

Inzpire's little book of

BIG BENEFITS

We do hope that you find this booklet both useful and interesting. Should you have any further questions please feel free to contact hr@inzpire.com who will be pleased to assist you.

Welcome to your 'Little Book of Big Benefits' where you can find out all about the wide range of benefits available to you as one of our valued Inzpire family members!



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TAKING CARE OF YOUR PHYSICAL HEALTH



PRIVATE MEDICAL INSURANCE

From day one of their employment, we offer all employees private medical insurance with fees settled directly by our insurer BUPA, without any policy excess for you to pay.

As an employee of Inzpire you are entitled to BUPA cover. As this is classed as a 'taxable benefit' there is a cost to you (calculated at the end of each tax year) and therefore you have to 'opt in' to this benefit.

Once your individual membership has been processed you have the option to request quotes to add family members to your policy at preferential rates, deducted monthly via payroll.

Contact hr@inzpire.com



PRIVATE DENTAL INSURANCE

We offer membership to one of the country's leading private dental insurers, Denplan. Denplan cover your dental expenses through a quick, easy and flexible online cashback scheme.

You can use a dentist of your choice (private, NHS or a mix of both), pay for your treatment and simply claim back via your online account.

As an employee of Inzpire you are entitled to Denplan cover from day one. As this is classed as a 'taxable benefit' there is a cost to you (calculated at the end of each tax year) and therefore you have to 'opt in' to this benefit.

Once your individual membership has been processed you have the option to request quotes to add family members to your policy at preferential rates, deducted monthly via payroll.

Contact hr@inzpire.com

TAKING CARE OF YOUR PHYSICAL HEALTH

EYESIGHT TESTS / GLASSES

It is important when spending a high proportion of your working day in front of a screen that you regularly have your eyesight tested.

We will refund up to £35 to cover the cost of an eyesight test every 2 years, and reimburse up to £50 towards a new pair of glasses if they are specifically required for use at work.

Simply pay your provider and reclaim the cost via the company expenses system.

CYCLE TO WORK SCHEME

For those of you who are cycling enthusiasts, you can make great savings and benefit from our cycle to work package.

In essence, Inzpire buys a bike/accessories for you to ride to work (up to a maximum value of £3000) and you 'hire' it through salary sacrifice (which is where you save by not paying tax and National Insurance contributions on the monthly fees).

At the end of the 'hire' period, you are offered the option to buy the bike from Inzpire.

In other words, your payments are made from your gross salary, not your net salary.

You do not have to commute by bike daily and the bike and accessories can also be used for non-work purposes. See www.cyclescheme.co.uk/how-it-works#what-is-it for full details.

Inzpire's scheme reference is - **0f7d8b**

For further support contact payroll@inzpire.com

ANNUAL FLU JAB

Once the annual flu jab is available (normally autumn) feel free to make your arrangements and reclaim the cost of your flu jab via the company expenses system.

SUPPORTING YOUR MENTAL HEALTH



At Inzpire, we are passionate about reducing the stigma that can be associated with mental health issues. We want to normalise and encourage conversations around mental health.



Inzpire Mental Health First Aid Responders:

We now have 50 trained Mental Health First Aid Responders across the business. We offer all employees the opportunity to become a Mental Health First Aider. The role of these individuals is as a first point of contact, in absolute confidence, for any employee who may be experiencing emotional distress or a mental health issue. You can also approach one of our responders if you have any concerns about a colleague's mental wellbeing.

Responders are available for an informal and confidential chat when you feel ready to reach out to someone. They can assist if you need further support from within the company and can also point you in the right direction if you are seeking external professional support, for example via counselling.

While responders are not mental health professionals, they have received first-class mental health first aid training through the highly respected Matthew Holman of Simpila: www.simpila.com

Feel free to contact any of the responders face-to-face should you be in the same location. Alternatively, you can make contact via Teams or Inzpire email.

Please visit the [dedicated mental health page](#) on your wellbeing portal for further support.

Anxiety UK

Inzpire is happy to refund annual subscriptions to Anxiety UK, reclaimed via the company expenses system.

Direct access mental health support via your BUPA membership:

You can self-refer to BUPA by contacting their specialist mental health support team on 0345 600 5446.

You will need to have the following information available:

- Inzpire Limited group number: 55314311478
- Your individual BUPA membership number (found in your membership pack)

If you are unable to locate this information, a member of the HR team can provide you with the details.

