

# Your Benefits



# Everyday Discounts

We are pleased to work with a number of partner organisations to provide great discounts and special offers for SDA employees to enjoy

Benefit	Details
<b>MOD Discount Schemes</b>	<p><b>There are a number of discount schemes available to SDA employees:</b></p> <p>You can use the <a href="#">Defence Discount Service (DDS)</a> to get great discounts on goods and services. The DDS works with both online and high street companies to offer discounts on a wide range of categories including motoring, electronics, gifts and holidays.</p> <p>You can benefit from discounts on insurance, shopping, holidays, banking, new cars, attraction tickets, cinema, travel, leisure and roadside rescue with <a href="#">Boundless</a></p> <p>With <a href="#">Forces Mutual</a> you can take advantage of generous discounts on a range of financial services and products including healthcare and insurances.</p> <p>You can take advantage of specially negotiated rates of insurance for Civil Servants using the <a href="#">Civil Service Insurance Society</a>. This includes car, home and health insurance.</p>
<b>SDA Online Benefits Portal</b>	<p>You can now access loads of everyday savings and discounts by logging on to our new online benefits portal, this is in addition to our existing benefits package. We are pleased to be partnering with <a href="#">Edenred</a> who will be working hard to bring you the latest deals on a regular basis.</p>

# Family Friendly

Adding to, or starting a family can be a joyous time and we are here to support you. Once you have told your manager that you are pregnant, we must carry out a risk assessment and remove risks or make alternative arrangements to protect your safety, and your baby's safety, when you are at work. Click on the links to find out more about this, [Risk Assessment](#) and to see further information for [New and Expectant Mothers](#)

Your Enhanced Benefit	The Statutory Benefit
<p><b>Maternity, Paternity, Adoption Leave</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> SDA offers an enhanced maternity and adoption leave package. If you meet certain conditions you will receive 100% of salary during the first 26 weeks of your leave period, followed by 13 weeks pay at the rate of SMP. All pregnant employees are entitled to time off for antenatal care, which will be paid at your normal rate of pay. Employees who are fathers / partners have a statutory right to accompany an expectant mother to ante-natal appointments. In addition, Special Paid Leave can be granted for up to two appointments.</p> <p>Absences due to a pregnancy-related illness, at any time from conception to the start of maternity leave, will not be counted towards the contractual sick pay entitlement, or for disciplinary purposes, or restoring efficiency.</p>
<p><b>How do I claim? It is the same process whether you are claiming your statutory entitlement or your enhanced benefits</b></p>	
<p><b>Maternity, Paternity, Adoption Leave</b></p>	<p><b>How do I claim?</b> Full details, including eligibility criteria, are in the <a href="#">Leave Procedure</a>.</p> <p>It is really important that you inform your Manager of your pregnancy as soon as possible, to enable a risk assessment to be carried out. You must discuss you intentions regarding your Maternity Leave with your Manager, including if you are planning to opt in to shared parental leave, request an alternative working pattern on your return to work, or if you are planning to apply for Extended Special Unpaid Leave (ExSUL) at the end of your Maternity Leave. You must submit DES Form 197: Maternity Statement of Intention and the MAT B1 certificate to DBS Civilian Personnel at least 15 weeks before your Expected Week of Childbirth (EWC). If that is not possible, you must notify DBS Civilian Personnel and submit the Statement of Intention form as soon as it is reasonably practical to do so.</p>
<p><b>Flexible Working</b></p>	<p>We have a separate section giving further details of Flexible Working Options, or click on the <a href="#">Policy Document</a>, <a href="#">Procedure</a>, or <a href="#">Toolkit</a></p>

