



# The Perks Pack

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## Introduction

# The Perks Pack

Cpl has been recognised for the past 5 years as a Great Place to Work. We are currently placed 14th in the Best Large Workplace category – and are very proud of this achievement!

Our vision is to be the world's best at transforming our clients through total talent solutions and experiences. We will achieve this vision by having great people working for us and giving everybody the opportunity to excel in their careers. We want all our people to work with great clients and candidates and to be the best at what they do.

Attracting the best talent calls for more than just a good salary package and stimulating work. We have created initiatives that benefit our people both inside and outside of work. This brochure has been designed to help you understand and get the most out of the Cpl benefits and we also hope that you find it a useful reference tool. It provides high level information regarding our employee benefit entitlements, however full details on all programmes and initiatives can also be accessed via the Hub.



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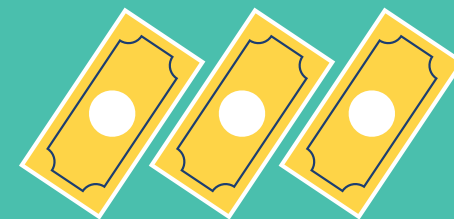
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The culture at Cpl is fun, welcoming and friendly. Our success is our ability to connect with people and match them to the needs of our clients. We can only do this as well as we do by having great people working for us. Our success is driven by the talent, expertise and commitment of our people and their dedication to delivering service excellence to our candidates and clients. Our people are committed to our core values of accountability, respect, customer focus, effective communication and empowerment. By holding ourselves to these values, we have created a culture in Cpl that is engaging and motivating for our people.

We value the opinions of our people and continually seek feedback on initiatives that we have at Cpl. We get our people involved at the early outset of any programme that involves change. Each of our business units have dedicated Great Place to Work Champions who support the development and rollout of initiatives that impact our people.

We love to celebrate and it's the small things that make a difference such as international women and men's day, identifying female and male role models, celebrating valentine's day, running wellness challenges across our offices, the annual Christmas jumper competition, annual bake-off competitions, pancake Tuesday, team building days and blue Monday and our fantastic Cpl Annual Ball, that brings everybody together on an annual basis.

## Charity Support

We recognise at Cpl that charitable donations and supporting community programmes brings a sense of achievement and pride to our workplace. We are involved in several programmes that drive an inclusive culture, such as:

- Junior Achievement, we have worked with over 1,000 school children in the past 4 years.
- EPIC, Employment for People from Immigrant Communities, on average each year we conduct around 260 mock interviews, preparing individuals for the world of work.
- We work with Jobnet to provide career advice and have been strong in supporting this network for over 5 years now.
- We are a founding partner of the Open Doors programme, which provides opportunities to some of the marginalised members of our society such as Refugee, asylum seekers and non-native English speakers, young people under 25 with educational barriers and People with a disability.
- We also work very closely with the Trinity Centre for People with Intellectual Disabilities and support the centre through CV development and interview skills and have placed two graduates into our business.

We run a number of charitable events throughout the year supporting local and national charities chosen by our people.

## Diversity and Inclusion

We want to create an environment in which people are valued, and are able to achieve their full potential. The benefits of diversity are only seen when there is a true culture of inclusion. Diversity is being invited to the party; and inclusion is being asked to dance.

We want to create an environment that provides knowledge and networks to help build a workplace where people feel valued and can add value.

Everyone in Cpl plays a big role in making our workplace inclusive. At Cpl we have 6 pillars under Diversity & Inclusion, they are:

**BeProud@Cpl**  
**Gender**  
**Disability@Cpl**

**Working Parents & Carers Network Group**

**OurGenerations@Cpl**  
**Multicultural**

## Health & Wellbeing

### Zevo Health our Wellness Partner

We strongly believe that promoting positive wellbeing programmes creates a positive work environment where we can all achieve our best. Cpl has partnered with Zevo Health, who are our dedicated Wellness provider. Zevo design and deliver our Wellness Programmes based on the needs of our people. There will be a series of annual seminars delivered throughout all our locations, details on this will be available on the Hub.

As part of this partnership you can download the Zevo Health application from either your Android or iOS device.

By downloading the **Zevo** app you will automatically gain access to a bunch of features including:

- A catalogue of meditations (and the ability to chat to a health coach)
- You can track weight loss/gain, your activities and steps through your wearable trackers or your phone
- Set up Individual challenges where you can challenge your colleagues to step challenges, meditation challenges and distance challenges (and the ability to chat to a fitness instructor for your tailor made training programme for your needs)
- A huge database of recipes (and the ability to chat to a nutritionist via the app)
- A home feed with videos, links and images to help you increase your wellness in each of the core modules



### Employee Assistance Programme

The Cpl Employee Assistance Programme (EAP) is available for all employees. This is a confidential service which offers support to all our staff 24/7 on a range of issues such as financial, health, depression, addiction and relationships or simply if you are feeling anxious or stressed.

