

EMPLOYEE BENEFITS & REWARDS BOOKLET



Contents

01. Introduction	1
Pay, Leave & Working Arrangements	3
02. Annual Leave	4
03. Loyalty Holidays	5
04. Unpaid Leave	5
05. Annual Pay Reviews	5
06. Profit Related Pay (PRP) Scheme	6
07. Company Sick Pay	7
08. Overtime for Hourly Paid Staff	8
09. Hybrid Working for Salaried Staff	9
10. Compassionate Leave & Pay	10
11. Company Pension Scheme	11
12. Death In Service Scheme	11
13. Reserve Forces Scheme	12
Internal Schemes	13
14. Annual Family Fun Day	14
15. Stars in the SKIEs Recognition Scheme	16
16. Long Service Awards	17
17. Retirement Awards	18
18. Christmas Savings Scheme	19
19. Recruitment Employee Referral Scheme	20
Access to External Benefits	21
20. Cycle to Work Scheme	22
21. Salary Extras Discounts Scheme	23
22. Eye Care Scheme	24
23. Corporate Gym Membership Discount	25
24. Fashion & Textiles Children's Trust (FTCT)	26
Wellbeing & Mental Health Support	27
25. Occupational Health	28
26. Employee Assistance Programme (EAP)	29
27. Private Counselling with NWCH	31
28. Mental Health & Wellbeing Team / MHFA's	31
Professional & Personal Progression at Micronclean	33
29. Learning & Development Opportunities	34
30. Internal Recruitment & Promotion Opportunities	35
31. Keith Brown Award	36
Communication & Employee Voice	37
32. Company Quarterly Newsletter	38
33. Company Days	38
34. SKIEs Council	39
35. Creativity Support Group (CSG)	39

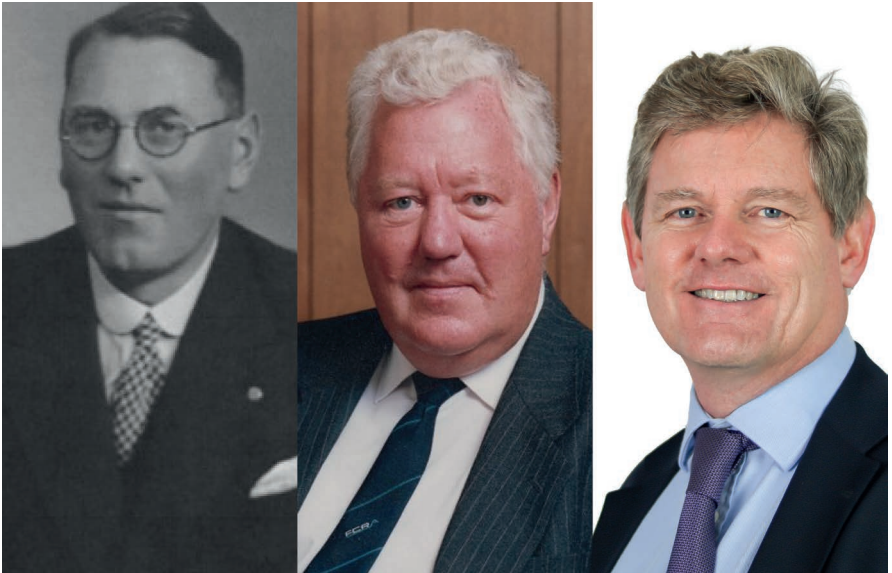
01. Introduction

Micronclean has been owned and managed by the Fry family since Cedric Fry acquired the original laundry in 1928, although it had been in existence for many years prior to that.

The company's origins can be traced as far back as 1883 when it began as Skegness Steam Laundry, and was later known for many years as Fenland Laundries Ltd, before becoming Micronclean Ltd.



Donovan Fry took over when his father Cedric died in 1968, and he in turn handed over the reins when he retired in 1993 to his son Simon Fry who is the current family member in charge of the business.



Ownership by one family for so long stamps an identity that separates the company from other businesses. For Micronclean, this is a long-term focus to create world beating technology, systems, products and services. These are supported by the honesty and integrity of our workforce, all backed by a consistent financial investment.

The Micronclean Purpose encapsulates our overarching mission and states

“At Micronclean our passion is to be the first to introduce new technological solutions that change the shape of the markets we serve creating quality and efficiency for our customers”

Throughout our history we have focused on quality, innovation, attention to detail and customer care. These attributes have been formalised into the SKIEs values which covers Stewardship, Knowledge, Innovation and Excellence. The SKIEs attributes provide a compass for our strategic direction, informs the day-to-day business decisions we make and keeps our customers firmly at the centre of everything we do.

The company is committed to reducing its impact on the environment. This commitment is important personally to the owning Fry family and is a key aspect of Micronclean’s SKIEs values, being described in both the Stewardship and Excellence values.

Looking to the future, we are confident of growth not only in the UK but also in export markets as we seek to leverage not only our laundered garment and mopping service, but also consumables sales. Our unique in-depth laundry knowledge delivers business opportunities in overseas markets in line with our mission statement.

Micronclean employs over 450 people, most of whom are based at our four sites located in Skegness Louth and Grantham, making us one of the largest employers in Lincolnshire. However, we also have many other employees who are either based at, or cover, our customers sites and our various depots all over the UK.

The company greatly values its employees and is proud to have a workforce full of people who have developed happy and rewarding careers at Micronclean.

Over the years, the company has developed, and continues to develop, a large number of employee benefits and rewards that recognise the hard work and commitment of our people that make Micronclean the successful, stable, and ever-growing business that it is. We have developed this document to collate the information about all of these employee benefits and rewards in one handy booklet, and we hope you will find it useful.



Pay, Leave & Working Arrangements

02. Annual Leave

Micronclean recognises that a good work life balance is important and rewards its employees with a good amount of annual leave to rest, take holidays and days outs, spend time with family & friends and pursue hobbies and interests.