# Family Friendly

Your Enhanced Benefit		The Statutory Benefit
<b>Paternity</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> The SDA enhanced benefit is up to two consecutive weeks at 100% pay.</p> <p><b>How do I claim?</b> Full details can be found in the <a href="#">Leave Procedure</a>.</p>	<p><b>Who is it for?</b> All employees</p> <p><b>What do I get?</b> Paternity leave is paid at the statutory rate. Visit <a href="#">this link</a> for details.</p> <p><b>How do I claim?</b> Full details can be found in the <a href="#">Leave Procedure</a>.</p>
<b>Shared Parental Leave</b>		<p><b>Who is it for?</b> All employees</p> <p><b>What do I get?</b> Shared Parental Leave offers greater flexibility to new parents by giving more choice over who, how and when leave is taken to care for a new-born baby or newly adopted child. This means that, if you have a partner, you might be able to use Shared Parental Leave so that if you end your maternity leave early, what's left of your entitlement can be used more flexibly between you and your partner.</p> <p><b>How do I claim?</b> Full details can be found in the <a href="#">Leave Procedure</a>.</p>

# Family Friendly

Benefit	Details
<b>Tax-Free Childcare</b>	<p><b>Who is it for?</b> All employees</p> <p><b>What do I get?</b> Tax Free Childcare is a Government childcare scheme. All eligible parents will be able to claim up to £2,000 per child towards the cost of childcare. You contribute 80% and the government contribute 20%, so it is like not paying tax (hence the name).</p> <p><b>How do I claim?</b> To find out more, visit the <a href="#">Childcare Choices</a> site</p>
<b>Parent Hub</b>	For childcare news and parenting advice visit the <a href="#">Parent hub</a>

# Holidays and Leisure

We all need adequate restorative rest to maintain good health. A holiday is something to look forward to and a chance to recharge your batteries for the whole year ahead. It could also be a chance to escape to a sunny climate and to venture to parts of the world that beckon you.

Benefit	Details	
<p><b>Holidays</b></p>	<p><b>Your Enhanced Benefit</b></p> <p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> The standard entitlement for employees working full time is 25 days annual leave per year, and this will then increase by one day each year to a maximum of 30 days after five years' service. You'll also receive eight days bank holiday plus an extra bank holiday known as a Privilege Holiday, this is for the Sovereign's Birthday and is taken either the Friday before or the Tuesday after the Spring Bank Holiday. For full guidance refer to <a href="#">Annual Leave, Public, Bank and Privilege Holiday Entitlement</a></p> <p><b>How do I claim?</b> Full details can be found in the <a href="#">Leave Procedure</a>. The leave year in SDA runs from 1<sup>st</sup> May to 30<sup>th</sup> April</p>	<p><b>The Statutory Benefit</b></p> <p><b>Who is it for?</b> All UK workers</p> <p><b>What do I get?</b> The entitlement to paid time off or annual leave for all workers in the UK working full time is 20 days, in addition to the eight statutory bank holidays in England and Wales and nine in Scotland.</p>
<p><b>CSSC Sports and Leisure</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> From family days out, trips to the cinema or the thrill of trying something completely new, our awesome range of things to do will have something perfect for you. Helping you to exercise your mind, body and soul.</p> <p><b>Where do I find out more?</b> Click <a href="#">here</a> for further details</p>	
<p><b>Travel and Package Holiday Offers</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Slowing down and taking a break is one of the best ways to reset the body clock. We'll make sure you have plenty of time to rest and recharge. Working with our external partners, we will bring you up to the minute and exciting holiday and leisure offer deals</p> <p><b>Where do I find out more?</b> For further details go to the <a href="#">online benefits portal</a></p>	