The EAP is completely confidential and voluntary, and Cpl recommends anyone requiring support to use this worthwhile service. Further details can be accessed on the Hub.



### Private Healthcare

Cpl operates group schemes with 3 Healthcare providers; VHI, Laya and Irish Life Health. You can opt to pay your Private Healthcare costs through payroll each month. Should you have any queries in relation to private healthcare please speak to a member of Group HR.

### Yoga & Pilates

A number of our locations across the group offer yoga and pilates. We have also recently introduced boxing in one of our Dublin Locations.

### Eye Testing

In accordance with The Safety, Health and Welfare Regulations 2007, employees using laptops and desktops will be provided with an eye examination, funded by Cpl, when requested.



### The Lunch Team

Cpl partners with the Lunch Team to make getting a healthy lunch delivered to your desk easier. There is no minimum spend and no delivery costs, please visit

<https://the.lunch.team/> for more info. This benefit is applicable to Percy Place, Merrion Square, Blanchardstown and Cork at present due to location restraints with the Lunch Team.





## Your Career, Learning and Development

Cpl is committed to developing and recognising the career and development aspirations of individual employees. We give everybody the opportunity to learn, develop and progress to their full potential. We want all of our people to build on the great skills and experience that they have already brought to Cpl. When you join Cpl, you can look forward to a great range of learning opportunities, which will equip you with all the skills and confidence you will need to fulfil your potential. We have a range of programmes that support all our people from sales training, recruitment skills training, empower hours, consultative skills, management training and personal development training.



### Cpl Knowledge 360

The Cpl eLearning Portal provides employees with the opportunity to avail of a range of learning programmes, designed specifically for our business. When you log in to the portal you can access a vast library of off the shelf, self-paced eLearning materials and courses which will benefit your personal development.



### Professional Subscriptions

Cpl meets the cost of one annual professional subscription for a professional body membership which is relevant to your job.

### Further Education

Employees with 2 years' continuous service with Cpl can apply to participate on a course of study from a recognised third level education provider. Cpl will sponsor up to €3,000. Further details can be found on the Hub.



## Financial

### Pension

It is never too early to start saving for your retirement. At Cpl, we have a Defined Contribution Pension Scheme and you have the option to join the scheme at any time. We regularly host pension information sessions to keep you up to date and you can access a pension consultant at any time.



### Life Assurance

Life assurance gives you peace of mind should the unthinkable happen. You are covered for death in service benefits from the date you join Cpl as a permanent employee. In the event that a payment is due, a lump sum payment of 4 times your annual salary will be made to your next of kin or nominated beneficiaries.



### Permanent Health Insurance

If you become disabled through sickness or accident and are unable to undertake your normal occupation you will be provided with an income equal to two thirds of your salary less the social welfare illness benefit at the date of disablement until you are able to return to work. This income will commence after 26 weeks of continuous disablement, subject to the acceptance by the insurers.

### Christmas Saving Facility

The Christmas Savings Facility is available to employees who wish to save part of their monthly pay for use over the Christmas period. Employees can set aside a nominated value (after tax) from their monthly pay and the total savings for the period will be returned to them in the November pay run. Further details can be found on the Benefits page on The Hub.



### Savvi Credit Union

Cpl has partnered with Savvi Credit Union to assist you with your financial wellness. Savvi visit our offices on an ongoing basis. For more information visit the Hub.

### Banking at Work

We have partnered with Bank of Ireland and our employees can access banking representatives in work at a time to suit them.



## Flexibility

**We have a range of benefits to suit the different lifestyles and commitments of our people.**



### Smart Working Practices

We recognise that smart working arrangements can help us recruit and retain the best employees. We endeavour to accommodate smart working requests in line with business needs and based on the contribution of individuals. We have a number of such practices currently in place such as working from home, part time working, reduced hours and flexible weekly patterns. Any requests should be directed in the first instance to your Director/Manager.



### Annual leave

All our people are entitled to 22 days annual leave and an additional 9 public holidays for those who are based in the Republic of Ireland and 10 days for those who are based in Northern Ireland. Your leave entitlement will increase based on your length of service as follows:

- >5 years' service 23 days per annum
- >10 years' service 25 days per annum
- Manager and above 25 days per annum

Two days annual leave will be allocated to company nominated days, they are Good Friday and Christmas Eve.

### Statutory Leave

Cpl has very good Maternity, Adoptive, New Parent, Paternity and Carers policies in place. We offer enhanced payment schemes for our maternity and new parent programmes, subject to certain provisions and conditions. Further information can be found on the Hub.

