



Ministry
of Defence

de&s

Little Book of **BIG** Benefits

Here at DE&S, we recognise that our people are our most valuable resource.

We truly believe that DE&S is a great place to work, and we offer a unique employee experience that includes:

- Pride in supporting our Armed Forces
- Delivery of some of the world's most complex projects
- Significant investment in personal, professional and technical development

We want to ensure that every single employee feels appreciated and fairly rewarded.

This booklet outlines many of the excellent benefits we offer.

You can find out more by searching for us online or on our intranet.

Read on to find out more about:

FINANCIAL

FLEXIBLE WORKING

FAMILY

DISCOUNTS

HEALTH & WELLBEING

INCLUSION

PROFESSIONAL DEVELOPMENT

FACILITIES

DE&S
REWARDS

Disclaimer:

This booklet is a general guide. The benefits and/or partner organisations listed may change. Further information is available on the DE&S intranet.



Pay

**Competitive pay that
recognises your contribution**

Simple. Fair. Competitive.

We offer a total reward package that is competitive with leading industrial companies. There are three simple factors that determine how much you are paid:

1. Role profile - this reflects the job you are doing and your level
2. Competitive benchmark - this reflects what the market pays for similar role profiles in similar organisations
3. Performance - any pay increases will be based on your performance and contribution to our success



Bonuses & Recognition

One-off payments for going
above and beyond

Rewarding excellence.

All employees are eligible to earn an annual bonus subject to performance. These are known as Performance Awards.

We also offer other awards which recognise those individuals and teams that have gone above and beyond at any time during the year.

These awards can range from minor non-cash awards of up to £50 per person to Chief Executive Committee Awards of up to £10,000 in cash.



Pension

Helping you save for the future

We offer two market-leading pension schemes.

You can choose between the Alpha scheme or the Partnership scheme.

The Alpha scheme provides certainty over how much pension you will receive but you have to contribute to the cost. The Partnership scheme does not provide certainty but gives you investment flexibility and requires no contribution from you.

Did you know?

Our Alpha pension is conservatively valued at 26.6% of your salary. Most private companies will only offer one worth 6-12%.

Find out more at:

www.civilservicepensionscheme.org.uk

Alpha Pension Scheme

This is a defined benefit pension, which means you are certain about how much pension you will receive when you retire.

The amount of pension you receive is based on your pay and length of service: in simple terms, you will build up a pension of 2.32% of annual pay for each year of service.

To provide you with this very valuable benefit, we ask that you make a contribution to the cost. Your contribution ranges from 4.6% to 8.05% of your pay, depending on how much you earn.

Find out more at:

www.civilservicepensionscheme.org.uk

Partnership Pension Scheme

This is a defined contribution pension. This means that the pension you will receive in retirement is not certain and depends on how much money is invested and the performance of the funds that you invest in.

Depending on your age, we invest between 8% and 14.75% of your pay into the pension. You do not need to pay anything in if you do not want to. However, we will match any contributions you do make up to an additional 3% of pay.

Find out more at:

www.civilservicepensionscheme.org.uk



Life Assurance

**Taking care of your loved ones
in case the worst should happen**

Rest assured, we've got you covered.

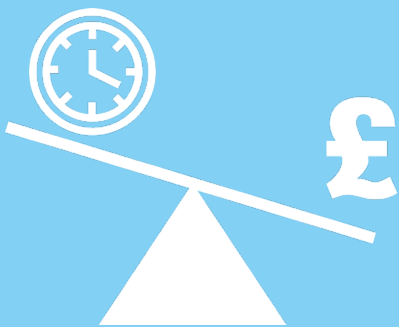
If you should die, we will help provide for your chosen beneficiaries.

For Alpha pension members, we will pay a lump sum death in service of two times your final pay or five times the pension you have built up, whichever is higher. We will also provide a dependant's pension.

For Partnership pension members, we will pay a lump sum death in service of three times your pensionable pay. We will also refund the pension value that you have built up.

Find out more at:

www.civilservicepensionscheme.org.uk



Financial Assistance

Easing the financial burden

We can help you spread the cost of financial burdens.

We offer employees interest-free employee loans for tenancy deposits, car parking, cycle purchase and rail season tickets.

The Charity for Civil Servants can also provide financial support and advice to current, former and retired civil servants. Visit **www.foryoubyyou.org.uk** to find out more.

Did you know?