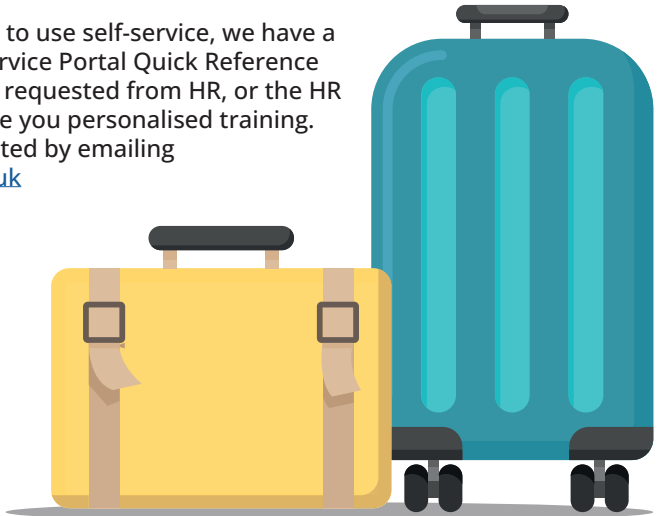
As standard, Micronclean offers more than the statutory minimum and upon commencement of employment with the business, gives its employees 6.0 weeks of annual leave. For full-time staff working 5 days a week, this equates to 30 days for a full year which, includes our nominated Customary Holidays – Christmas Day, Boxing Day and New Year’s Day.

The other bank holidays are classed as normal working days at Micronclean meaning that you are not forced to use your annual leave on all the bank holidays, as many other companies do. Instead, they can be requested as annual leave in the usual way if you so wish. All holiday leave requests are subject to approval, usually on a first come-first served basis.

The Company’s holiday year runs from 01 February to 31 January.

Micronclean has an online self-service portal that can be used to request and book your annual leave, even from the comfort of your own home. This system allows you to receive notification emails when your annual leave request has been granted or rejected by your Manager/Co-ordinator/ Supervisor.

If you’re unsure how to use self-service, we have a “Micronclean Self-Service Portal Quick Reference Guide” which can be requested from HR, or the HR Team is happy to give you personalised training. These can be requested by emailing hr@micronclean.co.uk



03. Loyalty Holidays

Once you have been with Micronclean for 3 years of employment, you will then start to earn your Loyalty Holidays, increasing the annual leave entitlement for full-time staff from 30 days per year to 33 days per year as below (pro-rated for part-time staff working less than 5 days per week):

3 years' service	=	1 additional day of annual leave	Total of 31 days
4 years' service	=	2 additional day of annual leave	Total of 32 days
5 years' service	=	3 additional day of annual leave	Total of 33 days

04. Unpaid Leave

In addition to the standard annual leave and loyalty holidays, Micronclean allows all employees to take up to 2 weeks of unpaid leave per holiday year. Therefore, for full-time staff this will amount to 10 days, part-time staff can take a pro-rated amount.

Like annual leave, unpaid leave can be used for anything you like and can be requested at any time, you don't need to use all your annual leave first. Unpaid leave must be requested and booked in the same way that annual leave is, and you can use the online self-service portal for this also.

05. Annual Pay Reviews

Pay is of course one of the biggest factors that motivates everyone and is essential for everyone to live their lives. Micronclean strives to ensure that we offer all employees competitive rates of pay for the roles they work in.

In addition to this, Micronclean conducts pay reviews for the whole of the business every year and implements pay increases with effect from the January pay run.

06. Profit Related Pay (PRP) Scheme



The Profit Related Pay (PRP) scheme is an annual bonus, paid to all eligible Micronclean employees in proportion to their earnings for that year. The PRP is paid annually in January each year for the previous year. This non-contractual scheme recognises that the success of the business relies on everyone's contribution.

Each year the PRP fund is usually 7.5% of the profit before tax. This percentage is determined by the Board each year. The fund is split into 2 participating elements, 5% of the profit is paid to all eligible staff and a top up of 2.5% of profit is paid to those who do not get other Bonuses or Commissions. (For the sake of clarity those not getting the 2.5% top up include the Board of Directors, Managers, Sales and Service staff and others that receive sales-based commissions.) To calculate each individual's PRP payment, the PRP fund is divided by the total eligible earnings and then multiplied by the individual's eligible earnings.

The company pays the employers national insurance on the profit related pay, which makes the effective cost of PRP 8.5% of profit before tax. The PRP payment is not treated as pensionable earnings and therefore the company does not make pension contributions on these earnings. However, an employee can put some of the PRP in their pension scheme, and this can be arranged through the Payroll department.

Eligibility for the PRP scheme is dependent on an employee's Bradford Score. Eligible earnings will be reduced by 50% for any employee with a Bradford Score between 100 and 300, and by 100% for any employee with a Bradford Score greater than 300. For calculation of any reduction in eligible pay, the company will use an employee's Bradford Score calculated up to the last pay date of the year.

To qualify for PRP an employee must also be employed by the business on the January payday when the PRP is paid out i.e. receive earnings within that pay period.





07. Company Sick Pay

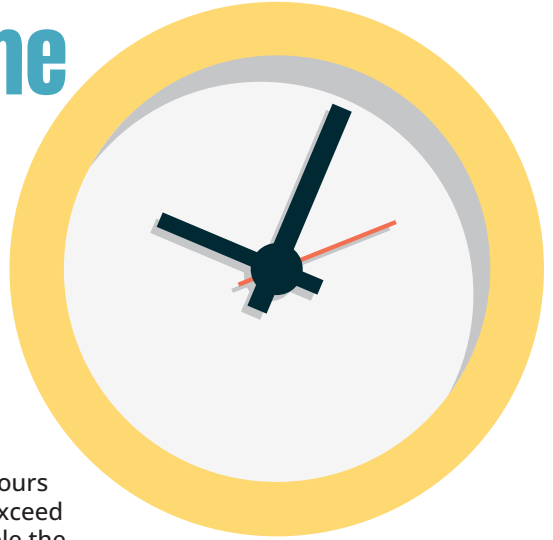
Micronclean recognises that from time to time we all get poorly and there are times when we may need to take time off work as sickness leave. For some years now it has offered a generous Company Sick Pay scheme, which goes far beyond Statutory Sick Pay (SSP).

Employees with at least 6 months continuous service are eligible for Company Sick Pay and initially will receive full basic pay for 3 weeks and the 50% of full basic pay for 2 weeks.

Then after reaching 18 months continuous service employees will be eligible for full basic pay for 6 weeks and the 50% of full basic pay for 4 weeks.

