AtkinsRéalis

YourReward

How will you make the most of your benefits?

This summary will help you narrow down your choices before you go to **Your**Reward and make your selections.

Need to know more?
Go to yourrewarduk.atkinsrealis.com for detailed information and to make your benefit choices.



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YourReward

Getting started

Step one: Get more detail

- Go to the website yourrewarduk.atkinsrealis.com for detail on each benefit, how you can apply for it, links through to provider information and provider contact details.
- Open the menu indicated by the 3 lines at the top right hand corner of the page and follow ‘Log In - Go To YourReward’ to check your data and make your choices.

Step two: Check your data

- Click the ‘Benefits’ tab on the YourReward homepage to take a look at what benefits you have currently, including the level of cover.
- Take a look at your dependants details (go to the profile icon in the top right of the screen and choose ‘Dependants’) and check the details are correct.

Step three: Make your choices

- On the ‘Benefits’ page ‘Select’ or ‘Review’ each benefit following the steps that appear on the screen.
- Make sure you are happy with the cost of your benefits (each year we review benefits so the prices may have changed compared to last year).
- Select ‘Checkout’ or use the cart icon in the overhead menu.
- Click ‘Confirm Selection’ to submit your choices.
- You’ll receive an email confirming your selections.

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YourMoney

YourReward

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Employee Referral	Recommend a potential new employee and receive a payment when they pass probation.	✗	The company.	✓	Not applicable.		
Pension	Save for the future and receive a contribution from the company.	✗	You pay and the company contributes as well.	✗	✓		✓
Pension Guidance	A 60-minute individual pension guidance session to help you plan for your future	✗	You pay	✗	✓		✓
Retirement Gifts	A way for the company to recognise your service when you retire.	✗	The company.	✗	Awarded at retirement		
Season Ticket Loans	Spread the cost of your annual season ticket over 12 months.	✗	You pay.	✓			✓ Once 6 month waiting period is over.
Share Incentive Plan	Buy shares in AtkinsRéalis Group Inc on a monthly basis. For every 2 shares you purchase, the company will give you 1 share.	✗	You pay and the company contributes as well.	Before 5 yrs = ✓ After 5 yrs = ✗	✓		✓
#WOW Long Service Awards	A way for the company to say thank you when you reach certain length of service milestones.	✗	The company.	✗	Awarded at service milestones.		
Will Writing	Use this benefit if you've been meaning to make or update a will but haven't got around to it.	✓	You pay.	✓	✓		✓

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YourHealth

YourReward

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Dental Insurance	Provides money back on the cost of dental treatment.	✔	Who pays for your cover will depend on your entitlement. You pay for any extra cover for your family.	✔	✔	✔	
Digital GP	24/7 health information and GP appointments.	✔	The company pays for you. You can pay to add your family. If you have Private Medical Insurance the company may also pay for your family.	✘	✔		✔
Employee Assistance Programme (EAP)	Free, confidential support to help you maintain your health and wellbeing.	✘	The company.	✘	✔	✔	
Eyecare Vouchers	Get a free eye test and a contribution towards glasses if you use a display screen for long periods of time.	✘	The company.	✘	✔	✔	
Flu Jabs	Protect yourself from winter flu with a vaccination in the autumn.	✘	The company.	✘	Autumn.		

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YourHealth

YourReward

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Gym Membership	Get fit for less with competitive rates on gym membership.	✓	You pay.	✓	✓		✓
Health Cash Plan	Receive cash back for everyday health costs including dental and optical treatment, physiotherapy, chiropractic services.	✓	Who pays for your cover will depend on your entitlement. You pay for any extra cover for your family.	✓	✓	✓	
Individual Health Insurance	If you are not eligible for Company-funded private medical, but would like private medical cover, you can get a discounted rate on a private policy.	✓	You pay the insurer direct (not linked to payroll).	✗	✓		✓
Private Medical	Get prompt access to medical treatment if you need it.	✓	Who pays will depend on your entitlement.	✓	✓	✓	

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YourLifestyle

YourReward

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Annual Leave + Flexible Holiday – Buy & Sell	You can tailor your annual leave to suit your lifestyle by buying or selling holiday.	✗	If you buy, you pay. If you sell, you get money back through payroll.	Buy = ✗ Sell = ✓	✓	✓	
Charity Donations	Support your favourite charity, direct from your pay, and get immediate tax relief on your donations.	✗	You pay.	✗	✓		✓
Car Allowance	A car cash allowance. This will depend on your role and your terms and conditions of employment.	✗	The company.	✓	✓		✓
Cycle to Work	Save money on a new bike by leasing it through this benefit.	✗	You pay.	✗	✓		✓
Discounts	Make everyday savings on shopping, travel and much more through the 'My Discounts Plus' portal.	✗	The company pays for your membership of the portal.	✗	✓		✓
Electric Vehicle Scheme	Save money on leasing your choice of a new fully maintained and insured electric vehicle.	✓*	You pay.	✓			✓ Once 6 month waiting period is over.

*Yourself, partner and dependents are able to use the Electric Vehicles leased through the scheme.

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YourProtection

YourReward

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Life Assurance	Pays a tax-efficient cash lump sum to your beneficiaries if you die while employed by the company. You get core cover automatically. You can choose to increase and decrease cover to suit your ne	✗	Core cover is paid for by the company. You can pay to increase this cover above the	Registered = ✗ Excepted = ✓	✓	✓	
Spouse Partner Life Assurance	Pays a tax-efficient cash lump sum to your spouse's beneficiaries if they die while you are employed by the company.	✗	You pay.	✓	✓	✓	
Travel Insurance	Provides you with peace of mind while travelling.	✓	You pay.	✓	✓	✓	
Critical Illness	Pays a tax-free cash sum if you are diagnosed with certain defined illnesses. Available for you and your partner. Eligible children are covered at no extra cost.	✓	You pay.	✓	✓	✓	
Income Protection	Pays an income if you can't work due to serious ill health or injury.	✗	The company.	✗	✓		