



WOMBLE  
BOND  
DICKINSON

# Reward & Benefit



# Our values



## We put clients at the heart

Showing that we understand our clients and their businesses, that we'll always act in their best commercial interests to help them achieve their goals. It means staying close and building strong, collaborative relationships. Always providing pragmatic commercial advice in a way that is decisive, clear and challenging. And above all providing commercial insight and foresight that makes it easier for you to do business.

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## We value people

Respecting each other, taking time to listen in an open, honest and fair way. Making sure we see and develop the potential in everyone, giving praise and recognition. We believe in working flexibly, managing people professionally and leading by example. And we always make time to enjoy ourselves.

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## We deliver excellence

Always delivering to the highest standards. Going the extra mile to satisfy needs though being efficient, effective and meeting deadlines. We work hard to deliver value to our clients and the firm, balancing the big picture with attention to detail. It's this that ensures our delivery is consistently excellent, committed to new and better ways of working and focused on delivering best value for you.

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## We work as one team

Sharing goals, ambitions and success with our clients. Encouraging and supporting one another as well as valuing all contributions, seeking out the good, communicating effectively and not being afraid to challenge constructively. We work hard to earn trust through sharing information, knowledge and opportunities.

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Womble Bond Dickinson

Choices



Womble Bond Dickinson

Hapi



Womble Bond Dickinson

Spotlight

People are at the very heart of what we do and to succeed we need the most talented and motivated teams in place. We work hard but we also want our people to enjoy long and successful careers with us. That means making sure that everybody has the opportunity to reach their full potential, be themselves, and live healthy and happy lives both in and out of work

The reward, recognition and benefits we offer are built around our people goals and underpin our ethical commitments to diversity, community and wellness. Through Choices, our flexible benefits platform, people can tailor a selection of benefits to suit their lifestyle and wellbeing. Hapi, our nationwide discounts platform, has something to suit everyone and enables our people to save money in real-time for enjoying themselves and navigating life's expenses. We celebrate and recognise each other's achievements and life milestones through Spotlight, our recognition platform, to help ensure our people remain engaged with our business and our culture.

With our Choices, Hapi and Spotlight platforms sitting alongside our family friendly policies, social scene, support resources and work perks, we're able to give our employees a reward and benefit offering that captures what matters to our people; reward, family, health, money and social life.

# Benefits

		Available to new joiners	Available all year	Tax & NI efficient	Paid for by you	Available to people on fixed term contracts	Available to Partners
<b>Reward matters</b>	Recognition platform	●	●			●	●
	Employee Referral Programme	●	●			●	
	Life Events	●	●				●
	Long Service Awards		●				●
<b>Family matters</b>	Elder / dependant care		●				●
	Flexible Working		●				●
	Hybrid working	●	●			●	●
	Maternity/Adoption - Enhanced Pay		●				
	Paternity - Enhanced Paternity Pay		●				
	Shared Parental Leave		●				
	Special Leave		●				●
<b>Health matters</b>	Cycle To Work Scheme	●	●	●	●		
	Dental Care	●	●		●	●	●
	Employee Assistance Programme	●	●			●	●
	Eye Care	●	●			●	●
	Faith and Wellness Room	●	●			●	●
	Flu Jabs	●				●	●
	Free Fruit	●	●			●	●
	Gym Discounts - Gymflex	●	●		●		
	Gym Discounts - My Gym Discounts	●	●				●
	Health Cash Plan	●	●		●	●	
	Life Assurance	●	●			●	●
	Mental Health First Aiders	●	●			●	●
	Digital GP	●	●			●	●
	Private Medical Insurance	●	●			●	●
	Sick - Enhanced Sick Pay		●			●	●
	Wellbeing App by Aviva	●	●			●	●
<b>Social Life matters</b>	Career Breaks		●				●
	Charity Giving	●	●		●	●	
	Carbon Offsetting	●	●		●	●	
	Discounts (local)	●	●		●	●	●
	Discounts (National Hapi platform)	●	●		●	●	●
	Holiday	●	●			●	●
	Holiday - Buy and Sell	●		●	●		
	Sports and Social Events	●	●			●	●
	Travel Loans / Season Tickets	●	●		●		●
	Volunteering Work Days	●	●			●	●
<b>Money Matters</b>	Bonus Scheme	●				●	●
	In-House Legal Work	●	●		●	●	●
	Income Protection				●	●	●
	Life Assurance	●	●			●	●
	Pension	●	●	●	●	●	
	Savings Club	●			●		
	Subsidised Catering	●	●			●	●



# Reward matters

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

## Recognition platform

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Our people have told us that a simple ‘thank you’ goes a long way to making them feel appreciated for going above and beyond and making a difference to their team, the firm or our wider community. Through our Spotlight platform people can recognise their colleagues’ hard work and exceptional commitment to their teams, clients, and the firm.

## Life events

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We love to celebrate your exciting life events and we’ll do that by awarding treats like extra holidays and rewards through Spotlight for life events such as births, marriages/ civil partnerships and retirements. It’s our way of saying “Congratulations”!