The awarding of company sick pay is subject to the employee satisfying a number of criteria including a satisfactory Bradford Score and following company absence reporting procedure in all incidences of sickness absence.

08. Overtime for Hourly Paid Staff



Hourly paid and daily paid staff may be offered additional work from time to time and will receive overtime pay when the hours they work, for that given week, exceed the department's (and if applicable the shift's) standard working hours. These vary across the business and your Manager can advise you on what the department's / shift's standard hours are. Paid hours include all holiday entitlement and other relevant authorised absence.

From 01 January 2023 all the overtime rates will be paid on a percentage basis. Time and a half (1.5 times the basic pay) for weekdays and Saturdays, and double time (2 times the basic pay) for Sundays.

If you are required to work on a Sunday and this is not part of your normal working week, hours worked on that day will be paid at twice your normal basic hourly rate regardless of whether you have already worked your department's / shift's standard working hours.

If your contracted hours are less than the department's / shift's standard working hours, then you will be paid at your basic rate until you have reached the department's / shift's standard working hours, at which point then any further additional hours you will receive overtime pay. This is to ensure that part-time staff are treated the same as full-time staff.



09. Hybrid Working for Salaried Staff

At any point during your employment with Micronclean, salaried staff whose role it is possible to perform from home, may request homeworking arrangements.

'Hybrid' working requests may be submitted by employees wishing to transition from a purely site-based arrangement to a mixture of home working and site-based working. Full 'home based' working will usually only apply to very specific roles or special circumstances.

Hybrid working arrangements of up to 3 home working days per week will be considered. This will be pro-rated for part-time staff i.e., 2 days can be requested by those who work 4 days a week, and 1 day can be requested by those who work 3 days a week.

The request must be made in writing to your Manager in line with the Homeworking Policy and all requests for homeworking will be seriously considered, but there is no automatic right to be granted a request. Any decisions to grant requests can also be reversed if deemed necessary.

You can contact the HR Team for more information by emailing hr@micronclean.co.uk or speak to your Manager directly if you wish to apply for homeworking arrangements.

10. Compassionate Leave & Pay

Micronclean acknowledges that compassionate leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.

Three levels of paid leave are offered to employees in the event of suffering the death of a family member. These are:

- 1) If you suffer the loss of a son or daughter, then Micronclean will allow up to ten days' paid leave, plus one day's paid leave for the funeral.
- 2) If you suffer an immediate family bereavement (spouse, partner, civil partner, mother, father, brother, sister or grandchild) Micronclean will allow up to five days' paid leave, plus one day's paid leave to attend the funeral.
- 3) In addition, Micronclean will allow one day's paid leave to attend a funeral of grandparents, parents-in-law, partners of brothers or sisters, uncles, aunts, nephews or nieces.

The Company is committed to supporting employees in practical and reasonable ways and offers a variety of support for bereavement including:

- Our Employee Assistance Programme provided by Health Assured, accessible 24/7 where you can reach dedicated bereavement support, either via their phonenumber, their website or their app.
- Funded private and confidential counselling sessions provided by NWCH, a professional counselling & support company.
- Occupational Health referral, to speak with a qualified Occupational Health nurse for advice for you and to Micronclean in ways we can support and possibly make temporary reasonable adjustments to your role if required.
- Mental Health First Aiders – trained Micronclean individuals who you can talk to.

More details about the support listed here can be found further on in this booklet.

11. Company Pension Scheme

Offering a good quality pension scheme is just one part of assisting you in your financial planning for the future. The company pension scheme is operated through Royal London, and as required by law the majority of employees are auto enrolled if you are:

- aged at least 22 but under State Pension age
- working, or if you ordinarily work, in the UK
- earning more than £10,000

You will pay 5% of your basic pay every four weeks into your pension, by way of deduction from wages. (You can also increase this percentage if you wish.) Micronclean match this for all its employees, and will also pay 5% of your basic pay into your pension every four weeks.

The business also pays for all staff to receive and access the services of appointed independent pension advisor, Carl Dixon. He can provide you with impartial advice in relation to the Micronclean pension scheme and any other pensions you may have accumulated. Carl can be contacted by employees directly by emailing him at carldixon@djfs.co.uk or calling him on 01724 271836. We also arrange for him to hold on-site appointment clinics a couple of times a year, at all 4 of our Lincolnshire sites during working hours, so that employees can request to see him.

12. Death In Service Scheme

Employees who are members of the Micronclean Pension Scheme are also provided with free cover under the Death in Service Scheme. This cover aims to provide financial support for those left behind if an employee dies in service.

The amount of cover is one times annual salary, and you can nominate your own beneficiaries. Contact the HR Team by emailing hr@micronclean.co.uk for an

Expression of Wishes form if you haven't yet given your written formal instruction of who you would want your nominated beneficiaries to be, or if you ever wish to update or change this.

13. Reserve Forces Scheme

Micronclean recognises the vital role of Britain's Reserve Forces and the valuable contribution that Reservists make to our Defence, their communities and the civilian workplace. It has a policy which details the support it gives to membership of the Reserve Forces by its employees, and agrees, wherever possible, to be flexible in granting time off to enable employees to undertake Reserve Service training.

Reservists will normally be permitted to take up to a maximum of two weeks per year (or a pro-rated amount if employed part-time), and this will normally be paid. This is in addition to annual leave entitlement.

The Company will also support employees who are compulsorily mobilised for service in the Armed Forces. During the period of Compulsory or Voluntary Mobilisation, the contract of employment will be continuous but there will be no entitlement to pay or pay benefits.

Employees should inform their Manager/Supervisor or HR if they are a member of the Volunteer Reserve Forces to enable the company to best support them.