# Holidays and Leisure

Benefit	Details
<b>Holiday Advance Loan</b>	<p><b>Who is it for?</b> All MOD full time and part time staff except the following: Irregularly Paid Employees, Casual Employees, Employees on nil or half pay and staff leaving MOD in their penultimate month of termination</p> <p><b>What do I get?</b> A salary advance, which will be paid with your normal salary in the month you requested. It will be recovered in full from your following month's salary. If you are eligible for the holiday advance, you can request up to two advances per year. This will help you to meet the upfront costs of your holiday</p> <p><b>How do I claim?</b> Employees should complete and submit <a href="#">DES Form 1719 - Claim for Payment of a Holiday Advance of Salary</a> to DBS Civilian Personnel</p>
<b>Cycle to Work with Halfords</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Save £££'s when you buy a bike, through salary sacrifice. All sorts of Bikes and cycling equipment; Electric, Hybrid, Mountain, Road, Classic, or Folding. Up to £4,000 bike and equipment. Choose from over 465 Halford Stores or 1,100 independent bike shops</p> <p><b>How do I claim?</b> For all the details including how to sign up, go to the <a href="#">online benefits portal</a></p> <p><i>Please note this is a new offering, replacing the present scheme with Cycle Solutions which will be closed to new applications from 31<sup>st</sup> March, 2021</i></p>
<b>Volunteering</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Volunteering can make a real difference to your own life and the lives of those around you. There are loads of ways to get involved and pleasant of organisations that can help you find your dream role. At SDA we will grant an additional 6 days paid Special Leave to support your support your desire to give something back through volunteering.</p> <p><b>How do I claim?</b> Once you have decided where you would like to focus your volunteering time, you should speak to your manager to decide how best to make this happen.</p>

# Health and Wellbeing

We all need to feel contented, healthy and happy – these are important aspects of our wellbeing. How we are doing impacts all aspects of our lives. We have a range of ways to support your wellness.

Benefit	Details
<b>SDA Health and Wellbeing Portal</b>	<p>Our <a href="#">Health and Wellbeing Strategy</a> sets out our commitments to you and explores our expectations, principles and focus for the wellbeing agenda in the coming years. We recognise the importance of health and wellbeing, and that our people know where they can find information or support for themselves, or a colleague. Our <a href="#">Action Plan for 2020/21</a> brings the strategy to life.</p> <p>For full details visit the <a href="#">Health and Wellbeing page</a></p>
<b>MOD Health and Wellbeing Portal</b>	<p>The MOD believes that a healthy workforce is prepared for the present and fit for the future. You will find resources and more information in the <a href="#">MOD Health and Wellbeing portal</a>.</p>
<b>Eye Care Vouchers</b>	<p><b>Who is it for?</b> All MOD Service and Civilian employees</p> <p><b>What do I get?</b> We have a Corporate Eyewear Scheme with Specsavers. The scheme enable you to take a pre-paid voucher into a branch of Specsavers, so that you can pay for an eye test and choose spectacles from the £45 range, to include standard single vision lenses plus a scratch-resistant treatment. If you would like to upgrade to a more expensive range you will need to pay the difference yourself.</p> <p><b>How do I claim?</b> Your application will be part of the DSE (Display Screen Equipment) assessment process, please email <a href="mailto:SDA-CorpOps-BSG@mod.gov.uk">SDA-CorpOps-BSG@mod.gov.uk</a>, you will be asked to confirm that you have not received a Specsavers vouchers within the past 24 months.</p>
<b>MyGymDiscounts</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> <b>MyGymDiscounts</b> is the UK's largest network of gyms, health clubs, leisure centres, bootcamps and studios across the UK and Ireland. Login with the link below to access savings at over 3,700 locations.</p> <p><b>Where can I find out more?</b> For further details please visit the <a href="#">online benefits portal</a></p>



