



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
- Cycle to Work
- 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.

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.

HEALTH AND WELLBEING

A wide range of resources on general health, healthy eating, fitness and workplace health for you and your family.

24HR GP

Your health is of the utmost 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.

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 sees 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.



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.

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
- A reminder of some other perks of working for Sodexo

PENSION PLAN

Sodexo offer a defined contribution pension arrangement in the form of the Mercer Aspire Pension Plan.

Sodexo employees are eligible to join the plan after they have completed 6 months continuous service.

As a member of the plan you are required to contribute a minimum of 6% of your salary which the Company will match, which is a total of 12% of your pay going into your pension pot each month.

You can also contribute more than 6% if you wish in order to boost your retirement savings and take advantage of the tax relief available on pension contributions. Please note, however, that the Sodexo contribution will remain at 6%.

Any investment return on your retirement savings is also applied to your own individual pot free of tax.

We strongly recommend that you start saving for you retirement if you have not already, for more information about the plan and details of how to join please contact: Pensionsteam.UK@sodexo.com

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.

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)

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 €1000 and capped at one month's salary

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.



AC LENS

AC Lens is pleased to offer you up to 15% off our wide selection of contact lenses, eyeglasses, reading glasses, sunglasses and other eye care products. To receive your discount, enter coupon code BENE15 in the promotion code box at checkout. Eyewear products receive free shipping on any size order while contact lenses and eye care products receive free shipping over €99. Use coupon code BENE15 in the special instructions box at the online checkout or call us toll free.

Here's why AC Lens is the best place to shop for optical products online:

- Lowest prices guaranteed
- Free shipping on most products
- Millions of products in stock - most products ship same day
- AC Lens is an authorized retailer for every brand we sell
- AC Lens ship to nearly 100 countries around the world



APPLE

Welcome to the Apple Employee Purchase Programme. Save up to 40% on the latest Apple products. Refurbished Products - Guaranteed Apple quality.

All refurb products undergo a rigorous process to make sure they're up to Apple's tough quality standards. Apple back it with their standard one year limited warranty. You also have the option of purchasing an Apple Care Protection Plan. Apple Finance is also available through the Apple EPP store.

PC WORLD

Paper voucher - up to 6% off. There are over 500 Currys, Currys Digital and PC World stores throughout the UK & Ireland, giving you access to a fantastic range of products and services selected to offer you choice, value and convenience.

Whether replacing a faulty kitchen appliance, upgrading your TV or looking to treat yourself to the latest must have gadget, their store staff will be on hand to offer advice and make your shopping experience a great one.

- Paper vouchers are an easy way to save on shopping with your favourite brands
- Use them on your regular purchases or as gifts for friends and family
- Use your vouchers in high street stores (cannot be used online)
- Available in €10, €20 and €50 denominations
Phone (01) 6968209 now to purchase your PC World Paper Voucher

SHOPPING CARDS

Save up to 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 www.sodexorewardhub.com and click on the Sodexo discounts tile. You can also download instant e-codes on a variety of retailers, these can be used online and in store.

Shopping cards can be purchased for stores including:

- **Argos - up to 6% off**

Argos is unique amongst major retailers in Ireland because its primary means of displaying goods to customers is via a catalogue. Everything from Home, Garden, Sports/Leisure, Jewellery, Home Entertainment, Computers & Toys can be purchased from Argos.

- **Arnotts - up to 4% off**

Since its establishment in 1843, Arnotts has been a Dublin landmark for generations of Irish people and visitors to the capital city. With a selling area of more than 300,000 square feet it is the largest department store in the country, ranked in the top five stores in Britain and Ireland.

- **House of Fraser - up to 7% off**

With 61 locations across the UK and Ireland, House of Fraser is the leading premium department store offering a fantastic range of brands and products for men, women, children and home.

In-store and online you'll discover fantastic brands, including BIBA, Hugo Boss, Jaeger and Karen Millen and amazing beauty products and treatments too. They are the destination for an unrivalled selection of famous names, designer labels, luxury goods and exclusives.