### Childcare Vouchers (Northern Ireland only)

The cost of childcare can be high for employees with parental responsibilities. Therefore, in conjunction with Employers for Childcare we have introduced a childcare voucher scheme to help alleviate these costs. As a working parent you have the option to sacrifice part of your salary in exchange for childcare vouchers which are an acceptable method of paying for registered childcare. Childcare vouchers are exempt from tax and National Insurance contributions, therefore offering potential savings for working parents who use registered childcare.



### Compassionate Leave

In the unfortunate event where an immediate family member dies, Cpl will provide you with paid time off to support you through what we understand will be a very difficult time.

Bereavement leave of up to 3 days is in place to help employees deal with the death and funeral arrangements of an immediate family member. We also provide 1 day of paid leave to enable employees to attend the funeral of a close family relative. Please note that bereavement counselling is also provided via our Employee Assistance Programme.

### Marriage Leave

We appreciate that getting married is not only an exciting time for you and your family but also a very busy time with lots to organise. If you have 1 years' continuous service with Cpl, we provide you with 3 consecutive days paid leave leading up to and during the time of your arrangements.



### Volunteer Time Off (VTO)

All permanent employees can donate up to 2 days per calendar year towards a charitable organisation. These days will be considered as paid time off. They may be taken as 4 half days or 16 hours. Further details can be found on the Benefits page on The Hub.



## Meaningful Extras

We have made sure that we have a range of programmes in place to continually recognise performance, behaviours and key milestones in our employees working lives.

### Recognition 360° Programme

We recognise that the levels of growth, success and performance achieved by our organisation are primarily due to the people who work for Cpl. We recognise that those employees who surpass our expectations against our core values, who reach and deliver achievements beyond their normal day-to-day duties, should be appreciated and rewarded. We therefore have in place a Recognition 360 programme which is open to all, enables our employees to receive peer to peer recognition when they demonstrate exceptional behaviours related to our core values of Customer Focus, Accountability, Respect, Effective Communication and Empowerment. The programme runs on a quarterly basis and those who receive the recognition choose a gift of their chosen from our gift partner 'Gift Innovations.

In addition, at our Annual Ball each year, we run the 'Oscars' where all our people can nominate an individual who has demonstrated a core value, this is also extended to a team award.



### Long Service Awards

We show our thanks to long serving colleagues for all their hard work and dedication by rewarding continuous service at key milestone anniversaries (5 years, 10 years, 15 years, 20 years, 25 years+).

We have partnered with Gift Innovations and our employees can choose a gift to mark the anniversary!



### Employee Referral Scheme

That talent knows talent and we encourage our employees to refer people who may be suitable for roles within the company. As a thank you, employees are eligible for a cash reward of €1,000 (subject to statutory deductions). This is paid in two payments €500 when the person joins and €500 when they complete their probation.

### Employee Discounts

Cpl partners with Groupschemes.com an organisation that provides discounts to employees across a range of services including retail, insurance, cosmetics, home & garden and much more. More details can be found on the Hub.



### Sports & Social Club

Cpl is what it is because of its' employee diversity and we aim to reflect this in our Sports and Social Club.

We understand that some of you have families and can't attend the wine tastings on a Friday evening so we are really keen on having a wide range of events such as tag rugby, cinema nights, massages@work, go karting, laughter lounge, taste of Dublin, Oktoberfest.

Cpl encourages employees of all ages on the committee, we also welcome the sporty, arty, thirsty, hungry, competitive and chilled out to contribute ideas and make the Sports and Social reflective of us all.



### Ssh Card!

Our Sports and Social club have negotiated a range of discounts across a range of services for all our sports and social club members. Further details can be found on the Hub.

**Ssh!!!**

### Bike to Work

This scheme enables you to request the Company to purchase a bicycle and bicycle safety equipment on your behalf up to a maximum cost of €1,000. In return you can have the cost deducted from your gross salary on a monthly basis over a twelve-month period. Further details can be found on the Benefits page on The Hub.



### TaxSaver Travel Pass

This scheme enables you to take advantage of a tax efficient arrangement that applies to the provision of certain specified passes. Each month/year (depending on your contract type) you can request the Company to purchase a travel pass on your behalf and in return can have the cost of the travel pass deducted from your gross salary. Further details can be found on the Benefits page on The Hub.



### Business Travel Insurance

This covers you for accidents occurring while travelling on the Company's business.



### Mobile Phone

Employees may be provided with a Company mobile phone for business purposes.

**Our benefit listing is continuously growing. For an up to date listing of our benefits simply visit the Benefits page on The Hub. We are always open to your feedback and suggestions. If you have a suggestion, please reach out to a member of the Group HR Team.**