# Health and Wellbeing

Benefit	Details
<b>Onsite Gyms</b>	We have a number of onsite gym facilities
<b>Mental Health First Aiders</b>	We're committed to supporting everyone's mental health. Practical mental health skills and awareness training are key components for a safe, healthy workplace. We have a number of trained <a href="#">Mental Health First Aiders</a> to support you.
<b>Bereavement and Compassionate Leave</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Bereavement leave refers specifically to taking time off following the death of a loved one. Compassionate leave usually refers to taking time off to look after a dependent or to support or care for someone close to you who is sick. Under these circumstances, SDA will grant you 5 days paid leave.</p> <p><b>Where can I find out more?</b> Full details can be found in the <a href="#">Leave Procedure</a>.</p>
<b>Employee Assistance Programme</b>	<p><b>Who is it for?</b> All MOD Civilian employees</p> <p><b>What is it?</b> It is crucial that you feel supported, and there are a number of ways that we do this – having meaningful conversations, providing a safe working environment, development and career opportunities to name a few. We also have an independent way to help you deal with personal problems that might adversely impact your work performance, health and wellbeing. EAP, provided by <a href="#">Health Assured</a>, is a 24/7 confidential helpline which provides support on a range of issues including alcohol and drugs issues, counselling, relationship advice and support with stress and anxiety.</p> <p><b>Where can I find out more?</b> If you need support or just someone to talk to, please get in touch on: 0800 783 0335 or visit the <a href="#">Health Assured</a> website. In addition to the helpline, there we also have the SDA <a href="#">Health and Wellbeing page</a> which provides helpful well-being related advice on budgeting, fitness, nutrition and health and medical issues. You will also find further support on the <a href="#">MOD Health and Wellbeing portal</a>.</p>

# Flexible Working

We want you to enjoy a healthy work-life balance, so we offer a variety of flexible working arrangements so that your work fits in with your lifestyle. Modern technology means that remote working is far more achievable than ever before. Full details of Flexible Working are set out in the [Policy Document](#), [Procedure](#), or [Toolkit](#)

Benefit	Details
<b>Working Patterns</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> 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</p> <p><b>How do I claim?</b> Please read the Working Patterns and Flexible Working <a href="#">Policy Document</a>, and <a href="#">procedure</a>, before completing the form. This form is only required for permanent flexible working requests. This form is to be completed by both the employee and the Function Management Team (FMT). Please complete <a href="#">DES Form 085 Flexible Working Application Form – The Statutory Right</a></p>
<b>Working from Home</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> The way we work has changed significantly in a short space of time. There's a lot of information out there about this and we know that it's probably a little overwhelming. That's why we've pulled together the resources you're most likely to need into one place.</p> <p><b>Where can I find out more?</b> Guidance can be found on the <a href="#">HR Portal</a></p>
<b>Job Sharing</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Job-sharing is one option for employees looking to work part time, enabling you to continue developing your career with SDA while balancing your own or family needs.</p> <p><b>How do I claim?</b> Please read the Working Patterns and Flexible Working <a href="#">Policy Document</a>, and <a href="#">Procedure</a>, before completing the form. This form is only required for permanent flexible working requests. This form is to be completed by both the employee and the Function Management Team (FMT). Please complete <a href="#">DES Form 085 Flexible Working Application Form – The Statutory Right</a></p>

# Learning and Development

Our ambition is to help you become the best at what you do. We want to support you in strengthening your current skills and give you the opportunity to develop new skills; through training and through experiences. There are a range of ways in which we are creating positive opportunities for everyone at SDA to learn and develop.

Benefit	Details
<b>Helping you Progress</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> We want to grow a motivated team who are equipped to do their job. Your Delivery Manager will help you identify learning needs to support your development in your role; but we will enrich this experience through our comprehensive training offering which will run alongside a variety of development opportunities</p>
<b>Development Programmes</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Our Talent Strategy aims to ensure all employees are supported to learn and develop, our programmes includes: Fast Stream, Positive Action Pathway, Apprenticeships, Future Leaders Scheme and our High Potential Scheme</p>
<b>Managers Need to Know</b>	<p><b>Who is it for?</b> All SDA Delivery managers to support you and your team</p> <p><b>What do I get?</b> We consider our managers to be enablers of learning within our fast moving and complex business and we are keen to support them with our <a href="#">Managers Need to Know resources</a></p>
<b>Online Learning Resources</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> But we also know that you are keen to learn, and have collected together all the <a href="#">tools for learning into one place</a></p>
<b>Reservists</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Provided you have told us you are a Reservist, and you have given 28 days' notice you will be granted 15 days paid Special Leave for the purpose of Reservist Training. If you are a Cadet, we will give you 5 days paid Special Leave to attend the annual Cadet Camp.</p>