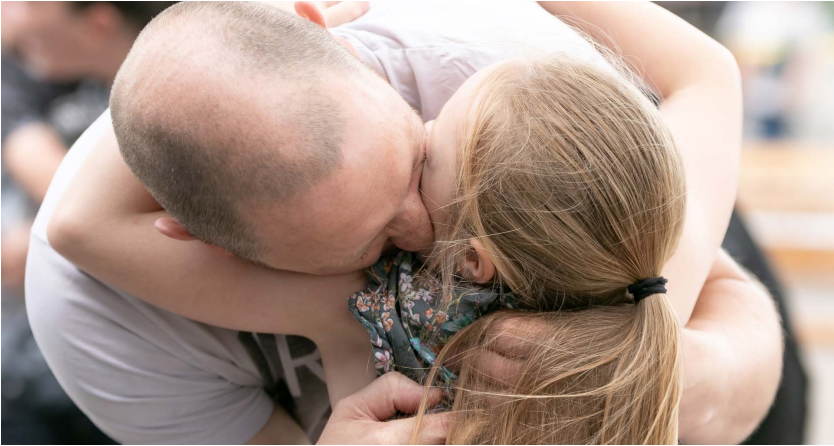
Internal Schemes

14. Annual Family Fun Day

Organised and run by the SKIEs Council, the Micronclean Family Fun Day is an annual event funded by the business, where employees and their family/friends can get together and enjoy a free fun day out for all ages. They are usually held every August or September in Boston, Lincolnshire. There are many activities for everyone each year and have featured lots of bouncy castles, stage entertainment, magician, professional archery, singers, climbing wall, football games, balloon artist, face painting, hair braiding and garden games. We've even had a Micronclean's Got Talent show with employees and/or their family & friends taking part with £150 up for grabs as the winner's prize. The Family Fun Day also includes plenty of free food with options of things like burgers, pizza, various chip shop choices and a 99 Flake from the ice cream van.

The only money spent by people attending goes on cake sale donations and the tombola and raffle where great prizes can be won by all, including an extra week of annual leave for one lucky employee at the close of the day. All money raised (usually over £1,000) from these sales goes to two different deserving charities each year.





15. Stars in the SKIEs Recognition Scheme

As well as the various ways in which the business recognises and rewards its employees, Micronclean also want to enable opportunities for people to nominate each other for recognition when they feel a colleague has gone above and beyond or is just doing a great job of contributing to the business in some way.

This is how the Stars in the SKIEs recognition scheme was born. It runs approximately every quarter and employees can use this chance to highlight someone else in the business who they feel deserves to win the Stars in the SKIEs award. Nominations are submitted to the SKIEs Council who each independently vote based on these nominations. The person with the most votes is then surprised with a winner's presentation where they receive a certificate, £150, a trophy of their own to keep, and their name engraved on the Micronclean Stars in the SKIEs Trophy.

There is also a prize for the 'Best Nomination' which is chosen by founder of the Stars in the SKIEs, Operations Director, Andy Kettle. The person who wins this award for writing the best nomination of the quarter is also surprised with a presentation and wins themselves a certificate and £30, as well as £30 for the person they nominated too.

You can look out for the launch of each Stars in the SKIEs campaign in both your emails and the latest edition of The Spin company newsletter.



16. Long Service Awards

THANK YOU!

Staff loyalty is valued by Micronclean, and to reflect this the business offers awards in recognition for both 25 years' service and 40 years' service.

Both of these are rewarded with a presentation and £500 to the employee upon reaching either of these milestones. A special achievement trophy is also awarded at 40 years of service.

Due to tax rules, an employee can choose from one of two options:

1. To have the award paid to them as a monetary amount, i.e., alongside wages via Payroll. However, if this option is chosen, the reward amount must be taxed.
2. To have the award as gift(s), in which case the business can award the equivalent of the full amount e.g., jewellery of their choosing, items from Amazon, gift cards, amounts paid off a holiday. If choosing this option, the employee should advise the HR department of the website link(s) or details of what they would like, by emailing hr@micronclean.co.uk. The business will then purchase the items and in the case of physical items, will arrange for them to be delivered to the employee's home address.



17. Retirement Awards



Reaching retirement whilst in service with Micronclean is also celebrated with the employee upon their departure to enjoy their well-earned retirement, and the company operates a generous retirement gift scheme:

- Less than 3 years' service £100
- 2-5 years' service £250
- 5 - 10 years' service £500
- Over 10 years' service £1,000

Due to tax rules, an employee can choose from one of two options:

1. To have the award paid to them as a monetary amount, i.e., alongside wages via Payroll. However, if this option is chosen, the reward amount must be taxed.

2. To have the award as gift(s), in which case the business can award the equivalent of the full amount e.g., jewellery of their choosing, items from Amazon, gift cards, amounts paid off a holiday. If choosing this option, the employee should advise the HR department of the website link(s) or details of what they would like, by emailing hr@micronclean.co.uk. The business will then purchase the items and in the case of physical items, will arrange for them to be delivered to the employee's home address.

18. Christmas Savings Scheme



Most of us have that familiar occurrence each year when Christmas is approaching and suddenly, we need to start thinking about saving up for presents and food shopping. To help ease this financial pressure, Micronclean have a Christmas Savings Club which employees can choose to partake in if they wish. It simply allows you to put some of your wages aside each pay day, helping to spread the cost of your Christmas across the year so you can budget better for the festive period ahead.

Your savings are safely stored away for you by the Payroll department until the pay day prior to Christmas, when all the money you have saved away is paid to you with your normal wages that month. You can save from as little as £10 each pay day, up to whatever value you would like to opt for.

There is no interest charged and because your Christmas savings are taken from your wages and tucked away for you before you even receive them, it helps remove any temptation you may have to spend it on something else, or dip into it throughout the year (like you may do if you have your own savings account). If you sign up, the condition of the scheme is that your Christmas savings will only be paid to you on the pay day before Christmas or in the event that you leave the business for any reason.

This scheme is opened up and offered to all employees via an email which gets sent out in November or December each year. Employees are not permitted to join the scheme part way through the year. To take part all you need to do is complete and sign the application form when you receive it, stating how much you wish to save each pay day, return it by the deadline which usually falls in the middle of January, and the Payroll department will do the rest for you.

If you have any questions about this scheme, contact the Payroll department by emailing payroll@micronclean.co.uk

19. Recruitment Employee Referral Scheme



Micronclean now has a scheme which enables staff to be rewarded if they introduce someone to the business, and that person is recruited and remains within the company's employment. The reward is £150, and the payment breakdown of this reward is as below:

- Upon the person's commencement of employment £25
- Upon their successful completion of 6 months' service £50
- Upon their successful completion of 12 months' service £75

For all the above instalments, the reward will be made to you on the payday following each stage being completed. For example, the £50 will be rewarded to you on the payday following the date they successfully complete 6 months service.