INZPIRE FINANCIAL WELLBEING

Financial wellness is a state of being in which you can meet current and future financial obligations, feel secure in your financial future and make choices that let you enjoy life. Financial wellness can also reduce preoccupation with money needs and improve your mental and physical wellbeing.

Financial Wellbeing - Inzpire Offerings

- A competitive salary as detailed in your employment contract.
- Annual bonus scheme as detailed in your employment contract.
- Company Pension Scheme*
- Life insurance / Employee assistance programme**
- Travel insurance***
- Free access to financial guidance and advice with an independent advisor - available dates/times issued periodically via Inzpire email.



*GROUP PERSONAL PENSION SCHEME

The Inzpire workplace pension scheme is a group personal pension scheme provided by Royal London.

You will be contacted by Royal London via your Inzpire email address within two months of joining the company, you will be notified that you will be automatically enrolled at a rate of 4.5% employer contribution and 4.5% personal contribution. However, at this point you can choose to 'opt out' if you do not wish to join the scheme, or if you are happy to join you can also take the option to increase your monthly contribution. Inzpire will match your personal contributions up to a maximum of 9%.

For in-house queries please contact
payroll@inzpire.com

INZPIRE FINANCIAL WELLBEING



****LIFE INSURANCE / EMPLOYEE ASSISTANCE PROGRAMME**

We automatically provide non-contributory (free) life insurance via Canada Life, from day one of your employment. This provides an amount of £100k to your nominated beneficiary should you become deceased during the time of your employment with Inzpire. You nominate your beneficiary during your onboarding period but please do revisit this from time to time during your employment with us to ensure that it is kept up-to-date: hr@inzpire.com

As part of this insurance, Canada Life can also support employees or their family members with probate matters and bereavement support.

For more information please visit your wellbeing portal:
[Inzpire Wellbeing Portal](#)

*****TRAVEL INSURANCE**

We provide business travel insurance (where an overnight stay is involved). This covers both UK and international travel. Should your journey require a vaccination, please reclaim via the expenses system.

Contact: liz.bach@inzpire.com

ELECTRIC VEHICLE LEASING

Inzpire offers a company leased electric vehicle under a financially beneficial salary sacrifice scheme through Octopus EV.

We also have a number of free bookable charging points for employees and visitors at our company offices in Lincoln.

For more information on the EV chargers contact jade.simpson@inzpire.com

You must be aged 21-75, be a UK resident for the last 12 months and have passed your probationary period to be eligible for the Electric Dreams initiative.



LOTS OF LOVELY OTHER THINGS!

COMPANY SHARE INCENTIVE PLAN SCHEME (SIP)

We are delighted to announce that following your feedback, the QinetiQ Group plc Share Incentive Plan (SIP) scheme is being extended to Inzpire employees. The scheme offers Inzpire staff the opportunity to purchase partnership shares in QinetiQ Group plc each month from pre-tax salary, and to receive additional shares at no further cost. The shares are held in a plan trust and after five years may be sold without Income Tax, National Insurance or Capital Gains Tax liability.

The scheme allows employees who have completed 3 months employment, are on a permanent or fixed term contract and are a UK taxpayer to:

- Build up shares in our parent Group, in a tax efficient manner.
- Invest between £10 and £150 per month. For every 3 shares purchased, QinetiQ will centrally fund an additional 'matching share'.
- Start, change, stop or restart contributions at any point. Should you stop investing, your shares will remain sheltered from tax as long as you remain an employee within the Group. To retain the tax benefits, shares must be kept in the plan for a 5-year period although separate arrangements exist should you leave the QinetiQ Group. To retain the tax benefits, shares must be kept in the plan for a 5-year period although separate arrangements exist should you leave the QinetiQ Group within that period.
- Track and administer your shares through a commercial provider, Equiniti, via an online platform.

Full details of the scheme are in the attached brochure from QinetiQ.

The scheme is intended to reward long term investment and encourage long term employment within the Group, therefore, the scheme may not be suitable for all individuals. As with any shares, the share price will

fluctuate, and you are advised to consult an independent financial advisor about scheme suitability for your personal financial situation. Staff within Inzpire and QinetiQ are not authorised to provide financial advice in this regard.

All eligible employees will receive an invitation to join the scheme, together with details of how to set up an online account, in the week commencing 3 October 2022. There is no obligation to join the scheme, nevertheless the invitation email should be retained for future reference.

The Leadership Team sponsors for the Scheme are Rich Havercroft (People Director) and Andy Shaw (Finance Director).