# Learning and Development

Benefit	Details
<b>Internal Promotion</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What is it?</b> Not only do we want to attract the best people, we want to keep them. Offering you long-term career and development opportunities is important – and the right thing to do. Internal promotion means we can promote our own people without advertising externally.</p> <p>Internal promotion allows us to identify and develop our best people – so you won't be limited to apply for the level above, or a promotion within your own function, if you have the experience, skills, and desire. But, you'll need to meet the essential criteria, and we'd expect you to have been rated '3' or above in the last performance management year to progress through the process.</p> <p><b>Where can I find out more?</b> For up-to-date information on current and upcoming campaigns please see <a href="#">Internal Promotion</a></p>
<b>Professional Development</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What is it?</b> Your function will support you as you hone your professional skills.. At SDA we will strive to find opportunities like leadership development schemes, mentoring and coaching, study for professional qualifications and secondments, to help you develop your career</p> <p><b>Where can I find out more?</b> Our <a href="#">Learning and Development</a> pages provide further information on the opportunities available</p>
<b>Nuclear Community</b>	<p><b>Who is it for?</b> The MOD Civilian Nuclear Community covers seven TLBs and comprises of all civilian personnel who possess nuclear competences required for the safe and effective delivery of the Defence Nuclear Programme</p> <p><b>What is it?</b> SDA recognises that competence development is essential to the effectiveness and vibrancy of the business, supported by the Nuclear Competency Framework and Competence Development Plan.</p> <p><b>Where can I find out more?</b> Enrolment for Nuclear Institute membership is strongly encouraged, and you can find further information on the <a href="#">Nuclear Community page</a></p>
<b>Membership of a Professional Body</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What is it?</b> We offer funding for subscriptions to professional associations to help our people develop their professional and wider skills.</p> <p><b>Where can I find out more?</b> Our <a href="#">Learning and Development pages</a> provide further information on the opportunities available</p>

# Financial Assistance

Should you need financial assistance, we can support you by providing interest free loans to cover the costs of tenancy deposits, car parking, cycle purchases and rail season tickets. At any one time the maximum financial assistance the SDA will provide is £10,000.

Benefit	Details
<p><b>Cycle to Work with Halfords</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> Save £££'s when you buy a bike, through salary sacrifice. All sorts of Bikes and cycling equipment; Electric, Hybrid, Mountain, Road, Classic, or Folding. Up to £4,000 bike and equipment. Choose from over 465 Halford Stores or 1,100 independent bike shops</p> <p><b>How do I claim?</b> For all the details including how to sign up, go to the <a href="#">online benefits portal</a></p> <p><i>Please note this is a new offering, replacing the present scheme with Cycle Solutions which will be closed to new applications from 31<sup>st</sup> March, 2021</i></p>
<p><b>Tenancy Deposits</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> We offer an interest free loan, repayable over a maximum of 12 months, for the purpose of helping you to secure accommodation in a rental property</p> <p><b>How do I claim?</b> To apply, you will need to complete this form: <a href="#">DES Form 258-Request for Tenancy Deposit Advance</a></p> <p><i>Note: This form will need to be with DBS by the 10<sup>th</sup> of the month in which the deposit is needed</i></p>
<p><b>Season Ticket Advance</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees on a permanent contract who have served for at least two months</p> <p><b>What do I get?</b> An advance on salary towards the cost of a season ticket for travel (including car-parking, ferry, toll bridge or tunnel)</p> <p><b>How do I claim?</b> You will need to complete <a href="#">DES Form 1965 - Request for Season Ticket/Bicycle Purchase Advance</a></p>