The Charity for Civil Servants has existed since 1886, providing monetary help and advice to civil servants as well as support with issues ranging from mental health to relationships.



Holiday

**We'll make sure you have plenty
of time to rest and recharge**

It's not all work and no play.

You'll start with a generous 25 days of holiday a year, increasing one day a year to 30 days after five years. In addition, you'll get eight bank holidays.

Did you know?

You even get an extra bank holiday for the Queen's birthday.

There are also options for paid special leave for reservist training, public duties, study leave and compassionate leave.

And we can even offer unpaid career breaks of up to five years.



Flexible Working

Balancing work and life

We want you to enjoy a healthy work-life balance.

We offer a variety of flexible working arrangements so that your work fits in with your lifestyle. As well as a flexi-time scheme and homeworking, there are options to work part-time, part-year (term-time only), job share, compressed week or fortnight, and partial retirement.

Did you know?

Job-sharing is one option for employees looking to work part time, enabling them to continue developing a career with us while balancing their own or family needs.



Family Leave

Giving you precious time together

Maternity, adoption and shared parental leave

Our enhanced scheme offers 100% pay for 26 weeks, followed by statutory maternity pay for a further 13 weeks.

Paternity leave

New parents can take up to two consecutive full weeks off following a new arrival at 100% pay.

Did you know?

Our working parents can also take up to 18 weeks of unpaid leave before their child's 18th birthday.



Childcare Support

Giving our working parents
a helping hand

Get the support you need.

You may be eligible for government childcare support schemes, including Tax-Free Childcare.

Determine your eligibility at www.childcarechoices.gov.uk.

Did you know?

We also offer a workplace nursery at our headquarters in Abbey Wood, with high-quality care for children from three months to five years.

Find out more at:

www.modchildcare.co.uk



Discounts

**Everyday savings to help your
money go further**

You can join our partner organisations to save on:

- Eating out and groceries
- Holidays and travel
- Entertainment and days out
- Sport and leisure
- Electrical and phones
- Motoring
- Home and garden
- Clothes and shoes
- Finance and insurance, including private healthcare & mortgages

Find out more at:

www.defencediscountservice.co.uk |

www.cssc.co.uk | www.boundless.co.uk |

www.forcesmutual.org | www.csis.co.uk



Health & Wellbeing

Looking after yourself

We want to help you look after your wellbeing.

We know how important it is for you to feel at your best. So we offer employee wellbeing and occupational health services, as well as discounts through our partner organisations on private health care. In addition, a number of our sites have subsidised on-site gym and sporting facilities.

Did you know?

On-site gym membership costs under £5 a month through the Civil Service Sports Club.

Find out more at:

www.forcesmutual.org | www.benenden.co.uk
www.cshealthcare.co.uk | www.cssc.co.uk



Inclusion

**Creating an organisation where
everyone belongs**

**Ensuring you can be yourself,
no matter who you are, where
you come from or how you think.**

Recognising that diverse teams achieve greater performance, we want to ensure our employees can contribute in their own right.

So we have a range of employee networks celebrating and supporting differences, including: Gender, Disability, LGBT, Multicultural and Next Generation.



Professional Development

Choose a career path that's
right for you

Helping you progress.

We believe employee development is vital, so we provide opportunities like leadership development schemes, mentoring and coaching, study for professional qualifications and secondments, to help you on your way.

We also offer online learning resources for continuing professional development on Civil Service Learning and the Defence Learning Environment.

Did you know?

We offer funding for subscriptions to professional associations to help our people develop their professional and wider skills.




Facilities

**We provide a modern, safe and
convenient work environment**

We want your travel and time at work to be hassle-free.

Our sites are all designed to be accessible with good transport links, along with cycle racks and car parking.

We also want you to feel supported in your work environment, so, where we can, we aim to offer cafes and canteens, sports facilities, cash machines and green and pleasant surroundings.



**We understand the needs
of the Armed Forces and
Civilian Personnel & source the
most cost effective and
comprehensive cover possible
on a wide range of products.**

**For an informal chat
contact us today!**

**Forces
Mutual**

As a not for profit organisation we try hard to be a positive force in the community and offer a wide range of products and services:

- o Car Insurance**
- o Life Insurance**
- o Travel Insurance**
- o Service Funds**
- o Home & Contents**
- o Personal Accident**
- o ISA & Savings**
- o Mortgage**
- o Healthcare**

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For more information about these benefits and how you can use them best, search for DE&S online or visit our intranet.