## Long service awards

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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 in your Spotlight reward pot.

## Employee referral programme

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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

For many people, balancing a work and home life is now more challenging than ever. We want to encourage a strong work and family partnership, so that the demands of home and work responsibilities can be balanced as we navigate safely through a changing world.

## Maternity, adoption, 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 lifestyle 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.

## Hybrid working

Feedback from our people told us that they wanted to see a flexible and blended mix of home and office working. Our approach to hybrid working is designed to support people's preferences on how and when they work, wherever possible, whilst balancing these preferences against the needs of other colleagues in each of our teams.



# Health matters

Your health and wellbeing is key and we want to encourage you to live a healthy and happy life both in and out of work. There are a number of benefits available to help our people maintain a healthy diet, body, mind and finances.

## Sick pay

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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

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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

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Eye tests are available every two years and provide up to £50 towards the cost of glasses or lenses depending on the eyewear range selected, plus a free eye test at Specsavers.

## Private medical insurance

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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 an additional cost via Choices.

## Health cash plan

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The Health Cash Plan 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

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No-one loves the dentist, but we'll make the 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

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The way we commute to work has changed so why not take advantage of our cycle to work scheme. It's a salary sacrifice benefit meaning it's tax-free and offers an environmentally-sustainable, cost-effective and flexible alternative to public transport, or driving and parking. Bikes and cycling equipment up to the value of £3,000 (including electric bikes) can be purchased completely tax free, and paid back over 15 months.



## Gym membership

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Our people have access to a wide range of discounted health club memberships, gyms and leisure facilities, online fitness subscriptions and virtual classes. Subscriptions can be paid either through monthly salary deductions, or directly with the chosen fitness provider.

In addition, we also offer discounted memberships through My Gym Discounts which includes health club memberships, virtual classes you can access from home and other leisure activities. With this option memberships are managed directly between you and your chosen provider, meaning partners can make use of this benefit too.

## Flu jabs

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Each year we offer everyone an optional free flu jab ready for the winter. E-vouchers can be requested and redeemed in a wide range of pharmacies, or jabs can be offered in on-site clinics in our offices.

## Employee assistance programme

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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.

## Fruit choose day

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Twice a week free fresh fruit is available in kitchen areas across all offices, encouraging people to choose fruit as their healthy snack at least once a week.

We regularly promote the importance of maintaining a good food routine and prioritising nutritious snacks such as yoghurt, nuts, seeds, fruit and vegetables wherever possible. We know how tempting it can be to reach for the biscuit barrel when it's so convenient!

## Digital GP

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Getting an appointment with your GP can be tricky and, for some people, sitting in a doctor's surgery waiting room may be something to try and avoid. We have a free digital GP app available for people to select from a range of GPs and make video consultations, obtain advice and order repeat medical prescriptions for themselves or their children under 16 - a much more flexible solution for those who need to fit a GP appointment into their busy day.

## Faith and Wellness rooms

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We provide private space for reflection, relaxation, mindfulness and meditation. Our Faith and Wellness rooms are set up in each office to allow colleagues a separate space away from their working area to take time out when needed.



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



# Social life matters

We know that our people have interests outside of work, and time off to enjoy those activities is 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

Through the Hapi platform we have a wide range of arranged discounts available for our people at all of our offices. This includes savings on leisure activities such as travel, shopping and eating out, and shopping from high street stores to mobile phones, broadband and cars.

In addition to Hapi, we have some discounts that we've arranged ourselves through our contacts and suppliers including free passes to Beamish Open Air Museum, discounted entry to Longleat Safari Park, and money off IT software, equipment and mobile phone tariffs.

## Travel loans/ Season tickets

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

In addition, we partner with a number of local and national transport providers to offer annual travel season tickets that you can pay for over 12 months.

## Buy or sell holiday

Our holiday year runs from January to December. Every year, during the month of December, 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.

## 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).

## 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 responsible business programme or your own independent initiative.



# Money matters

We recognise that financial benefits are incredibly important. We therefore 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 The Hub to access a range of tools and information to help you manage your money at 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 a qualifying length of service). The discount is 30% and includes things like tax advice, financial planning and wills/ probate work.

## Subsidised catering

We work closely with our catering provider to provide fresh and healthy food choices. These include soups, salads, hot meals, vegetarian and vegan choices and 'grab and go' meal deals. Food is subsidised by the firm so that it is all priced competitively.

In addition, the firm provides free tea and coffee facilities in all of our offices which is replenished by our catering provider.



# Communication matters

Having a great working environment is incredibly important, whether it's the facilities around us or building strong positive relationships with those we work with. We want everyone to feel happy, supported and enjoy their time at work. So, we have created a culture that encourages open communication, with various channels for people to be kept up-to-date and to get involved.

## Connecting with the business

We value our people and are proud of our achievements as a business. That's why we regularly take opportunities to communicate successes and future plans to our people. Each of our office locations has a dedicated Office Head who is a point of contact regionally, and they support the delivery of half yearly business briefing updates.

