

A man with dark hair, wearing a dark blue zip-up jacket over a light blue polo shirt, stands in front of a blurred background. He is holding a black Motorola walkie-talkie in his right hand. A red patch with the Sodexo logo is on the left chest of his jacket. The entire image is framed by a blue border.

**YOUR
BENEFITS,
OUR
COMMITMENT**

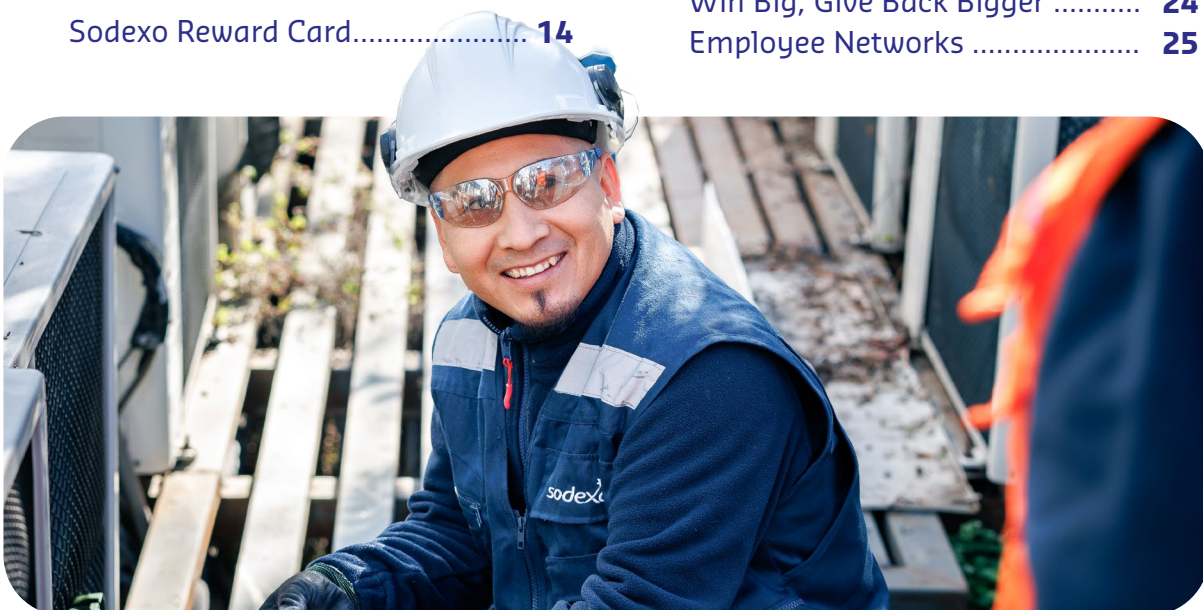
sodexo

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Discover the range of resources, rewards and benefits available to help and support you every day.

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IT ALL STARTS WITH YOU



Thank you for everything you do. Your everyday actions make a big impact on our communities, our clients, and each other.

Our Promise to You

We care deeply about our teams and want to help you perform at your best. This means providing the tools, skills, and opportunities to unlock your potential while fostering a company culture that prioritises your health, safety, and wellbeing.

We value you, and our commitment to you is built on three pillars: Belong to a team, Act with purpose, and Thrive in your own way.

These are the key experiences we strive to make a reality for everyone at Sodexo.

Please take a moment to read this guide, which highlights the range of resources, rewards, and benefits we've put in place for you and your family. When you're happy both inside and outside of work, you make us a stronger team.

Best wishes,



Bill Buchan

HR Director
Sodexo UK & Ireland



MY HEALTH

Live better, inside, and out.

To live your best life, taking care of your mental and physical wellbeing is essential. We've provided a range of resources designed to help keep you and your family healthy and happy.

Spectrum.Life

Our online platform offers unlimited access to mental health and wellbeing support, ensuring you feel supported every step of the way.

You'll find a wealth of resources to help you achieve your goals, including:

- Personalised tools and resources tailored to your needs.
- Videos and podcasts from specialists in nutrition, psychology, and physiotherapy.
- Explore Spectrum. Life and take the first step towards a healthier, more vibrant you.