# Financial Assistance

Benefit	Details
<p><b>Holiday Advance Loan</b></p>	<p><b>Who is it for?</b> All MOD full time and part time staff except the following: Irregularly Paid Employees, Casual Employees, Employees on nil or half pay and staff leaving MOD in their penultimate month of termination</p> <p><b>What do I get?</b> A salary advance, which will be paid with your normal salary in the month you requested. It will be recovered in full from your following month's salary. If you are eligible for the holiday advance, you can request up to two advances per year. This will help you to meet the upfront costs of your holiday</p> <p><b>How do I claim?</b> Employees should complete and submit <a href="#">DES Form 1719 - Claim for Payment of a Holiday Advance of Salary</a> to DBS Civilian Personnel <i>Forms should be posted to Defence Business Service, Scanning Hub, PO Box 38, Cheadle Hume, SK3 7NU (Do not use staples or attach further information in any other way.)</i></p>
<p><b>Advance on Salary</b></p>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> An advance in salary is possible in one of the following scenarios: season ticket or other travel costs, tenancy deposit, mid-monthly advance to new employees, or a holiday advance</p> <p><b>How do I claim?</b> If you have recently joined SDA, to claim for a mid-month advance of salary you will need to complete <a href="#">DES Form 1926 – Application for Mid Monthly Advances of Salary</a> to New Entrants by the tenth day of the month in which the loan is required, at the latest.</p>
<p><b>Civil Service Insurance</b></p>	<p><b>Who is it for?</b> Current, former and retired civil and public servants and their partners</p> <p><b>What do I get?</b> Specially negotiated rates of insurance for Civil Servants – including car, home and travel</p> <p><b>How do I claim?</b> Visit the <a href="#">website</a> or call on 01622 76660</p>
<p><b>Forces Mutual</b></p>	<p><b>Who is it for?</b> Those working in the Defence industry</p> <p><b>What do I get?</b> Forces Mutual is a not-for-profit financial services organisation providing a range of products including insurances, ISA and savings, Mortgage and Healthcare</p> <p><b>How do I enquire?</b> For further details visit the <a href="#">website</a></p>

# Recognition

We are truly a team in every sense: we believe in one another and support one another as we all work collaboratively toward a common goal. And, we appreciate that a reliable member of the team, is the best gift a team leader can have. Saying thank you shows appreciation for a good job well done. It's part of the way we operate, part of our culture.

Benefit	Details
<b>In-Year Scheme</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> These awards can range from minor non-cash awards of up to £50 per person to Executive Committee Awards of up to £10,000 in cash.</p> <p><b>Where can I find out more?</b> For further details, visit our <a href="#">In Year Recognition</a> page.</p>
<b>Performance Awards</b>	<p><b>Who is it for?</b> All SDA Civilian employees</p> <p><b>What do I get?</b> SDA aim to recognise the important part everyone plays in the success of our organisation. Individual contribution is reflected through end of year performance ratings and rewarded through the Performance Award. End of Year Performance Awards are non-contractual.</p> <p><b>Where can I find out more?</b> Details of our performance awards can be found here <a href="#">Performance Award</a> page.</p>

For the SDA Recognition Process [and Full Guidance](#) click on the link.

We recognise your achievements in a variety of ways - the SDA Executive Committee Award, Directors' Award, Special Bonus Scheme and Minor Award Scheme. Please note nominations should be sent to the Business Support Group: [SDA-CorpOps-BSG \(Multiuser\)](#). Do not send directly to DBS.



# Networks

We are truly a team in every sense: we believe in one another and support one another as we all work collaboratively toward a common goal. And, we appreciate that a reliable member of the team, is the best gift a team leader can have. Saying thank you shows appreciation for a good job well done. It's part of the way we operate, part of our culture.