If they do not remain within Micronclean's employment for whatever reason, then you will only receive the instalments that have been earned up to that point. For example, if they complete 8 months' service and leave/are dismissed from Micronclean, you will not receive the final £75 instalment.

You can choose if you would like the above amount:

- as money paid to you via your wages or
- in the form of 'One for All' vouchers (either physical or online gift vouchers) <https://www.one4all.com>. Delivered to your home address if choosing physical gift vouchers or delivered to your email address if choosing online gift vouchers.

You must specify how you would like to receive your reward instalments, by informing HR via email at hr@micronclean.co.uk.



Access to External Benefits



20. Cycle to Work Scheme

The Payroll department at Micronclean have implemented a salary sacrifice scheme via Salary Extras whereby you can apply to effectively hire a bike from Caboodle Technology Limited through a 12-month plan, providing you use it to cycle to work. The Bike Scheme is a Government backed initiative to encourage people to leave the car at home and bike to work instead. As a reward, you'll not only reduce the cost of travelling to work, you'll save money in Tax and National Insurance (NI). The payments you make to hire the bike will be taken directly from your gross pay by Micronclean. As these deductions are free of tax and NI, you save money. At the end of the hire period Caboodle Technology may then offer to sell the bike to you for a fair market value.

To find out more and/or to apply, register on their website using the details on the poster or contact our Payroll department by emailing payroll@micronclean.co.uk

Get fit, go green and save money!

The Salary Extras Bike scheme allows you to save up to 43.25% on the cost of a new bike, accessories or even an electric bike when you use them for cycling to work!

There's nothing to pay up front and because you're paying for it directly from your salary, it helps to make the bike more affordable by spreading the cost.

The scheme also includes electric bikes too - the ideal alternative for a long commute - just a normal bike, but with a little extra assistance whenever you need it.

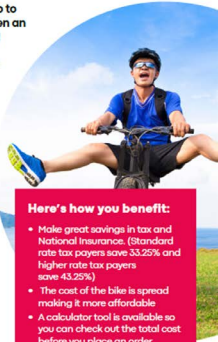
Great features of the scheme:

- A huge range of bike and brands to choose from
- Available through Halfords, Tredz & Halfords affiliated independent bike shops
- Safety accessories and upgrades your existing bike included
- Lifetime safety checks
- Lifetime guarantee on Halfords brand bikes
- 10% off all Halfords cycle accessories, parts and clothing
- Access to Halfords and Tredz sales promotions.

Not registered yet?
Use your company details to register:

Company username	micronclean
Company password	MAC558

Trouble registering?
Please call our helpline on: 0530 100 2313
Mon - Fri, 9am to 4pm (Calls charged at local rates)



Here's how you benefit:

- Make great savings in tax and National Insurance. (Standard rate tax payers save 28.25% and higher rate tax payers save 43.25%)
- The cost of the bike is spread making it more affordable
- A calculator tool is available so you can check out the total cost before you place an order
- Save money on fuel and parking costs and get fit!
- Access to over 1500 stores throughout the UK and an extensive range of bikes to suit all tastes and budgets
- The support of a dedicated customer service helpdesk.

cycle₂work

To find out more visit:
salary-extras.co.uk



21. Salary Extras Discounts Scheme

Also offered through Salary Extras, the Payroll department at Micronclean have implemented an instant discount scheme whereby you can purchase gift cards for a multitude of brands, stores, eateries, and entertainment venues and receive an attractive discount on the value of the card.

With Instant Discounts, there's savings to be made on just about anything. There are discounts on travel, dining, fashion, TV subscriptions, home and DIY and loads more. They can also be used alongside offers and promotions, so the savings go even further.



SalaryExtras
Instant Discounts

Save money instantly at a huge range of retailers!

TESCO | JOHN LEWIS | Currys PC World | M&S EST. 1894

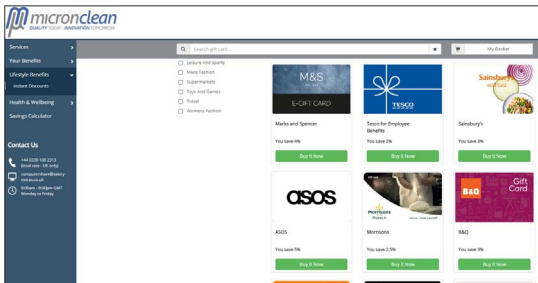
To find out more log on today!
salary-extras.co.uk

Username:
Password:

Trouble registering?
Please call our helpline on 0330 100 2313
Mon - Fri, 9am to 6pm
(Calls charged at local rates)

Through Instant Discounts, savings are accessible in a matter of seconds. Discount codes are emailed instantly to be used as and when you need them.

To find out more and to access these discounts, register yourself on their website using the Micronclean username and password provided here. After following the initial steps of registering you'll then be able to login whenever you like, to your own employee profile and the page will look like this:



The screenshot shows the Salary Extras website interface. On the left is a navigation menu with categories like 'Directs', 'Travel Benefits', 'Lifestyle Benefits', 'Instant Discounts', 'Health & Wellbeing', 'Savings Calculator', and 'Contact Us'. The main content area features a search bar and a grid of retailer offers, including M&S Light Card, John Lewis 15% Off, ASDA, ASDA 10% Off, ASDA 15% Off, ASDA 20% Off, ASDA 25% Off, ASDA 30% Off, ASDA 35% Off, ASDA 40% Off, ASDA 45% Off, ASDA 50% Off, ASDA 55% Off, ASDA 60% Off, ASDA 65% Off, ASDA 70% Off, ASDA 75% Off, ASDA 80% Off, ASDA 85% Off, ASDA 90% Off, ASDA 95% Off, ASDA 100% Off, ASDA 105% Off, ASDA 110% Off, ASDA 115% Off, ASDA 120% Off, ASDA 125% Off, ASDA 130% Off, ASDA 135% Off, ASDA 140% Off, ASDA 145% Off, ASDA 150% Off, ASDA 155% Off, ASDA 160% Off, ASDA 165% Off, ASDA 170% Off, ASDA 175% Off, ASDA 180% Off, ASDA 185% Off, ASDA 190% Off, ASDA 195% Off, ASDA 200% Off.

Call Salary Extras directly via their contact details below, or our Payroll department by emailing payroll@micronclean.co.uk if you have queries about this scheme.

