



WOMBLE
BOND
DICKINSON

Reward and Benefits



Womble Bond Dickinson

We believe that we have a **unique culture here**, and that's partly what makes it a great place to work. We want our people to enjoy what they do and to have long and successful careers with us. That means making sure that **everybody has the opportunity to develop and grow**, as well as being rewarded for their contribution to the success of Womble Bond Dickinson.



We know what matters most to our people; we've listened to them, and we understand that everyone is different. That's why we've created a menu of flexible benefits designed to offer choice as well as reinforcing to our people how important they are to our business. We call this menu of benefits "Choices".

So, as well as offering a standard set of benefits, we've given everyone the opportunity to flex their salaries through salary exchange, to select benefits that are important to them.

Our values

We know what matters most to our people, and our values really underpin our commitment to them.



We put clients at the heart

Which is nothing less than you'd expect from us given what we do, and it's something we pride ourselves on – so much so we're widely recognised for providing an outstanding client experience. We know that because our clients tell us. Clients expect us to have real insight into their business and sector, to provide first-class legal and commercial advice and ultimately focus on what matters most to them. We do all of that, and we think our client experience is where we really stand out.



We value people

We're a people business so this really goes without saying. Our approach is collaborative and supportive and you'll experience this as you settle into your role with us. But it doesn't stop there. We genuinely care about your career with us, and that's why we encourage you to develop, challenge yourself, get involved and make a difference.



We work as one team

That's not easy to achieve with a business of our size and geographical spread to match. But we do, and we work hard to make sure that we are all continually pulling in the same direction. Whether you are a lawyer, professional adviser, secretary or business support professional – from day one you'll get a sense of that team spirit. We're all proud to be part of Womble Bond Dickinson, and much of that comes from the fact that we work as one team.



We deliver excellence

We have a number of recognised leaders in their fields and our teams are all known for their sector expertise. Our standards are high, but then so are our clients' so you shouldn't be surprised to learn that. Our collaborative approach allows you to learn and develop from the best allowing you to really deliver excellence in everything you do.



Reward matters

We know how important it is to reward our people for the work that they do. Salary, gifts and awards help us to demonstrate just how much we value you, in a very tangible way.

Values and recognition awards

We have a recognition scheme in place that rewards our values and behaviours. The awards highlight and reward those people who go 'above and beyond' to demonstrate commitment to our values. Nominations are made by colleagues and, if successful, you'll receive either a gift, cash award or a "thank you!".

Life events

We love to celebrate your exciting life events and we'll do that by awarding treats like extra holidays, champagne or vouchers for events such as births, marriages/civil partnerships and retirements. It's our way of saying "Congratulations!"

Long service awards

We value commitment to our business. From three to five years' service we increase holiday entitlement from 25 to 28 days, pro-rated if you work part time. To celebrate service from 10 years, and every five years after that anniversary, we'll give you up to a week in additional holidays (in the year following the anniversary) and a gift.

Employee referral programme

We're always looking for more great people to work here and what better way to find them than through employee recommendations. As a thank you, we offer a cash bonus to our people of up to £2,500 for the successful introduction of new employees.

"I can hardly believe 20 years has passed since I joined the firm, and Womble Bond Dickinson wasn't about to let me forget such a milestone. I was completely spoilt on the day with flowers, champagne and our office head regaling the team with stories I had completely forgotten about! More surprisingly, I was given an extra week's holiday and a contribution towards a gift of my choice. It was all such a lovely way to say "thank you, we value you."



Family matters

Sometimes, the support and benefits that are most important to people are those that encourage a strong work and family partnership, so that the demands of home and work responsibilities can be balanced.

Maternity, paternity and shared parental leave and pay

We offer enhanced maternity / adoption pay of up to 12 weeks' full pay and 20 weeks' half pay (depending on length of service). We offer enhanced paternity pay (after a qualifying period) of two weeks' full pay. Shared parental leave is also available.

We offer a mentor scheme which buddies 'soon to be' or new parents with colleagues who have had their own experience of pregnancy/ adoption and balancing home and work life after having children. We'll even pay for a coffee meeting, where those helpful hints and tips can be shared.