Benefit	Details
<b>The Charity for Civil Servants</b>	<p><b>Dealing with life's challenges can be hard.</b> We support civil servants, past and present, when times are tough, listening without judgement and offering practical, financial and emotional support.</p> <p>It's easier when you and your family have got a whole community behind you.</p> <p>And that's why – and how – we exist. <b>Call 0800 056 2424 or visit our website.</b></p> <p><a href="https://www.foryoubyyou.org.uk">https://www.foryoubyyou.org.uk</a></p>
<b>Carers' Network</b>	<p>Promoting and representing the needs of carers and parents.</p> <p>Network contact: <a href="#">Laura Borrelli</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Danny Williams</a></p>
<b>Christian Network</b>	<p>For Christians of all denominations and those interested in exploring the Christian Faith. The Christian Network also supports the 'Friends of Faith' Forum, an inter-faith friendship initiative, in collaboration with the RCN Network and colleagues from other faith/ belief backgrounds.</p> <p>Senior SDA representative / SDA Advocate: <a href="#">Andrew King</a></p>
<b>Disability Network</b>	<p>Our disability network is the networking group for all issues relating to disability.</p> <p>Network contact: <a href="mailto:DESHR-DisabilityNetwork@mod.gov.uk">DESHR-DisabilityNetwork@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Jenny Sandham</a></p>



# Networks

Benefit	Details
<b>Fibromyalgia and Myalgic Encephalomyelitis (FME)</b>	<p>The Fibromyalgia and Myalgic Encephalomyelitis (FME) Defence Network has been set up to provide help and support to people with FM and ME.</p> <p>Network contact: <a href="mailto:DESWpnsDM-FME-NETWORK@mod.uk">DESWpnsDM-FME-NETWORK@mod.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Andy Troman</a></p>
<b>Neuro Inclusivity Network</b>	<p>For colleagues with neuro diverse conditions such as Autism, Aspergers, dyslexia, dyspraxia, Tourette's, and ADHD, and Neurotypical allies.</p> <p>Contact <a href="mailto:DESHR-NeuroNetwork@mod.gov.uk">DESHR-NeuroNetwork@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Nick Overfield</a></p>
<b>Next Generation Network</b>	<p>For early career professionals within DE&amp;S to interact and support each other.</p> <p>Network contact: <a href="mailto:DESCEO-CorpSvcs-NextGeneration@mod.gov.uk">DESCEO-CorpSvcs-NextGeneration@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Richard McMeekin</a></p>
<b>Pride Network</b>	<p>Sexual Orientation and Gender Identity Network.</p> <p>Network contact: <a href="mailto:DESHR-Pride@mod.gov.uk">DESHR-Pride@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Andrew King</a></p>
<b>Race and Culture Network (RCN)</b>	<p>Our employee network for multi cultural and ethnic minority colleagues.</p> <p>Network contact: <a href="mailto:DESHR-RCN@mod.gov.uk">DESHR-RCN@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Chad Swaby</a></p>

# Networks

Benefit	Details
<b>Women's Network</b>	<p>MOD Women at all levels – Succeed, Support, Shape the future.</p> <p>Network contact: <a href="mailto:DESHRPLans-MWNSW@mod.gov.uk">DESHRPLans-MWNSW@mod.gov.uk</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Jo Jarman</a></p>
<b>Cancer Network</b>	<p>A small informal group for people who have or have had cancer, their partners, DMs and FDOs.</p> <p>Network contacts: <a href="#">Shaun Smith</a> and <a href="#">Barbara Celli</a></p> <p>Senior SDA representative / SDA Advocate: <a href="#">Sam Hill</a></p>
<b>HR Business Partners</b>	<p>Your HR Business Partner is your first point of contact for HR queries.</p> <p><a href="mailto:SDA-HRBP-Team@mod.gov.uk">SDA-HRBP-Team@mod.gov.uk</a></p>
<b>Fairness and Equality Advisors</b>	<p>SDA has a network of trained Fairness and Equality Advisors (FEAs) across the SDA including two senior champions.</p>
<b>Mental Health First Aiders</b>	<p>Supporting the mental wellbeing of staff is a key priority within the SDA, and a fundamental part of this is having a framework of appropriate, easy to access and completely confidential sources of support, one of the most important of which is having a network of MHFAs across all parts of the organisation.</p> <p>We have SDA MHFAs at each of our sites <a href="#">as listed</a></p>
<b>Heads Together Network</b>	<p>Heads Together is a mental health initiative spearheaded by The Royal Foundation of The Duke and Duchess of Cambridge, which combines a campaign to tackle stigma and change the conversation on mental health with fundraising for a series of innovative new mental health services.</p> <p>Within SDA the aim of the Heads Together Network is simple: to provide a non-judgemental space for men to talk about their own mental health challenges, or simply listen to each other.</p> <p>Senior SDA representative / SDA Advocate: <a href="mailto:Steve.Court541@mod.gov.uk">Steve.Court541@mod.gov.uk</a></p>