22. Eye Care Scheme



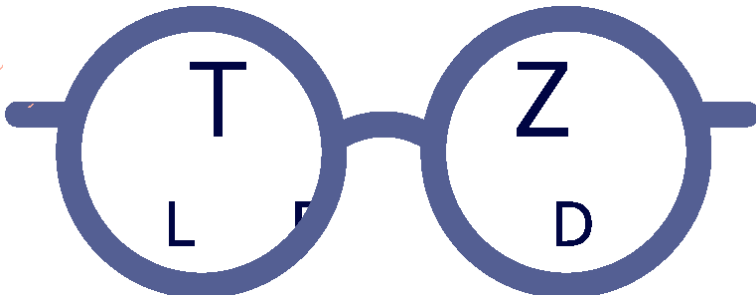
An eye test is actually quite similar to having a check-up at the dentist, although a lot of people don't see it that way. Eye tests are important for indicating whether a person needs glasses, or needs to change their prescription, but that's not all. A full eye test can detect more serious health issues, such as high blood pressure, diabetes, or glaucoma. It is recommended that everyone has an eye test at least every two years.

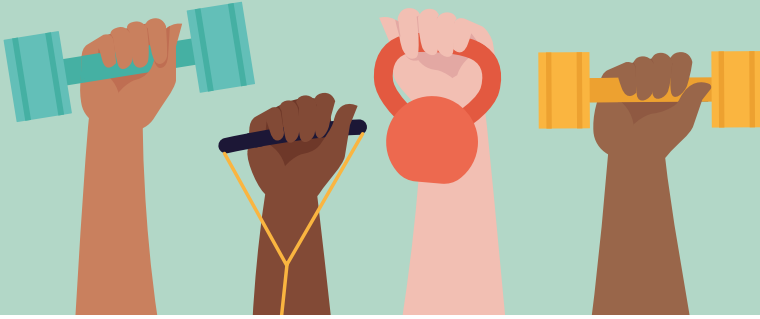
Micronclean uses the Specsavers corporate eyecare scheme and all employees can request a voucher which we can then issue to you in your name to use in any Specsavers store. Each voucher provides a free full eye examination paid for by Micronclean.

Should it be identified that you then require a prescription solely and specifically for Visual Display Unit (VDU) use i.e., for computers and screens, you will then also be able to select a pair of glasses from the £49 range, fitted with CR39 single-vision lenses plus scratch-resistant treatment, as standard. Your Specsavers voucher provided by Micronclean will cover the cost of this. Alternatively, the £49 contribution can be used towards an upgrade to other frame ranges.

You will need to use your voucher within three months of it being issued to you. We reserve the right to reallocate it to another employee if not used by you within this timeframe.

To obtain for a voucher, speak to your Manager/Co-ordinator/Supervisor or contact the HR Team to ask for an application form by emailing hr@micronclean.co.uk





23. Corporate Gym Membership Discount

Micronclean have linked up with various gyms so that our employees can benefit from corporate gym memberships. For some years now we've worked with Fresh Fitness in Skegness, and their posters are displayed around the relevant sites showing details of the corporate gym membership that our staff can access.

We have also started working with Magna Vitae who have gyms in Louth and Skegness and are offering our employees membership for £25 a month (providing you sign up for at least 3 months). At Mayhem gym in Boston, our employees can get a discounted membership rate of £20 per month.



Anytime Fitness in Grantham now offer our staff a discount with their 12-month direct debit. With £0 joining fee and £0 pro rata payment, this would then be £24.95 a month will full access anytime to the gym. After 30 days you will then also be able to use their Lincoln and Newark based gyms.

If you are interested in corporate gym memberships or have a gym in mind that you would like us to approach, then contact the HR Team by emailing hr@micronclean.co.uk

24. Fashion & Textiles Children's Trust (FTCT)

As a Micronclean employee, if you have children aged under 18 then you qualify to access support from the Fashion & Textile Children's Trust. A charity who are always keen to help low-income families experiencing financial difficulties. Used by hundreds of families every year, their grants are not a loan and do not need to be re-paid. There is no shame in applying for this funding, however it can be done in confidence if you prefer. Micronclean are not informed by the charity as to who is accessing this support. It is easy to apply, read more below and access their website. They also have phone numbers on their websites that you can call with any queries you may have.

fashion & textile children's trust.

charity registration no: 257136

Our charity funds essential items for children, if their parent or carer works for a UK fashion and textile company.

Financial grants for children of UK fashion and textile families.

Can I apply?

Grants are available for children (0-18 yrs) if their parent or carer works or recently worked for a UK fashion and textile company. This includes people who worked at supermarkets, in clothes shops, for laundry companies and more.

Find out more: fctt.org.uk/about-our-grants

What do grants fund?

Grants fund items to support a child's wellbeing, including:



Clothing



Bedroom Furniture



Appliances



School Essentials



Sensory Toys



Mobility Equipment



How to apply

If you would like to apply for a grant, please visit fctt.org.uk and complete an online enquiry form.



Scan for info

Fashion & Textile Children's Trust.
Registered Charity: 257136

Wellbeing & Mental Health Support



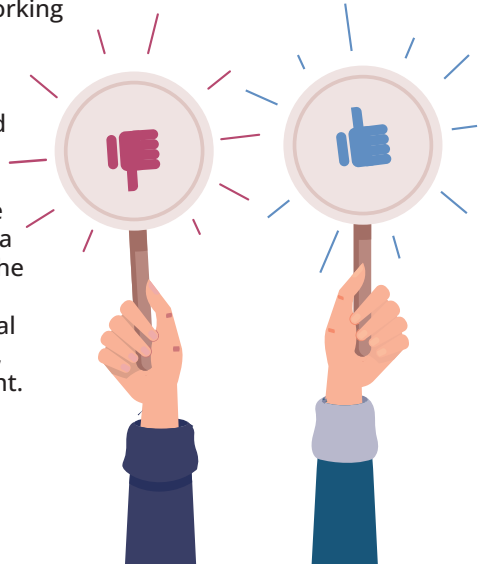
25. Occupational Health

Micronclean uses the services of an Occupational Health (OH) company called COPE (<https://www.cope.co.uk/>) to support employees and seek medical advice when necessary. Employees are referred to OH either by the business (i.e. a Manager) or by way of self-referral and is then booked in for an appointment with a OH Advisor (OHA). These usually take place over the phone but may also be held in person as part of an on-site clinic at one of our sites.

