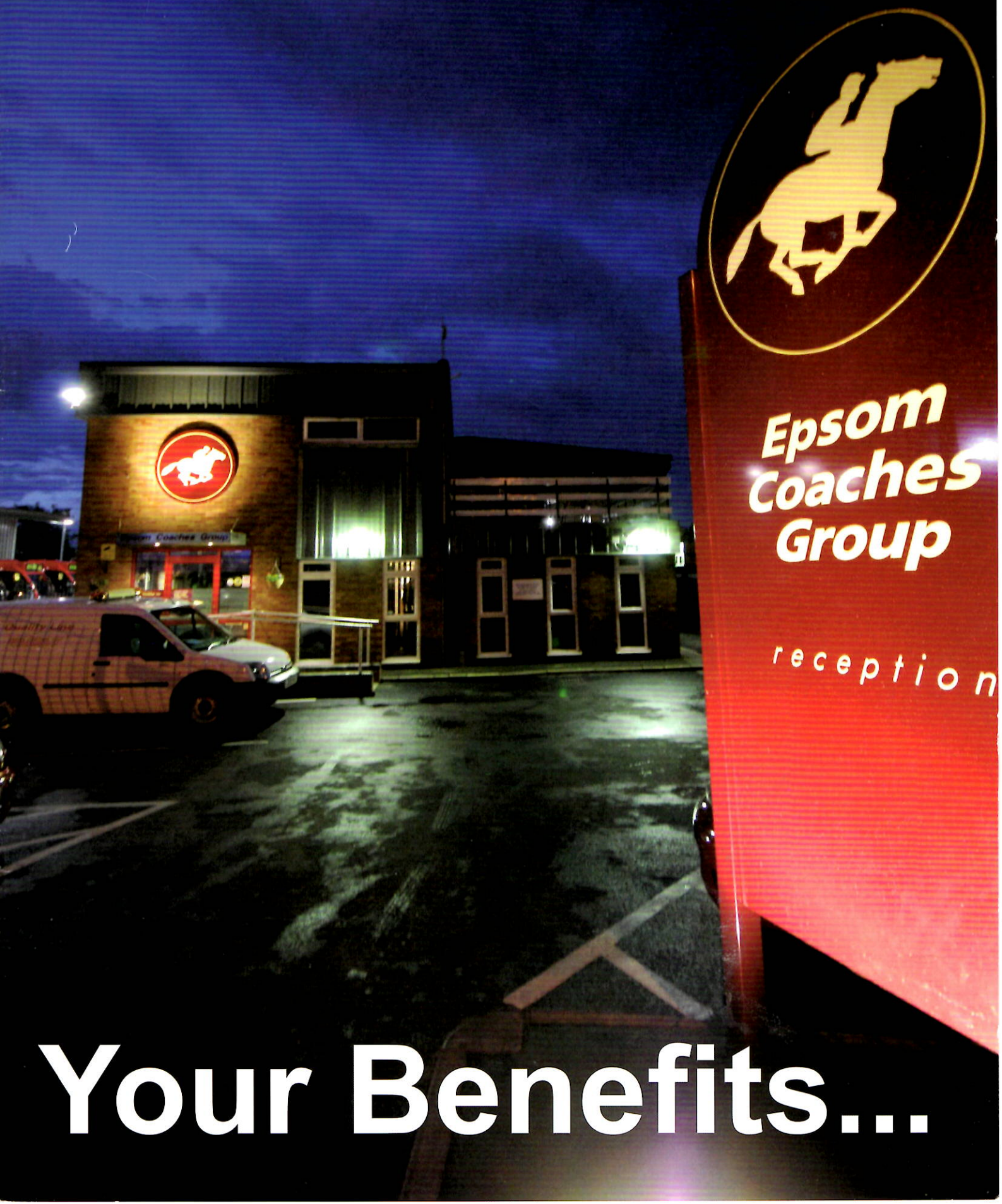


# Epsom Staff Association



# Your Benefits...



# Epsom Staff Association

## Guide To Benefits

The Epsom Staff Association is the representative body for the staff of H.R.Richmond Ltd run by the staff, for the staff. All staff are automatically a member and most benefits are provided entirely free of charge. The Inns and Outs Social Club is run by the Staff Association and a nominal charge of 25 pence a week or £1.00 a month is automatically deducted from pay unless the individual wishes not to participate.

The Association is run by a board representing all departments within the Company and is supported by departmental staff committees, for Bus Drivers, Coach Drivers, Fleetcare and Admin.



**Les Aitken - Chairman & 470 Driver**

## A Unique Partnership...

The way we work with the management of the Company is unique in the bus and coach industry with everything out in the open with financial and operational information freely shared with all the staff. The Staff Association have a real say in how the business is run, with independent control of our finances and the ability to provide a sounding board for staff to provide suggestions and to assist individuals when required. The detailed day to day issues and suggestions are dealt with through the individual departmental committees, with the association board looking after the major policy.



## The Principals...

We will work to ensure the best possible pay and benefits for all staff.

We will ensure that our working conditions and our fleet are the best in the industry.

