-date Risk Assessment and completion of the DSE checklist together with a photo of your home working arrangements if required.</i></p>
<p>Long Service Awards</p>	<p>Long Service Awards are considered one of the most important forms of recognition because they reward staff for loyalty to the firm. To motivate and engage staff while reinforcing this message we offer awards that are meaningful to the individual, these could include brand name luxury goods, some jewellery to mark the occasion or a new electrical gift. Please note that this is not a cash incentive award.</p> <ul style="list-style-type: none"> • 5 years service = 1 day's additional holiday • 10 years service = £250 gift and 1 day's additional holiday • 15 years' service = £500 gift • 20 years' service = £750.00 gift • 25 years' service = £1,000 gift
<p>Compassionate leave</p>	<p>If any of your immediate family passes away, we will help and support you as much as possible. As well as emotional support you are entitled to take up to 3 days leave, fully paid.</p>
<p>Employee Assistance Programme (RISE)</p>	<p>Here at Lodders we have arranged for access to an EAP. This will give you access to a 24-hour <u>confidential service</u> staffed by accredited counsellors inducted and trained to brief solutions and focused therapy. EAP is designed to help all employees with issues such as:-</p> <ul style="list-style-type: none"> • Stress at home or in the workplace • Money worried and debt advice • Personal legal advice



	<ul style="list-style-type: none">• Family related matters• Health and wellbeing support• 6 face to face sessions with a counsellor• Online GP service
Mental health first aiders	The firm has 3 individuals who are fully trained as MHFA's – you can make an appointment to meet with these individuals to discuss any mental health issues. Please see the HR Director for more details.
Professional support	The firm has access to several professional experts who are available to support with mental health / psychological issues, if required. To access this support, you will need to make an appointment, confidentially with the HR Director.
Dress down Friday	Each Friday we have relaxed the formal business attire policy. If you wish to attend work in more informal clothing you are welcome to do so – We still expect individuals to be smart and presentable and therefore will not accept torn jeans, slogan t-shirt or flip flops for example.
Early finish Fridays	The firm introduced early Friday finish in 2019, to allow all employees to leave at 5pm. This is not a contractual benefit and does not affect your contract of employment or contractual working hours. If you do not work on a Friday, or already have an earlier finish time then this scheme does not benefit you and it cannot be changed to another day.
Maternity support	External Family Care Leave coaching provides an objective, personal space to enable the expectant professional mothers to consider their short-term and long-term career plan as well as manage the practical and emotional aspects of transitioning to their new parental responsibilities. Coaching takes place before, during and after the period of leave.
XERLIFE	Lodders have introduced a wellbeing platform, free of charge for all employees. This has many benefits around, lifestyle, fitness and diet.
Private healthcare	For more Senior Associates and above, the firm does offer fully comprehensive healthcare cover and private medical insurance for a reasonable monthly premium. More details can be obtained from HR.