OHA's are Qualified Registered Nurses who hold additional specialist qualifications within the field of Occupational Medicine. OHAs are provided by an external Occupational Health company and are therefore impartial. OHAs are able to support and advise employees with respect to their health condition, and also to advise management on an employee's fitness for work and on any appropriate and suitable workplace adjustments.

Part of the role of an OHA is to advise employees individually on health matters, as well as to provide clinical guidance to the Company on an employee's health and the effect this may have on their work. In particular if the employee is off work at that time with a health concern. When advising on health matters in occupational health it must be a practice undertaken by someone who has a health qualification as well as information regarding the working environment. It should be recognised that early referral to the OHA can often help facilitate an effective, supported return to work plan.

The Practitioner is bound by the same rules of confidentiality as a GP, and any guidance given to the Company is provided without breaching an individual's medical confidentiality and is, therefore, only with the individual's consent.



26. Employee Assistance Programme (EAP)

The health and wellbeing of all our staff members is paramount. Micronclean have therefore invested in an Employee Assistance Programme (EAP) which the business pays to ensure all employees and their immediate family can access good quality wellbeing support with no costs incurred for the employee for these services. The Programme is delivered by Health Assured – the UK and Ireland’s leading wellbeing provider.

The EAP is a confidential employee support benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. It provides a complete support network that offers expert advice and compassionate guidance, covering a wide range of issues, from Health Assured trained team of experts, and can be accessed confidentially 24/7.

Health Assured strongly believe in providing an EAP service that offers not only reactive support when someone needs it, but also proactive and preventative support.

Everything that is offered through the Employee Assistance Programme can be accessed by you confidentially and we introduced EAP for this reason as we know that not everyone would want to approach someone at work about their health and/or wellbeing. So this way, if you need support or you are struggling, but you don’t want anyone at work to know, then you can be reassured that you can access this help in confidence. Health Assured do not pass on the names of anyone accessing the EAP to Micronclean.

Services Available through EAP include:

- 24/7 Helpline - Health Assured also offers support for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year by calling 0800 028 0199. *Health Assured define immediate family members as spouse/partners and children aged 16 to 24 in full-time education, living in the same household.
- Life support - Access to counselling for emotional problems and a pathway to structured therapy sessions (employees only) at your convenience.

- **Legal information** - For issues that cause anxiety or distress including debt management, consumer, property or neighbour disputes (employees only).
- **Bereavement support** - Health Assured offers qualified and experienced counsellors who can help with grief plus legal advisors to help with related legal matters.
- **Medical information** - Qualified nurses are on hand to offer support on a range of medical or health-related issues offering practical information and advice.
- **Online CBT** - A range of CBT self-help modules, informative fact sheets and invaluable advice videos from leading qualified counsellors.
- **Wellbeing Portal** - In addition to counselling support, advice and the app, Health Assured also offer a virtual library of wellbeing information. Their articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid your physical and mental health. To access the Wellbeing Portal you can visit <https://healthassuredeap.co.uk/> and login with the below credentials:

Username: Wellbeing

Password: LeanFreeTone

- **My Healthy Advantage** - Health Assured's comprehensive health and wellbeing app. Through the My Healthy Advantage app, you will have access to a range of features, all aimed at improving your health and wellbeing. These include:

- Live chat and support
- Access to BrightTV – an exclusive series featuring well-known personalities sharing their own experiences with mental health
- Personalised news feed
- Weekly mood tracker
- Four-week plans
- Mini health checks
- Breathing techniques



Employee Assistance Programme

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

Free 24 Hour Confidential Helpline:

0800 028 0199

- | | | |
|----------------------------|-----------------------|---------------------|
| Stress & anxiety | Counselling | Family issues |
| Bereavement | Financial wellbeing | Childcare support |
| Relationship advice | Legal information | Medical information |
| Tenancy & housing concerns | Alcohol & drug issues | Consumer issues |

Download 'My Healthy Advantage' now

Employer code:



To find out more visit:
healthassuredeap.com

health assured

Username: Password:

27. Private Counselling with NWCH



To further support employees who may struggle with their mental health at any point, we also offer private counselling sessions, through our working partnership with NWCH who are based in Lincoln <https://nwcounsellinghub.co.uk/>

These sessions are completely confidential and what you discuss with the NWCH counsellor is not shared with anyone else.

Micronclean will pay for up to 10 sessions, and then if you find them to be beneficial and wish to have more, will half-fund a further 5 sessions with you paying the other half. Currently employees who are having counselling sessions can choose to do either virtually or over the phone. Face-to-face sessions at our Lincolnshire sites may also be an option.

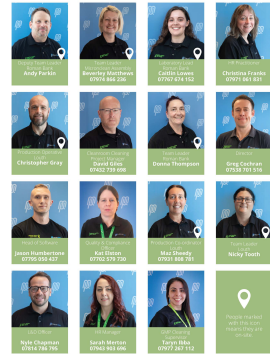
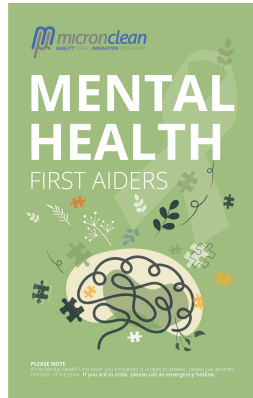
Employees are firstly referred to Occupational Health and if their advice includes the opinion that these private counselling could help, then these sessions are set-up by the HR Team upon the employee's confirmation that they would like the counselling and signing up to a counselling agreement.

If you would like to access this support, you can self-refer or ask for more information at any time by contacting hr@micronclean.co.uk. Or by talking to your Manager/Supervisor who can arrange referral for you.



28. Mental Health & Wellbeing Team / MHFA's

The Mental Health & Wellbeing Team was formed in April 2019 when a campaign was put out in The Spin company newsletter, asking for volunteers to take part in a creativity session to look at how we could better support employees with their mental health and wellbeing. A variety of people across the business responded, from different departments and different walks of life, and with their own experiences of mental health. All were passionate about the same thing - raising awareness of mental health and wellbeing, helping to reduce the stigma, and playing a part in helping others.