■ **River Island - up to 7% off**

Love fashion. Love River Island. With over 60 years of fashion retailing experience, River Island is one of the most successful companies on the High Street. River Island is known for its stylish and affordable fashion; with great going-out looks, amazing denim and fabulous shoes and bags, it's the perfect place to pick up everything you need to get a complete head-to-toe look. Almost everything is designed in-house and with one of the largest design teams on the High Street this means they can have fabulous new fashion arriving in-store and online every single week.

MARKS AND SPENCER

Paper voucher - up to 5% off. One of the Europe's leading retailers, with over 21 million people visiting their stores each week, Marks & Spencer offer stylish, high quality, great value clothing and home products, as well as outstanding quality foods. Marks & Spencer Paper Vouchers are an irreplaceable way to unlock thousands of unique products, found only at Your M&S.

- Paper Vouchers are an easy way to save on shopping with your favourite brands
- Use them on your regular purchases or as gifts for friends and family
- Use your vouchers in high street stores (cannot be used online)
- Available in €5 and €20 denominations

FLOWERS

Interflora is the world's largest and most popular flower delivery network. Interflora has become synonymous with a concept that once would have been impossible to believe - that within a day a beautiful bouquet or gift can be personally delivered with style across the world.

Visit Interflora today and enjoy up to 15% off your order.

COSMETICS AND PERFUMES

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

Go to sodexorewardhub.com Sodexo discounts for more details.

ELA'S BEAUTY

Up to 20% off all treatments. It's never been easier to pamper yourself! Or for a better value! Take advantage of this offer and book in for a treatment today!

Ela's Beauty offers beauty and massage treatments from the location in Clane as well as the comfort of your own home. The main goal is to make you feel great in your skin. It's not just going to be a manicure or an eyebrow tint, but a whole experience. You will have your own private beauty therapist who will help you improve or maintain your appearance and look after you every step of the way.

For more details please check www.elasbeauty.ie.

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 www.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

Receive up to up to 15% off car hire.

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

TRAVEL

Hotel comparisons engine: With Sodexo Discounts you can compare hotels from a range 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 www.sodexorewardhub.com and click on the Sodexo Discounts tile.

ELECTRONICS

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

SNAPFISH

Snapfish is the leading online digital photo service offering free sharing and storage of your digital photos with prints from €0.24 for a 6x4" or €0.13 if customers pre-pay. Snapfish Ireland is now wholly owned by Hewlett Packard to become the number one provider in the digital imaging market.

- Earn 10 WOWPoints per € spent

COMFORT KEEPERS

Comfort Keepers® provides compassionate in-home care that helps seniors and others live safe, happy, and independent lives in the comfort of their own homes.

Care services:

- Companionship
- Meal preparation
- Light housekeeping and laundry
- Transportation
- Grocery shopping and errands
- Respite care/relief for family

Personal care:

- Bathing, grooming, hygiene
- Dementia care
- Medication reminders

Sodexo employees and their loved ones can benefit from a free in-home assessment and 10% discount. Tax relief is also available. Contact us today to avail of your discount rates!

Phone: 1850 911 800 www.comfortkeepers.ie

Email: care@comfortkeepers.ie

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 of 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.

EURAIL

Eurail.com is the official brand for non-European train travellers! We offer a range of discounted passes to travel by train affordably.

Since the company started in 2006, we have helped customers from all over the world to have an unforgettable Eurail train trip.

Free 1st class upgrade from Eurail when you travel Europe by train this Spring.

- Earn 3x WOWPoints

OTHER DISCOUNTS

Look on Reward Hub for further great offers including:

- Save up to 15% at Alton Towers Waterpark
- Boots paper voucher for up to 8% off anything in-stores nationwide
- Up to 40% off chef knives from Flint & Flame
- Earn up to 10 WOWPoints per €1 spent at LivingSocial



Other Benefits

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:

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)

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

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.

There may be more offers available local to your site which change from time to time, check the notice boards and local communications to find out more...



PeopleCentre

Sodexo

Data Centre

310 Broadway

Salford

M50 2UE

Tel: 0845 603 3644

www.sodexo.com