At Sodexo, we know that mental, physical, emotional, and financial wellbeing is essential to thrive in all aspects of life.

That's why we offer Talk, our Employee Assistance Programme, providing support whenever you need it. Whether it's everyday life challenges or more significant issues, Talk is here for you and your family.

Support includes:

- Legal and financial support.
- Help with personal relationships, such as family matters or bereavement.
- Support with work-related issues.

With Sodexo, you belong to a community that cares, acts to support you, and helps you thrive.



Free and completely confidential

Spectrum.Life offers telephone, face-to-face and online support. Call any time 24/7, whatever the reason, and whenever you need it:

UK: **0808 196 2669**

Abroad, including Falklands and Cyprus:
+353 151 80277

WhatsApp: Message 'Hi' to:
+353 873690010

 **spectrum.life**



To find out more about Spectrum.Life or the Talk service, scan this QR Code or visit **sodexo.spectrum.life** (org code sodexo).



Mental Health First Responders

In today's world, where caring for our own mental health and that of others is more important than ever, you can volunteer to become a Mental Health First Responder through Sodexo's programme partnered with Spectrum.Life.

Belong to a team dedicated to making a difference. Mental Health First Responders are trained to:

- Increase their understanding of mental health difficulties.
- Support someone in distress.
- Direct individuals to appropriate care.

Act with purpose by building skills to recognise signs of a colleague in distress, provide immediate support, and guide them to professional help. Thrive in your own way by contributing to a supportive and caring community at Sodexo.



Want to become a Mental Health First Responder?



To find out more, speak to your line manager or scan this QR code to access Reward Hub and head to the Health and Wellbeing page.



YuLife

YuLife is a free app that rewards you with 'YuCoin' for engaging in healthy activities like walking (even your steps at work count!), meditating or even Yudoku! You can exchange your coins for vouchers to spend at major retailers like Tesco, Amazon, Aldi, and M&S. Plus, the app offers a range of other perks and benefits.

Sign up to access:

- 24hr virtual GP and healthcare services, discounts and rewards.
- Meditation and exercise classes.

You can also donate your YuCoins to charitable causes such as supporting environmental projects, including:

- Planting trees with Earthly.
- Fighting world hunger with ShareTheMeal.
- Cleaning up our oceans with Big Blue Ocean Cleanup (BBOC).

- Providing clean water for families with charity: water.
- New career opportunities for people without homes through Beam.

Join YuLife and take proactive steps towards a healthier, more rewarding life.



How to be rewarded for living well

yu life



Scan this QR code to access Reward Hub and head to the Health and Wellbeing page to sign up and download YuLife.

Virtual GP - MetLife 24/7

With MetLife, you and your loved ones have access to a virtual GP service 24/7! You can choose a time and day that suits you, whether to have a video or phone appointment, and to speak to a male or female doctor if you have a preference.

Services include:

- Phone consultation.
- Video consultation.
- Prescription service.
- Open referrals.
- Fit notes.
- Translation services.



How to access the round the clock GP Service

MetLife



- Follow the on-screen prompts to set up your account and enter this activation code: **MetLifeGP24**.
- Log in to your account via <https://metlife.gp-24.com>.
- Or Call to book an appointment: **0330 043 5198**.

Vita by Sodexo and regional enhanced benefits

We are committed to building a supportive and enriching working environment for all of our employees. To support you in thriving personally and professionally at whatever stage you may be in your career or home life, we have designed a wide range of discretionary enhanced benefits.

We offer enhanced family leave benefits to support our employees including enhanced pay and leave entitlements for maternity, paternity, adoption and surrogacy. We provide paid leave for those undergoing IVF treatment and support for parents where their baby requires neonatal care. We also deliver programmes on menopause and endometriosis with regular menopause cafes, training and workplace support.

Carers can apply for paid leave, and you can make a flexible working request on day one of your employment. Alongside this we provide additional leave for grandparents and guardians and support for those who have suffered a recent bereavement.

