



Employee Benefits

Helping to improve
your quality of life

Introduction

As part of our commitment to improving the quality of life and health and wellbeing for our employees we provide discounts and benefits that you can tailor to suit your needs and help you take advantage of being part of Sodexo.

The Employee Benefit booklet provides you with information on how to access all the discounts and benefits that are available to you on the Reward Hub including Sodexo Discounts, Recognising You, employee lottery, cycle to work, Spree card and much more. Aside from what is available on the Reward Hub this book highlights all the other benefits that are available to you as a Sodexo employee.

This booklet contains information on:

- Reward Hub
- Recognising You
- Your lucky number
- Cycle to Work
- Spree Card
- Sodexo Discounts and many more employee benefits

What's on Reward Hub?

PAYSLIPS

You can download, save and print current and previous payslips in one secure location.

SODEXO DISCOUNTS

An exclusive website which helps you save money with quick access to top savings both online and in-store, from over 1,200 top retailers.

SPREE CARD

An opportunity to obtain a prepaid Visa card which you can use to receive 3-5% cashback every time you shop at one of 50 high street stores.

TALK

This helpline can support you and your family on work, money, wellbeing or home issues through a free, independent, confidential information and counselling service available 24 hours a day, 365 days a year.

RECOGNISING YOU

Recognising You is for all Sodexo employees in the UK to use, to give a shout out to someone for a job well done, say a personal thank you to a colleague or team, or even wish someone happy birthday through the 'Just to Say' feature.

CYCLE TO WORK

Spread the cost of getting a new bike through this Government initiative.

GIVE TO CHARITY

An opportunity to donate to a charity of your choice monthly via payroll.

LIFE ASSURANCE

To give you financial peace of mind should the worst happen, we provide you with Life Assurance cover up to the age of 70. If you die while working for Sodexo, your beneficiaries will receive a death in service benefit payment. Your level of personal cover will depend on various factors.

24HR GP

Your health is of the upmost importance. With Smart Health you have unlimited access to a GP and wellbeing experts, 24 hours a day, 365 days a year – wherever you are and at no extra cost. All services are available for your immediate family including children up to the age of 21.

WILL WRITING

Sodexo offers you a free basic will writing service through Farewill* (this usually costs £90 for a single will and £140 for a joint will).

*Will writing by Farewill is currently only available if you live in England or Wales. We are currently reviewing the will writing service for employees who live in Scotland and Northern Ireland.

How to access the new Reward Hub

All employees will need to go to sodexorewardhub.com/login

If an employee has a Sodexo email address

If an employee has access to a Sodexo email address they can use the 'Enter Reward Hub' in the 'I have a Sodexo email address' box.

If employees are on the Sodexo network they will be able to access the new site through Single Sign On.

If they are not on the Sodexo network they will be asked to enter their normal Sodexo login credentials.

If an employee does not have a Sodexo email address or has recently left/retired

Employees will need to register to activate their account. To do this they can complete the following steps:

- 1) Click 'Register Now'
- 2) Complete the online form by entering:
 - Employee ID number
 - National Insurance/Personal Public Service Number (ROI)
 - Date of Birth
 - Email address
 - Password

All passwords must be at least 10 characters long, contain an upper-case and a lower-case letter, a number, and a special character. Avoid common passwords or passwords used elsewhere.

- 3) Select 'Register' at the bottom of the registration form.
- 4) An activation email will then be sent to the email address entered on the registration form. Open the email and click the 'complete registration' button. Once employees click the link their account will be registered.

Logging in to the site

After registering employees can log in by going to sodexorewardhub.com/login

Computer

When viewing the site on a computer, employees will need to scroll down the left hand side of the page to the grey login box. They will then need to enter their Employee ID Number and the password they created at registration.

Mobile

When logging in by mobile employees will need to press the 'Login/Register' button at the top of the page. They can then scroll down to the grey login box and enter their Employee ID Number and the password they created at registration.

Frequently Asked Questions

Can an employee use their old credentials to log in?