We keep The Hub, our intranet site, fully up-to-date with the latest business and people news together with operational updates, and our Managing Partner hosts a weekly video or written end of week update, which also features regular 'guest takeovers' from across the business.

## 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 this framework each year to ensure we remain a business known for valuing its people, and so far we've done just that.



## Get involved

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We have a number of networks and committees in place to support initiatives across the business. Being involved provides an opportunity to learn more about the business, opening up channels of communication with new contacts and offering the opportunity to work on projects that make a big difference to our people, our business and communities.

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

### Employee Forum

Representatives from all job roles and office locations meet on a quarterly basis to share ideas and be updated on the latest business initiatives. These meetings are a great way of keeping everyone up to date with topical updates and plans that we have for the future. Representatives play an important role in a two way conversation with our management teams to ensure everyone is in the loop and views from around the business are fed back and incorporated into our business plans.

### Diversity and Inclusion Group

Made up of a cross section of people with a passion that ensures everyone is able to feel their true selves in the workplace and to support everyone achieve their full potential. The Group is very hands on and central to organising events, promoting awareness and supporting key initiatives throughout the year including; International Women's Day, International Men's Day, Black History Month, National Inclusion Week, Pride and more. Within our Diversity & Inclusion Group we have a number of networks that support our people including:

**WBD Pride** – for allies and colleagues who have friends and relations who are LGBTQ+ or who identify themselves as LGBTQ+.

**WBD Reach** - for our BAME colleagues and allies.

**Disability Network** launched in 2021 and more groups to come in the future.

### Responsible Business Committee

Each office has its own Responsible Business Group which focuses on supporting the wider community. Organising volunteering days, raising awareness and fundraising for nominated office charities.

### Mental health first aiders

Looking after your mental wellbeing is important at every stage of life. We have over 30 qualified Mental Health First Aiders who are available if you would like to talk to someone in confidence.

### Sports and Social Committee

Each of our offices has a committee that meets to organise local social events for employees. Activities 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 including netball, football and running clubs.

### Family Network

Our Family Network offers people a chance to share their experiences, challenges and tips as well as a chance to learn from people who have been there and done that. From becoming a new parent to going through adoption, looking after a sick or elderly relative, our Family Network is there to provide support.



# 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.

## Career development

From the moment people join, we're fully invested in their careers. Our structured induction programme has been designed to provide the best start to our new joiners' careers with us.

We recognise that careers develop at different stages and take different paths so we offer a flexible career structure; The focus is on clarity and transparency with a range of career frameworks underpinning that career structure.

Our promotion processes are aligned with our career frameworks. We are proud of the way that we support our people's careers so whether you are considering applying for promotion, have a question about the process or looking for more general career development planning support, the Learning and Development team, will support you, every step of the way.

Plenty of information on the support available to develop careers within the firm can be found on our intranet, The Hub.

## Training

We invest heavily in training - whether this is in the technical training required to do your job effectively, or through the opportunity to attend a wide range of high quality development programmes to develop your business, commercial and people skills.

In this virtual hybrid world we offer our people a completely flexible way to develop at their own pace. Depending on the course we offer some face to face classroom sessions or more frequently, on-line live webinars and the opportunity to work with others around the firm in small groups. Many of our people take advantage of our easy, on-demand access to a huge library of digital online courses, with topics ranging from management and leadership, to relationship-building and communication, to personal organisation and business skills.

You can book to attend a specific programme or dedicate a block of time to follow a complete digital course, or just dip in and out and learn in bite-sized chunks, at times which best suit you and your work commitments.

There's something for everyone and the opportunities are there for you take - our priority is that you have the support and skills that you need to perform at your best and progress your career with us.

## Study support

We offer study support, which can include course fees and study leave, to those wishing to undertake a course or studies that results in a qualification which is recognised for their role and will add to the skill set within their team or the wider business.



## Appraisals

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Our appraisals provide people with a great opportunity to discuss progress against their development objectives, future aspirations and receive feedback on their performance.

It's important to us, and our people, that appraisals aren't just a once-a-year meeting. Our managers also have regular check-ins with their team members to bridge the gap between appraisals, allowing a more flexible approach to accommodate hybrid working arrangements and ensuring our people keep in a regular conversation with their manager about their development and goals.

## Apprenticeship scheme

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We realise that some young people want to get their career started as soon as possible and our apprenticeship programmes make it easier for them to do just that.

We offer school leavers and those who choose not to go to university the opportunity to gain formal professional qualifications and a role in our legal and support teams through paid, on-the-job training. In addition to having a supervisor and a mentor, our apprentices have a peer group of others on apprenticeships across the business to help guide and support them through their chosen programme.

## Graduate Recruitment

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Our graduate recruitment programme has been designed to attract, recruit and develop our next generation of lawyers and partners. Over the course of two years our trainee solicitors get the chance to experience different areas of the business first hand and to work with a variety of colleagues and clients. We ensure our graduates have access to high-quality work, dedicated support from supervisors, secondment opportunities, first-class training and a breadth of experience.