# Networks

Benefit	Details
<b>Go Green Network</b>	<p>The 'Go Green' network aims to inspire and involve SDA staff in this increasingly important topic; raise awareness of key 'green' issues and provide opportunities to get involved with volunteering events and support campaigns.</p> <p>There are several themes on the Go Green Network's radar: Sustainability, Transport, Water, Waste, Nature, Energy, Community and Goods</p>
<b>Volunteer Network</b>	<p>At SDA we encourage everyone to undertake voluntary work as part of their development. <a href="#">Follow the link</a> to start your Voluntary Leave Request</p>

# Core Benefits

Benefit	Details
<b>Salary</b>	<p><b>What is it?</b> Your salary is the fixed amount we pay you each month for the work that you do; it is also known as basic pay.</p> <p><b>How do I get it?</b> 1/12<sup>th</sup> of your annual salary will be paid into your nominated bank account on the last day of each month.</p>
<b>Pension</b>	<p><b>What is it?</b> In simple terms, a pension scheme is just a type of savings plan to help you save money for later life. It also has favourable tax treatment compared to other forms of savings.</p> <p>We offer two pensions schemes, Alpha which provides certainty over how much pension you will receive, and Partnership which gives flexibility over investments.</p> <p><b>How do I get it?</b> You can find out more details on the <a href="#">Civil Service Pension</a> page (open in Google Chrome).</p>
<b>Life Assurance</b>	<p><b>What is it?</b> In the event that you might die whilst in employment with us, we offer a death in service benefit which is linked to your pension scheme. As part of the Alpha scheme, we will pay two times your final pay or five times the pension, whichever is greater. For Partnership, we will pay three times your pensionable pay and refund the pension value that has built up.</p> <p>Life assurance helps your nearest and dearest with their finances when you're gone, giving you peace of mind that they're looked after.</p> <p><b>How do I get it?</b> You will need to sign up for the Civil Service Pension Scheme</p> <p>If you're buying a home, it's also a good idea to think about life assurance to cover your mortgage too. Take a look at our <a href="#">Financial Assistance</a> section for further information.</p>

# Core Benefits

Benefit	Details
<b>Employee Assistance Programme</b>	<p><b>Who is it for?</b> All MOD Civilian employees</p> <p><b>What is it?</b> It is crucial that you feel supported, and there are a number of ways that we do this – having meaningful conversations, providing a safe working environment, development and career opportunities to name a few. We also have an independent way to help you deal with personal problems that might adversely impact your work performance, health and wellbeing. EAP, provided by <a href="#">Health Assured</a>, is a 24/7 confidential helpline which provides support on a range of issues including alcohol and drugs issues, counselling, relationship advice and support with stress and anxiety.</p> <p><b>Where can I find out more?</b> If you need support or just someone to talk to, please get in touch on: 0800 783 0335 or visit the <a href="#">Health Assured</a> website. In addition to the helpline, there we also have the SDA <a href="#">Health and Wellbeing page</a> which provides helpful well-being related advice on budgeting, fitness, nutrition and health and medical issues. You will also find further support on the <a href="#">MOD Health and Wellbeing portal</a>.</p>