No, employees' old credentials will not allow them to access the new Reward Hub. They will need to complete the registration form at sodexorewardhub.com/register

How does an employee find their Employee ID number?

If an employee does not know their Employee ID, you will be the first line of contact. If you don't have access to their employee number, please ask the employee to email PeopleCentre.UK@Sodexo.com and include their full name, date of birth and National Insurance number.

An employee has a Sodexo email address but every time they click 'Enter Reward Hub' they see a white screen.

If an employee see's a white screen it means the Single Sign On has not been initiated on their account.

Please ask them to register sodexorewardhub.com/register

When an employee tries to register they see an error message telling them to check the information they are entering with UDC/Human Force.

This error message occurs when the information employees are entering does not match data in the Reward Hub system. For example, date of birth, employee ID or NI number may be different. On receiving this message, employees should contact you (their line manager) and ask you to check the details that are held about the employee in UDC. Once the incorrect field is identified and corrected employees should allow one working day before trying to register with the Reward Hub.

If the employee works at a Covid test centre they will need to contact Recruitment.COVID19.UK@Sodexo.com who will look at their details in Human Force. Please allow for the change to take up to 72 hours.

What does it mean if an employee clicks on the 'complete registration' button in the activation email but an error message appears?

The links within the registration emails are valid for 48 hours. If an error message appears it means the link has expired. If this happens tell the employee to register again to activate a new email.

Questions?

If you have any questions please contact Sodexo.support@ajg.com

Access your payslip
and employee
benefits, 24/7, on
your smartphone,
tablet or PC

sodexorewardhub.com



RECOGNISING YOU

We all feel good when someone says 'thank you' for a job well done.

Recognising You is for all Sodexo employees in the UK to use, to give a shout out to someone for a job well done, say a personal thank you to a colleague or team, or even wish someone happy birthday through the 'Just to Say' feature. Or maybe you'd love to send a colleague an ecard for living the values or for making the workplace a safer place to be? This is the place to do it!

Every success shared could potentially win points, which employees can build up and exchange for high street shopping cards.



SPREE CARD

Spree card gives you the opportunity to enjoy up to 5% cashback savings at over 50 leading high street stores. Spree card is a prepaid shopping card (not a credit card) that you can:

- Only spend what you load on to it. No credit check is required.
- Use like any other payment card.
- Use in conjunction with any sales and special offers. There are no restrictions.
- Top up easily and manage.
- Use at any of the 50 retail partners such as Asda, Boots, B&Q and Argos.
- Receive 3-5% cashback, which is earned every time you shop at one of the retail partners. This is then automatically credited to your card next time you load it.

To find out more information and to take advantage of this great employee benefit go to sodexorewardhub.com and click on the Sodexo Discounts tile.



As part of the Sodexo team you have access to a great range of discounts and benefits to help make your money go further.

SODEXO DISCOUNTS

Sodexo Discounts will help you save on your day to day spending and those one off larger purchases. It gives you quick and easy online access to top savings from over 1,200 top retailers such as Sainsbury's, Sky, Amazon, John Lewis, Morrisons, B&Q, British Gas and Mothercare, both online and in-store.

As well as online upfront discounts, you can:

- Share access to Sodexo Discounts with up to ten family and friends
- Earn loyalty points - WOW Points - on your shopping which can then be spent elsewhere on the site or withdrawn as cash into your bank account
- Save in-store at high street retailers with Reloadable Gift Cards

So start saving... log into sodexorewardhub.com

OTHER BENEFITS

There are a range of other benefits that you can access, more detail on the following can be found later in this booklet:

- Talent Spotters
- Talk
- Your Lucky Number - employee lottery
- Life Assurance
- 24hr GP
- Will Writing

HEALTH ASSESSMENTS

All Sodexo employees are entitled to discounted Nuffield health assessments which can provide you with a clear and detailed picture of your health, letting you know how to stay in top condition.

For more information or to book a health assessment, contact Nuffield Health directly on 03452 302040, and quote account number, 4194480 - Sodexo 'self paid' employees.