We will work with the Company to provide completely "open book" and "open door" working.

We will provide a communication channel with the management to ensure equal treatment for everyone.

We will involve the families of our staff and make sure this is a pleasant and enjoyable company to live and work with.

**See the full details on  
our benefits website**

**[www.personalgroupbenefits.com/epsom](http://www.personalgroupbenefits.com/epsom)**



The Company provide the following benefits as part of your employment:

**Free bus and tube travel for eligible staff and their nominees.**

Company pension scheme

**Full uniform and protective clothing**

Free internet access

**A high standard of working accommodation and vehicles**

Ensuring your health and safety on site and on the road

**Facilities for parking of private cars, motorcycles and cycles as available**

Support the Staff Association to ensure the best possible working environment and job security

## Core Benefits...



## The Staff Association Benefits...

We have negotiated an industry leading package of benefits which are provided free of charge or at a substantial discount to Staff Association members. These range from substantial savings on your day to day grocery spend, to free gym and swim membership. A range of advice services including full legal support at disciplinary hearings is also available to you.

## Health and Leisure...

*The Inns and Out Social Club, offering a range of activities, including visits to places of interest, city breaks, theatre trips and much, much more. All at subsidised prices with free transport.*

*If you want to hire a coach, you will benefit from a preferential discount. Discounts are also offered on Epsom Coaches wide range of advertised day trips and holidays.*

*Free membership of the Rainbow Leisure Centre in Epsom where you can enjoy their extensive facilities, including gym and swim as much as you like.*

*Free entry for you and your family into the Brooklands and London Bus Museums in Byfleet.*

*A vast range of discounts on the leading holiday brands, as well as airport parking, lounges and hotels across the world.*



# Help For You and Your Family...

A whole range of services are available to Association members, including a 24 hour helpline, a health plan that you may well save you paying for such provision yourself, legal assistance (which includes representation for employment disputes) and domestic legal problems.

A complete employee assistance programme is also offered that not only gives you access to a 24 hour helpline, but also one to one personal and financial assistance and advice from the Company's Managing Director, Steve Whiteway, who has a long history of helping people, in confidence and without delay. Staff Association board members are always happy to liaise.

## Benefits Include...

### Employee Assistance Helpline

An unlimited and confidential telephone counselling and legal information service that operates 24 hours a day, 365 days a year. Information is available on all personal matters which might include domestic problems, personal injury claims, motor related disputes, property worries, consumer problems and debt management amongst others. You can also take advantage of up to six face to face counselling sessions. There is also access to an online service.

### Legal Support

Full legal support at disciplinary hearings from a fully qualified employment lawyer, working entirely in your behalf. This in addition to the legal advice available through the helpline.

### Practical Health Plan

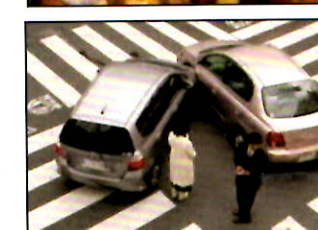
This plan pays you cash if you are in hospital, are an outpatient or have to attend A&E. It will also pay you if you attend the dentist or have a dental injury including emergency treatment. It will also pay for eye tests and treatment. Cover for all kinds of therapy is included not just the standard ones, such as physiotherapy. This also includes alternative therapies such as aromatherapy. Maternity benefit and cover for your excess on private health policies is also offered.

### Private Health Cover

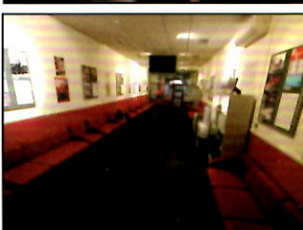
Discounts on private health cover can be arranged on application taking advantage of group purchasing.

### Personal Accident Cover

This includes payment on death through accident of £40,000, with a scale of payments if you should become disabled, lose a limb or suffer lifelong injury.







# Saving Your Money...

Hundreds of ways to save and it is very easy to take advantage of a huge range of discounts and cash back offers. In fact, over 8,000 discount possibilities, there are so many they can only be shown in full on our dedicated website, this is just a flavour.

## Cashback

Save significant amounts of money when shopping online at over 1,200 retailers, including some of the best known household brands. Earn up to 30% cash back!

## Retail Discounts

Just by buying shopping vouchers or gift cards, you can enjoy discounts from major retailers including 10% off at W H Smiths, 9% at BHS, 10% at Gap and many, many more.

"I use the lifestyle voucher scheme and get 5% of my weekly food shop, I saved over £300 on this item alone last year"

## Reloadable Cards

Save money on your every day shopping the smart way, order your reloadable card, load it with funds and spend in-store! Save 5% at Asda, 7% at M&s, 10% at Café Rouge and 15% at Ernest Jones. These are just some of the places you can save money and its hassle free!

"I got a discount of 6% on my new Apple Mac computer and interest free credit with the press of a few keys on the Epsom website"

# Other Ways We Can Help You...

We are always happy to assist with those irritating day to day problems and can help in many other ways as well. In conjunction with the Company we offer the following:

We are members of the London Bus Assault Fund, which could pay compensation if you were injured whilst operating a London Bus.

