



Ministry
of Defence

de&s

Little Book of
BIG
Benefits

Here at DE&S, we recognise that our people are key to delivering our critical mission to support our armed forces.

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

- Pride in equipping our armed forces with the edge to protect our nation
- The opportunity to work on some of the world's most complex and ground breaking 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 [here](#) or on the Strategy Refresh section of 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. Transparent. Fair. Competitive.

We offer a total reward package that is competitive. The factors that impact pay are the role, grade and pay range and then annual increases.

You will be eligible for annual pay increases which will be based on:

1. A standard pay increase for all employees.
2. A progression increase linked to your performance .
3. Annual assessment of pay ranges – to ensure they remain competitive.



Bonuses & Recognition

One-off payments for going above and beyond

Recognising exceptional contribution

All employees are eligible to earn Performance Awards.

We also offer other in-year awards that recognise those individuals and teams who have demonstrated one or more of our four DE&S values:

- Collaboration
- Excellence
- Inclusivity
- Integrity

These awards cover both monetary and non-monetary elements, with the monetary awards ranging from In-Time Recognition Awards of up to £50 per person to High-Value Awards.



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 27% 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, employees contribute between 4.6% to 8.05% of pay, depending on how much you earn.

Find out more at:

www.civilservicepensionscheme.org.uk

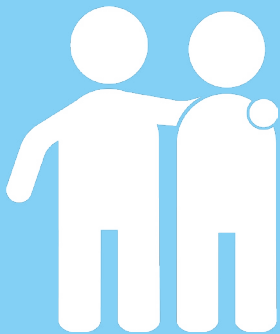
Partnership Pension Scheme

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, you will receive an employer contribution of 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 death in service lump sum of twice 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 death in service lump sum 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 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 day off for the Sovereign'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 pay for a further 13 weeks.

Paternity leave

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

Did you know?

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



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.edenred.com | www.bluelightcard.co.uk |
www.defencediscountservice.co.uk |
www.cssc.co.uk | www.boundless.co.uk |
www.forcesmutual.org | www.csis.co.uk |
www.Benenden.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, along with the ability for all staff to access our Cycle to Work scheme, 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 Civil Service Sports and Leisure.

Find out more at:

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

The Employee Assistance Programme is one of our employee benefits to help you deal with personal and professional issues which could be affecting home or work life, health, and general wellbeing.

Confidential support is available and, dependent on the nature of the issue, counselling or information services can be provided by fully-qualified professionals.

Further information for DE&S employees can be found [here](#).



Inclusivity

**Creating an organisation
where everyone belongs**

Ensuring you feel comfortable and empowered to thrive while being yourself at work.

Inclusion is one of our core DE&S values, brought to life through our:

- Employee networks – celebrating and supporting diversity in all its forms
- Fair Treatment Ambassadors – offering impartial guidance and support.
- Reverse mentoring – helping senior leaders to broaden their perspectives by learning from colleagues with diverse lived experiences.
- Fun and informative events (live, virtual or hybrid) with high-profile, celebrity speakers.
- Targeted leadership development programmes for under-represented groups.



Professional Development

Choose a career path
that's right for you

Helping you progress.

We believe employee development is vital, so we are passionate about enabling growth such as providing opportunities such as 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.



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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.**



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