PRIVATE HEALTH INSURANCE & CASH PLAN

With the flexibility of a range of cover to choose from, discounted private health insurance through cash plans are available to all Sodexo employees with Simplyhealth.

To find out more about cash plans, call 0800 980 7893.

DENTAL PLANS

All Sodexo employees can choose from a range of discounted dental cover from Denplan which can help towards the cost of eligible routine dental treatment such as check-ups, x-rays, hygiene appointments and eligible restorative dental treatment such as crowns, bridges and fillings.

To find out more go to sodexorewardhub.com and click on the Sodexo Discounts tile.

EYE TESTS

If you use a computer or visual display unit (VDU) as part of your job, then you may be eligible for a free eye test and a £25 contribution towards eyewear with Specsavers.

For more information and a copy of the eye care voucher request form, please contact your contact your line manager. This form must be completed by yourself and your line manager and submitted to the mailbox stated on the form.

Please wait to receive your voucher before making your appointment for your eye test.



CYCLE TO WORK SCHEME

The Cycle to Work scheme, which is a benefit available to all Sodexo employees, will enable you to make huge savings on the cost of a new bike and safety equipment. The scheme is a government initiative that encourages cycling to work and helps you to reduce your carbon footprint and increase your fitness. This benefit is administered by Cycle Plus and Halfords - the leading provider of Cycle to Work schemes in the UK.

Benefits of the scheme

- Savings on the cost of a new bike and safety equipment – up to 42%
- Spread the cost over a year and save on Income Tax and National Insurance contributions (where applicable)
- Choose from over 500 brands from over 1,900 partner stores across the UK

How the scheme works

Sodexo pays for the full cost* of the bike and any safety equipment you need. This is then paid back by way of a salary sacrifice or net pay arrangement under a Hire Agreement between you and Sodexo. This means that you agree to forego an amount from your salary each month in return for the benefit of a bicycle and/or safety equipment.

Savings are made because salary sacrifice reduces your gross pay. This, in turn, reduces the amount of Income Tax and National Insurance that you pay each month. Savings are dependent on your personal tax code. At the end of the hire, you may need to pay a small fee to fully own the bike. However, if you leave Sodexo before the end of the agreement, the outstanding balance will be deducted from your final net pay.

To find out more go to sodexorewardhub.com and click on the Cycle to Work tile.

* Up to £1,000 and capped at one month's salary

BIKES AND CYCLE WEAR

All employees are eligible for a 17% discount with Cycle Solutions on bikes, accessories, lights, clothing and lots more. For more information go to sodexorewardhub.com and click on the Sodexo Discounts tile.

GYM MEMBERSHIP

20% gym membership discount at any Nuffield Gym in addition employees are entitled to a free seven day gym pass and a free mini health assessment.

Employees can book online using the following code: SOD011117 which gives 20% off at any Nuffield Health gym locations.

Please use this code for a no obligation free seven day pass and free health MOT.

www.nuffieldhealth.com/Sodexo

Keep your fitness up even when life is unpredictable! Whether that's at the gym or from the comfort of your own home, Hussle offers you access to a wide variety of gyms and online fitness classes. You also have the flexibility to choose from one of four different fitness passes.

To find out more about Hussle and how to join, go to sodexorewardhub.com/health and wellbeing page



COSMETICS AND PERFUMES

Multiple discounts and offers on beauty, skincare, fragrance and cosmetics.

Go to sodexorewardhub.com Sodexo discounts for more details.

SHOPPING CARDS

15% on your spending by purchasing shopping cards for over 75 high street and online stores, including Amazon, Starbucks, Tesco and more.

Many of the shopping cards can be reloaded, and some can be used online to double your savings with existing online offers. Go to sodexorewardhub.com and click on the Sodexo discounts tile or go to www.perksatwork.com.

You can also download instant e-codes on a variety of retailers, these can be used on line and in store.

LAITHWAITE'S WINE

Employees receive 20% off any wine package. For more information go to sodexorewardhub.com and click on the Sodexo Discounts tile.

