

cpl Perks Pack

Work The Future

Great
Place
To
Work®



Cpl has been recognised as a Great Place to Work since 2018.

We are currently placed in the top 10 in the Best Super Large Workplace category - and are very proud of this achievement! Our vision is to be the world's best at transforming our clients through sustainable 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. Should you require any more information on the contents of this Perks Pack, please contact your hiring Manager or pe-operations@cpl.com



Investors in
Diversity

GOLD



What makes Cpl a Great Place To Work?

Cpl has been recognised as a Best Place to Work since 2018. Ultimately, we hire great people who contribute to our special culture. To get a sense of what our culture is really like, you can start by watching [this video](#).

87%

Taking everything into account, I would say this is a great place to work.

89%

I'm proud to tell others I work here.

We are a Diverse & Inclusive Workplace

Cpl is a company with a great heart, we are very people centred, and our culture is one of openness, equality & Inclusion (Lorna Conn, CEO 2021). Cpl was extremely proud to have been accredited the Gold Award from the Irish Centre for Diversity (ICFD). This is a D&I mark for Irish businesses. The ICFD provide companies with a framework that supports companies along the Diversity & Inclusion journey for continuous improvement. At Cpl we recognise that diversity is about differences, seen and unseen and by creating an inclusive environment, it's important to us as it improves the way we interact with each other, with our clients, candidates and our communities. Listed below are some of our D&I programmes, initiatives and offerings.

BeProud and quarterly Newsletter

Days/Occasions we celebrate:

- Zero Discrimination Day
- International Day for People with Disabilities
- National Coming Out Day
- International Day Against Homophobia, Transphobia and Biphobia
- International Women's Day
- International Men's Day
- Cultural Diversity Day
- Respect of the Aged Day

Training Offered:

- Unconscious Bias Training
- Inclusive Leadership Training
- Inclusive Language
- Inclusive Recruitment
- Mental Health Champion Training and more!

Family Involvement: We create programmes and initiatives to get your family/ friends and Pets involved such as our Kids Art Competition, Cutest Canine & Furry Friend Competitions

External Partnerships: Open Doors, Trinity Centre for People with Intellectual Disabilities (TCPID) Junior Achievement Ireland (JAI) & EPIC to mention a few



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98%

People here are treated fairly
regardless of their sexual
orientation.



Be You, Be Kind
BeProud

90%

I am treated as a
full member here regardless
of my position.



95%

People here are
treated fairly regardless of
their gender.

97%

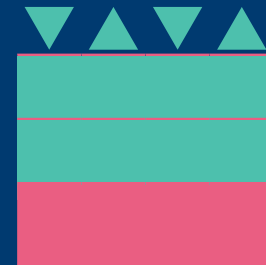
People here are
treated fairly regardless
of their race.

92%

People here are
treated fairly regardless of
their age.

91%

I can
be myself
around here.



We care about the Health & Wellbeing of our people.

At Cpl our people's health, safety & wellbeing is our top priority. We truly understand it's ok, not to be ok - especially during these unusual times. Our wellbeing programmes are there to help people identify when they may not be feeling themselves and to give them techniques to overcome challenges they may be experiencing. Listed below are some of our Wellbeing offerings:

Our Wellness Programmes/Initiatives extend to:

- Access to our Cpl Mental Health Toolkit
- Access to the BeneKit App
- Cpl Monthly Wellness Challenges
- Awareness Days e.g., Suicide Prevention Day, National Wellbeing Day etc.
- Occupational Health
- Online Classes (Pilates, HIIT Classes)
- Photography Challenges
- Virtual Café
- Book Club
- Eye Testing
- Monthly Wellness Webinars on a range of topics to meet everyone's needs
- Mental Health Champion Training
- Partnership with Fertility Matters at Work

Employee Assistance Programme which includes:

- 24/7 Confidential Helpline
- Free 1:1 Counselling
- Online Resources
- Manager Support & Guidance



Financial Wellness through partnerships:

- Savvi Credit Union
- Bank of Ireland
- Willis Towers Watson
- Our Internal Annual Savings Facility



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We actively help our communities and the environments we operate in

At Cpl, Giving Back is integral to what we do. Through our many active CSR initiatives we aim to better people's lives and the communities in which we operate in. We do this because not only is it the right thing to do but it is important to our people that we do it.