As a result, the group stayed together to form a permanent team and to this day still meet monthly and continuously strive to introduce and embed different initiatives to improve the mental health and wellbeing support that all employees at Micronclean can access. Many of which you can read more about in this booklet. During the COVID pandemic the entire team also completed a course to become fully trained Mental Health First Aiders.

You may wonder what Mental Health First Aid is, and put simply, it is spotting the signs and symptoms of common mental health issues, providing non-judgemental support and reassurance, and guiding a person to seek professional support. It does not mean that we claim to be counsellors - but we are there to listen non-judgementally, and we are trained to support and signpost to the appropriate help.

The team can be reached by emailing MHAW@micronclean.co.uk or you can reach out to any one of them via their contact numbers on the poster.

Professional & Personal Progression at Micronclean



29. Learning & Development Opportunities



Micronclean is proud of its employees and recognises that our people are our greatest asset. The business puts a significant amount of money and time each year into the learning and development opportunities it offers to all employees, so that everyone has the chance to better themselves at work if they so wish. The company also employs a Learning & Development Officer (Nyle Chapman) who is dedicated to enabling the various routes that employees can take to undergo training and/or professional development and enhance their careers with Micronclean.

Just one of examples of this is our very successful FLITE programme – Future Leaders Internal Training Enterprise.

You can contact Nyle at any point to enquire about L&D opportunities by emailing him at hr@micronclean.co.uk.



30. Internal Recruitment & Promotion Opportunities

Micronclean believes in growth and success from within, and as a result almost all job vacancies are advertised internally to allow employees to see and apply for any opportunities that may interest them. All employees are encouraged to put themselves forward and supports any resulting changes in rank, or transfers from one department to another, that occur whenever an internal application is successful.

As well as recruitment, Micronclean has many positive stories of its people receiving promotions in recognition of hard work and development of skills, and will continue to offer these kind of opportunities for many more years to come. Any enquiries about internal opportunities can be forwarded to the HR Team by emailing hr@micronclean.co.uk or you may choose to approach your Manager directly.



31. Keith Brown Award



In 2022 we lost a characterful member of the Micronclean family, Keith Brown. Keith had a long relationship with Micronclean spanning several decades, initially as a supplier of garments and later joining Micronclean to serve as a Non-executive Director and mentor to a number of individuals from 2005 to 2018. Keith had a broad, positive impact on the business, not least championing and supporting the learning and development of others. In his memory, the Micronclean board of directors have now introduced the Keith Brown Award. This Award will celebrate and remember Keith by aiming to retain a small part of the impact Keith had – to support learning and development throughout the business.

The Keith Brown Award is an annual learning and development fund created for the benefit of all Micronclean staff. A fund of £20,000 will be made available each year. Anyone in the business can apply for sponsorship to pursue work-related learning. Whether you want to improve your English or Maths, develop a skill, complete an apprenticeship, or pursue higher education, you can apply for sponsorship to part- or fully-fund the cost of learning.

Applications will open twice per year – in April and October – with awards announced at the end of that month. Please keep a look out for announcements being made each year about this award, regarding open and closing dates, how to apply, etc.

Should you have any questions about this Award at any time of the year, please feel free to direct them to hr@micronclean.co.uk





Communication & Employee Voice

32. Company Quarterly Newsletter



“The Spin” is our quarterly newsletter full of informative articles from departments across the business. Company and personnel updates are communicated in this newsletter, there are also some fun articles and activities such as your chance to win £100 in the quiz, and our ‘Pass the Book’ feature where you can get to know more about other colleagues in the business.

HR Manager, Sarah Merton, is the editor of The Spin and thanks to the help from Cristiana Salguero in the Marketing team and various articles contributed by different people across the business, this newsletter is created and issued to all employees via email every quarter.

Please contact Sarah by emailing sarah.merton@micronclean.co.uk with any questions, or ideas or contributions for The Spin.

33. Company Days

The Company Days are usually held twice a year and take place at venues in the towns of our main sites in Lincolnshire these being Skegness, Louth and Grantham. Staff are paid their wages as normal during attendance of these events. Usually lasting a couple of hours with a lunch they are laid on by Micronclean as a way to get as many staff together as possible, away from the workplace, in order for important and exciting news about the business to be shared.

They are a great way to stay informed and up to date with the strategic direction of the business and any important announcements that may affect you and allow you to respectfully and professionally ask any questions to the Board of Directors or any other speakers. They also give you an opportunity to meet and chat to other colleagues whom you may not get to otherwise meet and talk to very often.



34. SKIEs Council



The SKIEs Council are another group of volunteers from across the business, and were founded based on their passion to help embed the SKIEs values. The group meet monthly and are responsible for the Stars in the SKIEs scheme, are the founders and organisers of the Annual Micronclean Family Fun Day and oversee & manage the company's £3,000 charity fund which get donated to various local charities every year.

The Council have also run various workshops across the business to help employees understand and engage with the SKIEs values. Their purpose is: "to create an inclusive culture, engaging our teams, and helping to embrace the Micronclean values and ensure a better future for all"

They can be contacted by emailing skies.council@micronclean.co.uk

35. Creativity Support Group



The Creativity Support Group (CSG) was established to inspire and support creativity processes throughout Micronclean by raising awareness, facilitating sessions, and teaching others the skills and tools so they can independently lead creativity. Ultimately, Micronclean and the CSG want to equip employees with the skills and resources to become confident and independent in generating ideas through self-run creativity sessions. This gives employees the chance to have their voices heard, their ideas considered, and their contributions recognised. Sometimes the best ideas come from where you least expect them, so next time you have a new idea or are presented with a problem that needs solving, why not contribute to the solution!

From product ideas to IT ideas, research ideas to general ideas – any idea can be submitted through the dedicated ideas form accessible via the CSG area of MIMS, or by scanning the QR code placed around sites.

Notes

Notes



Unless already stipulated in your contract of employment, the contents of this booklet are non-contractual and do not form part of your terms and conditions of your employment. This simply means that the benefits detailed in this booklet may be modified from time to time or discontinued if necessary. If you wish, at any point you can request a copy of the most updated version of this booklet from the HR department. Similarly, if you have any questions about any of the benefits listed in this booklet or how to access, you are welcome to contact us at hr@micronclean.co.uk