FLOWERS

Get up to 15% off with Teleflorist.

CINEMA PERKS

Employee pricing on cinema tickets at Showcase, Vue, Odeon, Empire and IC Cinema, tickets are up to 50% off the retail price.

The new Sodexo Discounts Cinema app makes purchasing cinema tickets faster and more convenient - just select the tickets you want, pay and your e-code is ready to use!

Go to your app store and search 'Cinema - Perks at Work'.

Go to sodexorewardhub.com and click on the Sodexo Discounts tile.



VIRGIN EXPERIENCE DAYS

Get 20% off with Virgin Experience Days. An experience day voucher is a fun, different and an easy way to give someone a fantastic day out, indulgent treat or even a short break from hundreds of different experiences.

Virgin Experience Days are famous for the likes of balloon trips, bungee jumps and the once-in-a-lifetime opportunity to fly an aeroplane. But did you know they also offer delicious afternoon teas, theatre trips, great value supercar blasts, fine dining for all budgets, hotel getaways and pampering galore - from manicures to full spa breaks?

Visit www.virginexperiencedays.co.uk/sodexo to access your 20% discount online, or if you would prefer to speak with an Experience Experts call the friendly team on 0844 504 0844 and quote 'Sodexo' to claim your 20% discount.

FAMILY DAYS OUT

As a employee of Sodexo, you get access to exclusive pricing for family fun with Sodexo Discounts.

In addition to the major theme parks, we have also launched London attractions. So whether you're looking for a thrill or a family day out, make sure you purchase through Sodexo Discounts to save up to 50% on your tickets.

Theme Parks include Alton Towers, Chessington World of Adventures and Thorpe Park. Other attractions such as Blackpool Tower, Coca Cola London Eye, and Sea Life Aquarium are also available.

Taking advantage of this fantastic offer is simple. Just visit sodexorewardhub.com and click on the Sodexo discounts tile or go to www.perksatwork.com and make your purchase through ONECart. You can then print off the confirmation of your voucher(s)/ ticket(s) and take them with you to the attraction on the date of your visit.

CAR HIRE

Up to 20% off with Affordable car hire.

Go to sodexorewardhub.com and click on the Sodexo Discounts tile.

TRAVEL

Hotel comparisons engine: With Sodexo Discounts you can compare hotels from a range of the UK's top travel retailers, including Hotels.com, Ebookers.com, LateRooms.com, Booking.com and Expedia. We show you the best price and how many WOWPoints you can earn.

Integrated Expedia Flights: To help you save time and money we have also added flights into ONECart. With ONECart you can book directly on site, making booking easier and keeping all your information in one place.

Go to sodexorewardhub.com and click on the Sodexo Discounts tile.



ELECTRONICS

A variety of offers on a wide range of electronics all on Sodexo Discounts.

COSTCO

As a Sodexo employee you qualify for individual membership at Costco.

Costco Wholesale is a membership warehouse club, dedicated to bringing our members quality goods and services at the lowest possible prices.

Individual Membership

You qualify for Individual Membership if you belong to specific employment groups – please call for details of qualifying categories. To join Costco and start saving please provide your employee ID card or current pay slip to prove your employment, PLUS a current utility bill (electricity, gas, telephone, water) or a bank statement addressed to your home. The annual membership fee for Standard Individual Membership is £28 ex VAT (£33.60 inc VAT), which includes a complimentary card for your spouse or domestic partner.

To join please bring a copy of your payslip or ID badge and a utility bill or bank statement for proof of address. Your membership is valid in all 28 UK locations and over 720 worldwide.

PRESTIGE NURSING

We understand that caring for a loved one, or finding care for yourself, can be a daunting experience.

At Prestige + Care, we have been helping and supporting independence at home for over 40 years. Our aim is to help and support you, or a loved one, to remain safe, well and happy at home.

We offer homecare services across England and Scotland, and we are always available to provide impartial advice and help, without obligation.

You can contact us on 0800 0237 222.