Flexible working

We know that getting the work-life balance right is important and we're proud to be able to support flexible working. After a qualifying period, we offer all employees the opportunity to request to work flexibly. Applications for flexible working, including home working, are made through our Flexible Working policy. We want to encourage a strong work and family partnership and try to be as flexible as possible, take all requests very seriously and give them the consideration they deserve.

Special leave

There may be occasional, exceptional circumstances when parents or carers need to take time away from work at short notice. We try to be as flexible as possible if you need time off to deal with a situation such as an ill child or dependant.

Elder/dependant care

We recognise that many employees will be juggling work with a caring responsibility for an elderly relative or another family member with complex needs or a disability. If you need time off to help with an emergency situation in relation to someone who lives with you, or is reliant on you, we will do everything we can to support you. If you need a longer term solution to balance your responsibilities, the HR team and your manager will work with you to find a flexible solution wherever possible.



Health matters

Your health and wellbeing is important to us and we'll support that through the provision of enhanced sick pay and insurance based benefits or the promotion of exercise, healthy eating and positive mental health.

Sick pay

After a qualifying period, we offer a competitive enhanced sick pay provision which provides financial support during absences from the business. We offer three months of full pay, followed by three months of half pay, within a rolling 12 month period.

Income protection

Income Protection provides a replacement income if you're absent from work due to long term illness or injury. Cover is available at 50% of salary after a deferred period of 26 weeks, meaning that the benefit starts being paid out to you if you are still absent from work 26 weeks after submitting a claim. The benefit is available for selection via Choices.

Eye care

Eye tests are available every two years and provide up to £65 towards the cost of glasses or lenses, plus a free eye test.

Private medical insurance

We want to ensure we are able to support our people through illness or injury. We fund a Private Medical Insurance (PMI) scheme which offers access to private treatment for tests, consultations and medical procedures and treatments. Family cover can be purchased at additional cost via Choices.

Health cash plan

The Cash Plan from AXA PPP Healthcare is available for selection via Choices and offers cover that gives money back on a range of everyday healthcare bills, including those from dentists, opticians, physiotherapists, osteopaths, chiropractors, acupuncturists and homeopaths. In addition, the policy provides cash benefits for things such as childbirth and hospital in-patient stays.

Dental care

No-one loves the dentist, but we'll make that visit a little more bearable by offering several dental savings through Denplan. The plans help towards the cost of routine dental treatment with the NHS, private or Denplan dentists such as check-ups, x-rays, hygiene appointments and any eligible restorative dental treatment such as crowns, bridges or fillings.

Cycle to work

We all know how difficult the commute can be sometimes so why not take advantage of our Cycle to Work scheme. It's a salary sacrifice benefit which helps reduce air pollution and improves health and fitness. Bikes and cycling equipment up to the value of £1,000 can be purchased completely tax free, and paid back over 15 months. This benefit is provided by Cycle Scheme.

Gym membership

GymFlex is an online service offering the opportunity to purchase gym memberships at discounted corporate rates from a wide range of health clubs, gyms and leisure centres across the UK. There are considerable cost savings to be made, in some cases up to 40% compared to standard membership prices.

Employee assistance programme

The EAP is a free and confidential service which offers support, information and expert advice to help you prepare for life's (sometimes) unexpected milestones and events. Counselling is also available (paid for by the firm) through the EAP.

Flu jabs

Each year we offer everyone a free optional flu jab ready for the winter. Appointments are co-ordinated by the Facilities team.





Social life matters

We know that our people all have interests outside of work, and time off to enjoy those activities are important. We've created benefits that encourage people to pursue their interests, enjoy their social time and where possible do so with a discount!

Discounts

We have a wide range of locally-arranged discounts available for our people at all offices including savings on travel, shopping and eating out. We have a number of discounts available across all locations too including savings on mobile phones, broadband and cars.

Lifestyle

Beyond the discounts we have arranged ourselves, Lifestyle provides access to an online discounts portal with a huge range of fantastic savings on everyday purchases, leisure activities, cinema tickets and holidays in the UK and abroad, plus much more.

Holidays

On joining, you'll receive 25 days holiday per year (pro-rated if you're part-time). This increases as service increases. After three years, holiday entitlement increases to 26 days. After four years to 27 days. And finally, after five years, to 28 days.