CSR initiatives and activities are of real importance to our people, our clients, our values and our culture. To reinforce our people's connection with giving back we enable our people to choose the charities we support and how we support them in 5 main ways which are detailed below:

- Volunteering Time off (2 days paid per year)
- Community Involvement & Skill Sharing (Various partnerships our employees can get involved in)
- Using Digital for Good (Check out #CplGivingBack on social media)
- Philanthropy (lots of charities supported by Cpl throughout the year)
- Sustainability

We have a friendly and fun culture

At Cpl, our CEO Lorna Conn regularly states that it's so important that we enjoy what we do and have some fun along the way. We regularly encourage fun, craic and camaraderie in our company initiatives. Some examples include:

- Lots of great competitions such as:
 - Monthly Photography Competitions
 - Finding Cpl's Cutest Canine & Furry Friends annually Our Fantasy Football league for soccer fanatics Art & Colouring
 - Competitions for our Cpl Kids
- Celebrating Valentine's Day, Blue Monday, International Day of Friendship
- You can join our Clubs/Committees such as BeProud, our Pets Club, Book Club & of course our sports & social

Other examples: Pride Bingo with Davina Devine, Zoom Parties, Virtual Drinks & team nights such as Paint and Prosecco virtually, not to mention Quizzes & Kahoots and Santa Clause coming to town in December.

94%
This is a
friendly place
to work.



93%
When you join the
organisation, you are made
to feel welcome.



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Your Learning, Career & Development

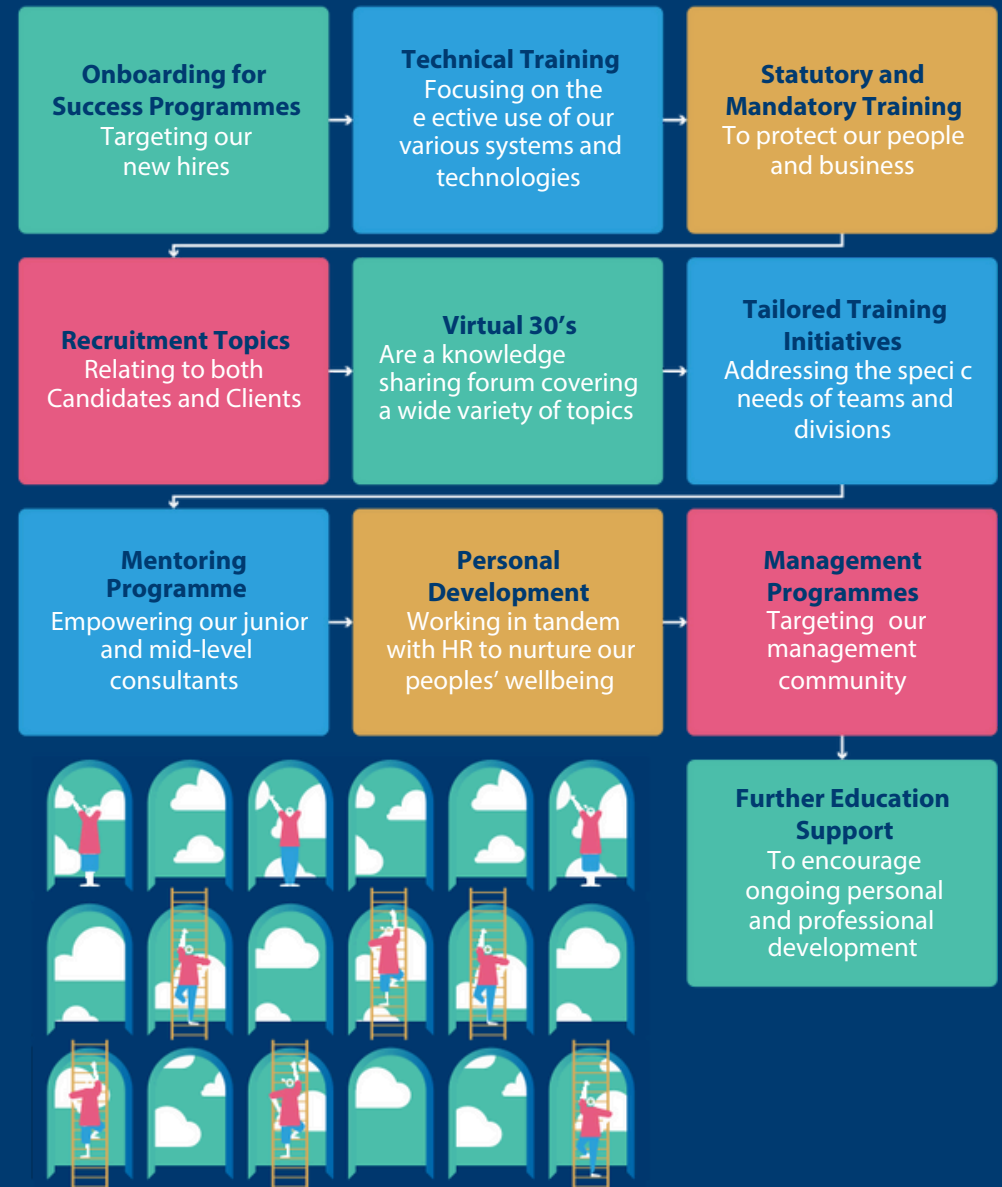
At Cpl, we recognise the importance of showing our people how they can grow with us as a company. To ensure our people are clear of their career paths we have put in place:

- Clearly defined career paths per business area
- Company wide Core Competencies
- A fair & transparent promotion process Internal mobility with regular opportunities frequently share our Internal Careers page

In addition to the above, Cpl provides first class Learning and Development opportunities to empower our people with the skills and knowledge needed to be successful in their roles. By providing a comprehensive suite of L&D offerings we aim to support our employees' professional and personal development and offer a service that is unrivalled in the marketplace.