WORLD OF WELLBEING

We have a dedicated SharePoint 'World of Wellbeing' area. Please do visit for a wealth of information and signposting on a number of topics!

[Wellbeing Portal](#)

FLEXIBLE (AGILE) WORKING

Long before the words 'Covid' and 'lockdown' became everyday life to us, Inzpire fully embraced flexible working.

We empower all employees - where possible and in conjunction with their line manager - to manage their own diaries and work where, when and how to suit them and their family commitments or life passions.

LOTS OF LOVELY OTHER THINGS!

GENEROUS LEAVE / UNCAPPED LEAVE SCHEME

The standard contractual leave entitlement, from day one of employment, is 30 days leave plus 8 bank holidays. For some colleagues working to MoD customer contracts, this may vary slightly, but company awarded stand downs apply to everyone.

Once the initial probationary period has been completed, the majority of individuals can take advantage of our groundbreaking 'uncapped leave' policy to allow requests to over book contractual leave entitlements where required.

Our employees also working under MoD customer requirements enjoy the equivalent generous stand down days as their military counterparts.

RESERVIST LEAVE

All military reservist employees are supported with an additional 15 days of paid leave per year (pro-rata for part-time employees), to support their reservist training commitments.

GENEROUS PAID SICKNESS LEAVE

Our paid sickness absence policy, subject to certification, allows for 12 weeks full pay, followed by 12 weeks half pay following medical certification.

SPECIAL LEAVE - OTHER EVENTS

We offer paid leave to cover other non-standard time off when needed (classified as 'other events'). These include but are not limited to: moving house; dependant's leave; compassionate leave; personal leave; caring for a sick child or elderly parent; accompanying dependants to a medical appointment etc.

ENHANCED MATERNITY PAY

Our company maternity pay is available to all eligible employees and 'tops up' statutory payments so that the eligible employee receives 18 weeks of full pay.

ENHANCED PATERNITY LEAVE

We provide enhanced paternity pay to all employees (even if they don't qualify for statutory paternity leave and pay). We provide or 'top up' any entitlement to statutory paternity pay, to the equivalent of four weeks normal pay. Employees have 52 weeks after the birth or adoption in which to take the four weeks of enhanced paternity leave. This can be requested in a single block or in multiple blocks of not less than one week duration.

PROFESSIONAL DEVELOPMENT SUPPORT

Each Operational Business Unit and Specialist Functions bids annually for a training budget and Inzpire has a healthy apprenticeship levy funding stream available for use.

For more information, please contact your HoD or learning@inzpire.com.

KEY SERVICE AWARDS - THANKING YOU!

We love to recognise and thank you for your loyalty and commitment.

At certain intervals in your employment, you will be authorised to spend the following amounts (on an item or an experience) supported by a VAT receipt, and claim back via the expenses system. The hardest bit is choosing what you want to spend your hard-earned money on!

- £250 award at your 5-year service date
- £500 award at your 10-year service date

LOTS OF LOVELY OTHER THINGS!

PAYROLL GIVING SCHEME

The Payroll Giving Scheme enables employees to donate regularly from their gross pay to charities of their choice. Nominated charities benefit from a reliable and regular income stream.

Features

- Enables regular tax-efficient giving to a charity of your choice from gross pay.
- Deductions of only £1 per week or £5 per month required.
- No limit on total amount deducted or the number of charities to which donations can be made.

Benefits

- Simple and sustainable way to support charities.
- Donors benefit from tax savings on deductions made from gross pay.

Further info: payroll@inzpire.com

CHRISTMAS FAMILY MEAL ALLOWANCE

As an extra Christmas 'thank you' to your family for supporting you with all that you do for us, you can treat your family and/or friends to a meal and claim back up to £130 via the expenses system. Full information is provided nearer the date via Inzpire email.

CHRISTMAS PARTY

At Inzpire, we love a good party and Christmas is a highlight. We provide a fun-filled, company-funded night of celebration and dancing, as well as a few glasses of cheer!

Our events team issue full information in summer/autumn via Inzpire email, which gives you plenty of time to prepare for the big event.

SABBATICAL LEAVE

Any employee who has been continuously employed by Inzpire for more than 3 years will now be able to request a period of unpaid leave (a sabbatical) lasting a minimum of 3 months and a maximum of 12 months.

A sabbatical is discretionary and subject to business approval. One sabbatical may be taken in each 5-year period, irrespective of the length of the sabbatical.

For any further information or support, please contact your friendly and helpful HR team in person or via hr@inzpire.com.