This is in addition to public holidays (again, pro-rated if you're part time).

Holiday buy and sell

Our holiday year runs from January to December. In December of each year there is an option to buy or sell up to one working week of holiday to use from the following January. This benefit is available via Choices.

Career breaks

On completion of five years' service, you'll have the option to request a career break of up to six months to use for a variety of reasons such as travelling, full time study or for family reasons. After 10 years' service there is the option to apply for a career break of up to 12 months.

Travel loans/ Season tickets

We appreciate that the cost of travel can be expensive and therefore we offer the option of a travel loan (after a qualifying length of service). Repayments are made via deductions from your monthly salary. Loans are available up to a maximum of £2,500 (£5,000 in London).

Carbon offsetting

We care about the environment that we live in and provide the opportunity for you to help combat climate change directly by making a contribution to carbon offsetting from your monthly pay.

Charity giving

Charity Giving is one of a number of ways that we can support charitable causes, and is very simple to be a part of. There is an opportunity to select to contribute a fixed amount from your salary each month to a charity of your choice (via Choices).

Volunteering days

Giving back to the community is important to our people, so we offer everyone up to two days of volunteering to support either a CSR programme or your own independent initiative.

"Holidays are precious to me so to have the ability to choose extra holidays as a flexible benefit is a real plus!"

"Lifestyle was easy to access and I managed to save £40 off my hotel booking in Edinburgh"





Money matters

We recognise that financial benefits are incredibly important and have a range of benefits that go some way towards helping with budgeting, both short and long term.

Salary and salary review

We pay salaries on the 21st day of each month. We carry out a detailed review of salaries each year to ensure we pay our people a salary to reflect the work they do. We pay all salaries in line with the voluntary Living Wage Foundation. This is higher than the National Minimum Wage set by the government and is independently calculated and reviewed each year to ensure everyone is paid an acceptable salary as an absolute minimum.

Pension

We offer a competitive pension scheme. The value of the contribution is processed through Choices and deducted through salary exchange, meaning contributions are made from gross pay, not net pay. We match contributions up to a maximum of 5%, or up to 7% for our Managing Associates and Legal Directors.

Life assurance

We want to help you secure a safe financial future for your families. Life Assurance helps to give peace of mind that in the event of your death, your family will be provided for financially. Life Assurance pays out an amount equivalent to four times your basic annual salary. The cover is funded by the firm. The benefit can be extended to cover spouses or partners on a self-funded basis.

Online resources

Visit the Money Matters pages of the intranet to access a range of tools and information to help you manage your money in whatever stage in your life you might need it.

Savings club

There is the facility to save a fixed amount from your net salary each month, from January until October. The amount saved is paid back in the November pay run, giving you plenty of time to spend it in the lead up to Christmas, for a holiday, or whatever you like!

In-house legal work

We offer reduced rates for some legal work (in line with our specialisms and areas of practice and after qualifying length of service). The discount is 30% and includes things like tax advice, financial planning and wills/ probate work.





Communication matters

Having a good working environment is incredibly important, whether it's the facilities or the opportunity to build strong positive relationships with those you see on a regular basis. We want everyone to feel comfortable in their working environment and have created a culture that encourages cross team working helping people to achieve their potential.

Connecting with the business

We value our people and are proud of our achievements as a business. That's why we take opportunities to regularly communicate our successes and future plans to our people. In addition to the Board, each location has a dedicated Office Head who will regularly deliver business briefings to each office. We keep our intranet updated with

business news and updates, send weekly emails on 'The Update' and our Managing Partner, Jonathan Blair, even finds the time to circulate a blog every Friday. Every half-year each office holds a drinks reception where a Board member or Office Head will deliver key messages in a more relaxed setting.

Investors in People

We're delighted to be one of the first businesses in the UK to have been awarded Silver accreditation against the sixth generation Investors in People standards. We're committed to demonstrating and reviewing our progress against the Investors in People framework each year to ensure we remain a business known for valuing its people, and so far we've done just that.

Firm wide groups

We have a number of working groups and committees in place to support initiatives across the business and in our communities. Being involved in the groups provides an opportunity to learn more about the business, opens channels of communication with new contacts and gives you the chance to work on projects that make a big difference to our business.