Passport identification service

Car purchase and leasing advice, with practical assistance

Car breakdown and repair assistance

Car and van loan

Mortgage and rent referrals

Travel and insurance advice

Free use of the Departure Lounge for your family events

and anything else you might think of, just ask, we are here to help

Some benefits may not be available until January 2015 and are only available to Staff Association members. Terms & conditions apply, full details on the website



## **The Details of Your Health Benefits Cover...**

<b>Hospital Cash:</b>	<b>£25.00 per night as an in-patient</b>
<b>Hospital Outpatient:</b>	<b>£25.00 per visit, 2 visits per year</b>
<b>Dental:</b>	<b>£50.00</b>
<b>Dental injury:</b>	<b>£1,250 per incident/£5,000 in year</b>
<b>Emergency Dental Treatment:</b>	<b>£75.00 per incident/£300 in year</b>
<b>Optical:</b>	<b>£50.00</b>
<b>Eye Tests:</b>	<b>£15.00 every 2 years</b>
<b>Therapies:</b>	<b>£150</b>
<b>Maternity:</b>	<b>£100</b>
<b>PMI excess:</b>	<b>£100</b>

### **Hospital Benefits**

The hospital outpatient benefit can be claimed twice per policy year, as with standard PGHP plans. Double first night applies & half benefit for hospice cover and NHS Community Hospital cover.

### **Maternity Benefit**

The maternity benefit, payable upon the birth or adoption of a child, has a 10 months or 1 year respectively, moratorium.

### **PMI Excess Benefit**

The principle of this section is to refund the employee the amount of any excess that he/she has become liable for in respect of a claim made under a private medical insurance policy up to a maximum amount of £100 per person per year. This benefit is not included for those with a company scheme.

**All this is provided free of charge to  
Epsom Staff Association Members**

# **The Details of Your Personal Accident Cover...**

**Death:** £40,000

**Permanent total disablement:** £10,000

**Quadriplegia or paraplegia:** £10,000

**Loss of limb(s) (one or more),  
total loss of sight in both eyes:** £10,000

**Total loss of sight in one eye,  
total loss of speech or total  
loss of hearing in both ears:** £ 5,000

**Total loss or use of :**

**Thumb:** £ 2,000

**One forefinger or big toe:** £ 1,500

**Any other finger or toe:** £ 1,000

**Total loss of use of:**

**Back or spine (excluding cervical)  
without cord involvement:** £ 4,000

**Hip, knee or ankle** £ 4,000

**Neck or cervical spine without  
cord involvement:** £ 3,000

**Shoulder, elbow or wrist:** £ 2,000

Permanent disablement not noted above will be calculated on a medical assessment by the insurer of the disability relative to the scale above without reference to the insured person occupation.

**Dental injury expenses** £ 2,000

**Facial scarring** £ 1,500

**All this is provided free of charge to  
Epsom Staff Association Members**



# **Epsom Staff Association Principals of the Constitution...**

## **The Aims of the Association**

- To promote the social, professional and recreational interests of the staff of H.R.Richmond Ltd
- To act as intermediary between management and staff when required, including for disciplinary hearings
- To assist in running the business day to day and to assist its long term planning
- To provide pastoral and support services to members of staff on request
- To provide support to departmental representatives
- To facilitate additional benefits and services to support and enhance the working conditions of staff
- To represent staff when discussing pay, working hours, operational issues, personnel and other matters as required
- To oversee and organise the Inn's and Outs Social Club

The Epsom Staff Association is the representative body of the employees of H.R.Richmond Ltd, run by the staff for the staff, administered and financially operated independently of the Company.

## **Eligibility**

All employees of H.R.Richmond Ltd, who have a contract of employment with the Company and who collectively have not made alternative arrangements for representation, are automatically members of the Epsom Staff Association. Exceptionally, the board of the Epsom Staff Association may decide to appoint as honourary members, former members of staff who have retired.

## **Voting Rights**

All members of the Epsom Staff Association will be entitled to one vote; save honourary members will not be eligible to vote.

## **Membership Subscription**

There will be no subscription charge for Membership of the Epsom Staff Association and the benefits it provides. Certain benefits may not be applicable to honourary members or those who do not carry out any duties for a continuous period of six months or more.

In accordance with present practice, a subscription of £1.00 per month deducted from pay will automatically be made for activities under the "Inns and Out Social Club", unless the member concerned opts out. This should be confirmed in writing to Clare Dann at [clare.dann@epsomcoaches.com](mailto:clare.dann@epsomcoaches.com). In this event, the member concerned or their family will no longer be eligible to participate in social events organised by the Inns and Out Club.

## **Governing Board**

The governing board of the Epsom Staff Association will initially consist of all members of staff who expressed a willingness to serve on such a body following a request for expressions of interest to all staff in May 2014 and who have subsequently signed an agreement to do so.

This agreement forms part of this constitution. All members of the board have committed to retain confidential information where appropriate and to act in the best interests of the whole staff and not just of their own.

**A full version of the Staff Association Constitution is available within the Staff Handbook**