Over 25 individual training events are facilitated every month, which attract an average of 480 attendees.

Overview of L&D offerings:



Our people can decide where and when they fulfil their training needs by accessing our in-house Learning Management System, Cplknowledge360, which hosts over 140 courses, webinars, events and micro videos.

Our recruiters are also provided with a licence to Social Talent, containing 250 hours of targeted content delivered via short, easily consumed bite sized videos and accessed through tailored learning paths.

Professional subscriptions

Cpl will meet the cost of one annual subscription of a professional body whose membership is deemed relevant to your job.

Further education

Cpl encourages all employees to continuously develop professional skills relevant to their present position or future career within the company. Cpl will sponsor approved applications for courses up to the value of €3,000 for employees with 2 years+ service. In addition to this Cpl supports Exam Leave with one day per exam provided the exam is taking place on a work day and one day per exam for study leave.

Financial Perks



Pension

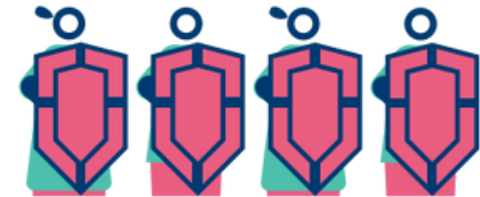
It is never too early to start saving for your retirement. At Cpl, we have a Contribution Pension Scheme, and you have the option to join the scheme at any time. We regularly host pension information sessions to keep you up to date and you can access a pension consultant at any time.



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.



Annual saving facility

The Annual Savings Facility is available to employees who wish to save part of their monthly pay for use over the holiday 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.

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.

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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.

Marriage gratuity

As a token of Cpl's appreciation for an employee's contribution to the business, a marriage gratuity is paid to all employees. Marriage Gratuities will be paid to all employees, at the discretion of Cpl ranging from €150 - €600 (NET).

Ad hoc gifts, vouchers and give aways

At various points throughout the year Cpl likes to thank and recognise our people with Clever Card Vouchers, Just Eat Vouchers, Hampers, Ticket Give Aways and much more.



Flexibility and paid time off

We have a range of benefits to suit the different lifestyles and commitments of our people which we are continuously improving.



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 which can be discussed with your Manager such as:

- Working from home
- Hybrid working
- Part-time working
- Reduced hours/week
- Flexible weekly patterns



Annual leave

All our people are entitled to 22 days annual leave and an additional 10 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



Birthday leave

At Cpl we believe no one should have to work their birthday, that's why we give you this day off (or a day within 1 week of your birthday if your birthday falls on the weekend).

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Early finish Fridays on bank holidays

All employees may finish early on a public holiday weekend at 2pm.



Family related leave Cpl has enhanced statutory leave offerings for Maternity, New Parent, Paternity leave once an employee reaches 18 months service in place.

- **Maternity leave** - Once an employee has accrued 18 months service, Cpl will pay an employee their salary in full.
- **Paternity** - Once an employee has accrued 18 months service, Cpl will pay an employee their salary in full.
- **New parents leave** - Once an employee has accrued 18 months of service, Cpl will pay an employee their full salary (less social welfare) for 2 weeks. An employee will receive social welfare payments from the Department of Social Protection (provided criteria is met) for the remaining leave.

- **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.
- **Additional leaves** - Cpl has lots of other policies to support your personal circumstances with your loved ones including Adoptive Leave, Carers Leave etc. More information is available on Workvivo or contact Pe-Operations@cpl.com

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.



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.

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.



Cpl All-Star programme

Cpl launched an exciting and bespoke Recognition Programme which was created by our people. We endeavour at Cpl to ensure that everyone has the opportunity to get special recognition and this recognition programme is one way we do this. There are a wide range of reasons you could be nominated for from being our Best New Hire, Best Peer Support, living our core values or you could be chosen as a CEO wild card based on what Lorna Conn as seen, heard, or observed about our people in the last quarter. To make things more exciting, we have our Cpl all-star Teams of the Year per business area. We have great engagement with this exciting initiative & lots of great prizes to be won. Visit our LinkedIn page or Workvivo to find out more.

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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 (3 Year, 5 years, 10 years, 15 years, 20 years, 25 years+).

Employee friend referral scheme

We are aware 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.

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 at 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.



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 €1,200. In return you can have the cost deducted from your gross salary on a monthly basis over a twelve-month period.

TaxSaver travel pass

This scheme enables you to take advantage of a tax efficient arrangement that applies to the provision of certain 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.



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 phone.