INDESIT & HOTPOINT

As a valued employee you now get access to Indesit and Hotpoint's exclusive Privilege Purchase Club. Enjoy employee pricing on more than 800 Hotpoint and Indesit branded domestic appliances, across all platforms, including wet laundry, cooking, drying, dishwashing and refrigeration. They also have a range of small domestic appliances, including coffee machines, kettles, toasters and vacuum cleaners.

Enjoy up to 30% off Indesit and Hotpoint appliances as part of the Privilege Purchase Club.

Go to sodexorewardhub.com and click on the Sodexo Discounts tile.

UTILITIES

Shop for utilities with Sodexo Discounts.

Moving home or just looking to make sure you're getting the best deal on your utility bills? Whether you're comparing broadband, TV, mobile, or energy providers, Sodexo discounts has offers you can enjoy exclusively as a Sodexo employee.

Take advantage of savings and/or earn WOWPoints with BT, EE, Sky, Virgin Media, Scottish Power and many more. Just go to sodexorewardhub.com and click on the Sodexo Discounts tile.

MOBILE PHONES

This Vodafone employee advantage programme gives each employee and five friends and family members up to 15% off. These deals are available for new and existing Vodafone customers at the end of their contract. There are two great discounts available:

Apply for the discount within 30 days of your upgrade, renewal or purchase by completing an online application form at www.vodafone.co.uk/employee-advantage-vea. If you have trouble accessing the online form, please email info@vodafoneemployeeadvantage.co.uk. A £10 membership fee applies for each application.

AIRPORT PARKING

You can save up to 25% on airport parking through Sodexo Discounts.



Other Benefits

TALENT SPOTTERS

Help Sodexo attract talented employees to join us through the employee referral scheme. In doing so you could be eligible for a recognition payment for successful referrals to certain roles.

Contact the resourcing team to find out which roles are included in the scheme and the details of the rewards.

Visit the Sodexo Careers website at www.sodexojobs.co.uk

SUPPORTING STOP HUNGER

Sodexo have been working with Stop Hunger for many years, supporting them with their efforts to tackle hunger and malnutrition worldwide.

We hold various initiatives to raise money for Stop Hunger including the annual Stop Hunger day – so all fund raising ideas are welcome.

Sodexo also facilitates a payroll giving scheme. Through this scheme 100% of any donation you make goes to Stop Hunger and in addition Sodexo also contribute 50p for every £1 you donate (up to a maximum of £25,000).

Go to sodexorewardhub.com

TALK

Your employee assistance programme is provided by Vita Health Group, a UK-based company with over 30 years' experience in providing workplace wellness schemes.

Through your EAP, you have access to free, independent and professional advice for life's everyday problems 24/7, as well as additional support for those times when you need it most, with up to six free counselling sessions available, where clinically appropriate.

We encourage you to make regular use of your EAP. You'll find a huge range of lifestyle tips and advice through the online platform, including a bespoke self-assessment tool, which will help you to focus on you.

If you need to Talk, please call:

UK: 0800 111 6387

Ireland: 1800 551 556

Abroad: +44 845 330 5132
(including Falklands and Cyprus)

Manager support: 0800 111 6385

To access online support tools, visit:
my-eap.com (log in: sodexowell)

RECOGNITION EVENTS

We celebrate the performance and long service of Sodexo people at annual recognition events. These celebratory events give us a great opportunity to congratulate individual and team successes.

YOUR LUCKY NUMBER - EMPLOYEE LOTTERY

Your Lucky Number is a weekly lottery that gives you the chance to win cash prizes while supporting Stop Hunger. It costs £1 a week and it's easy to take part.

Almost half of the money raised will help to fund Stop Hunger partner charities operating in the UK and the rest will go to employees in the form of three weekly cash prizes.

The normal prize fund is at least £1,550 a week:

- 1st prize = £1,200
- 2nd prize = £200
- 3rd prize = £150

Go to sodexorewardhub.com



PeopleCentre

Sodexo

Data Centre

310 Broadway

Salford

M50 2UE

Tel: 0845 603 3644

www.sodexo.com