Some of the committees and working groups that are supported by our people include:

Employee Forum

Representatives meet on a quarterly basis to share ideas and discuss initiatives from across the business. These meetings are a great way of keeping everyone up to date with topical updates and plans that we have for the future.

CSR Committee

The committee works with the wider community, organising fundraising and events and helping to promote both local and national charities by taking part in sponsored activities and volunteering.

Diversity and Inclusion Group

The group works to ensure that everyone's potential is developed, contribution is recognised and that our business is welcoming, supportive and encouraging. The group promotes 'difference', making it very clear that there is no stereotypical mould we expect people to follow at Womble Bond Dickinson. There is an annual Diversity Week, regular campaigns around awareness days and the group share interesting articles, videos and websites via their dedicated intranet page.

Innovation Group

In a changing and challenging legal market it is important we constantly strive to creatively improve the way we deliver our legal services and ensure they are truly aligned with our clients' needs. The Innovation Group has been established to help identify potential innovation opportunities and coordinate innovative initiatives and project across the firm.

Mental Health First Aiders

Looking after your mental wellbeing is important at every stage of life. We have a team of specially trained Mental Health First Aiders who are available if you'd like to talk to someone in confidence.

Environmental Champions

Our business activities have an effect on the world around us. We're continually looking at ways to help achieve our Environment and Sustainability goals. Our Champions work to implement practical changes to the way we operate that can make a positive difference to the environment.

Health and Wellbeing Advocates

We promote a number of Health and Wellbeing initiatives, around mind, body and diet. The initiatives are driven by our Advocates. We raise awareness through things like mindfulness sessions, workout at work presentations, have offered free fruit around the office and arranged inter-office sporting events.

Sports and Social committee

Each of our offices has a committee that meets to organise local social events for employees and their wider family. Events such as bowling evenings, private cinema screenings, family fun days and food and drinks events have proven very popular. There are also a number of sports teams that compete across the offices.





Your development matters

We want everyone to reach their full potential and whatever stage of your career, or role in the business, we'll help you do just that. We're committed to offering development opportunities that enable everyone to deliver excellence to our clients, enjoy rewarding careers with us and help our business to grow. We think that unlocking talent, but more importantly, looking after it, is what will help us achieve our ambitious goals.

From the moment you join, we're fully invested in your career. Our structured induction programme has been designed to give you the best start to your new role, making sure that you're fully integrated into the business with all of the knowledge, skills and new relationships that you'll need to make a real success of things. We'll help you to understand our culture, vision and values, make sure you know who to speak with to get all of your questions answered and signpost you to all of our amazing development opportunities.

So, whether you're a lawyer, a professional adviser, secretary or business support professional, we have exciting development programmes, structured career paths and other support to enhance skills and expertise across our business. We're working with some first-class providers, all delivering "best in class" programmes designed to enhance the skills and expertise in our business and, crucially, to ensure all of our people are able to enjoy long and rewarding careers with us. It's not just the technical training (of which there is plenty) but there is also a real focus on developing your broader

business, commercial and people skills. And there'll be plenty of opportunities to put those new found skills into practice, either in your day to day role, projects or wider business initiatives.

Our career frameworks demonstrate the career paths available to you, providing you with clear, observable and measurable performance standards for every role. This is all supported by a robust appraisal system which encourages an open conversation about your future aspirations and ambitions, and provides you with individual coaching from your manager. We know that your progression is important to you, and we're just as invested in that as you are. Our promotion processes are transparent and we love to encourage those internal promotions; we've got some real genuine success stories around the business.

You'll find plenty of information available on our intranet and our Learning and Development team are always available to tell you more.

"This style of course and training is a breath of fresh air."

"Great and worthwhile experience – learnt so much in four hours!"

"I can honestly say I think this is the best course I have ever been on and the facilitator was excellent."

Rewards and benefits. The facts:

Flexible benefits that work for **you**

Up to **5%** of your salary paid into **your pension**

Private medical insurance paid for by us

The option to buy a week of **extra holiday**

Up to **28** days holiday

A **huge** range of **discounts** on travel, shopping entertainment and dining

Development programmes: reach your full potential

Gifts to **celebrate** long service



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