Our HR Policies contain detailed guidance and eligibility criteria on all of our enhanced benefits in addition to the information provided in the table below.

	UK Benefit* (* Note that all discretionary benefits are subject to eligibility criteria, notification requirements and conditions)
Carers Leave	Balancing work with caregiving responsibilities is hard. As a carer friendly organisation, we offer employees up to 5 days paid carer's leave in any 12-month rolling period.
IVF leave	If you are undergoing IVF treatment, we offer up to 5 days paid leave per cycle (for 1 cycle each year up to a maximum 3 cycles). If you are supporting your partner through IVF, we offer 2 days paid leave per cycle (for one cycle each year up to a maximum of 3 cycles).
Neonatal Care Leave	We support you if your newborn needs specialist care in their first weeks of life with up to 12 weeks paid Neonatal Care Leave (reflecting the period of time your newborn is in neonatal care) to be taken after the completion of your maternity leave.
Paid leave for antenatal appointments	We provide birth parents reasonable paid time off for their ante-natal care and co-parents can also take paid time off work to accompany their partner to 2 ante-natal appointments.
Unpaid Family Leave	Lots of people contribute to the care of children including grandparents and guardians. We provide up to 5 unpaid days leave each year to support your caregiving responsibilities.
Parental Bereavement	The loss of a child or baby loss is one of the most painful experiences a parent can face. We support employees through this incredibly difficult time by offering up to 4 weeks paid leave.



Want to explore these benefits in more detail?



For further details on discretionary enhanced employee benefits including eligibility criteria, process, limitations and notification requirements please look at our HR Policies located on Sodexo_Net and DMS, or contact PeopleServices at PeopleServices.UKandIE@sodexo.com or HR Policy at HRPolicy.UKandIE@sodexo.com.

Care Concierge

Provided by Legal & General, this is a personal service to help you understand, find and fund later life care. Whether you have an immediate need for care, are doing some research or would just like an informal chat.

How it can help you

Whether you're not sure where to start, need help to understand what type of care is needed, or are worried about the cost of care, Care Concierge can help.

- Provide impartial and expert guidance necessary to help you understand later life care options in the UK.
- Experts can help support you to find care when the time is right or whether you are planning for later life care.
- Help make sure you understand the funding and benefit options that might be available to you or your loved one.



Find out more



Take a look at our [employee brochure](#) to find our more information or scan this QR code to visit [Legal and General's website](#).



Eye Care

See things clearly with our eyecare scheme.

Make sure you're able to see the finer details with our Visual Display Unit (VDU) Specsavers Eyecare Scheme*.

*Assessment Based.

If you work for long periods in front of monitors, computer screens and other visual display units (VDU), it can cause eyestrain. Through Specsavers, we can provide and fund an eye examination for you. If glasses are required solely and specifically for VDU, we can also fund basic frames and lenses.

The process is simple:

- Visit the Reward Hub and complete the relevant forms.
- Receive your eVoucher.
- Book appointment online or by phone.
- Present eVoucher prior to your eye test.



Find out more

Specsavers



Log into **SodexoRewardHub.com** by scanning this QR Code for more details.



H • MY FINANCES •
IMPACT •

MY FINANCES

Make the most of your money.

We recognise that managing personal finances can often be daunting. That's why we've built a selection of employee offers to support your financial commitments and empower you to make well-informed decisions and educate you to prepare for tomorrow.

Salary Finance

We have partnered with Salary Finance to simplify money management. Access free online resources with tips, credit score insights, budget planning tools, and more through videos, articles, and calculators.

Salary Finance also offer access to loans repaid through your salary. Eligible employees may be able to take advantage of a lower rate loan than they would normally achieve, helping them to save money and pay off more expensive debt, such as credit cards or payday loans, or even to help with unforeseen costs. Representative loan rates will vary.

Important: This is an option, not a recommendation by Sodexo Limited or Salary Finance. Sodexo Limited does not benefit from offering this service by Salary Finance and all your communications will be directly with Salary Finance.

Loan applications will be assessed by Salary Finance to ensure the loan is appropriate and affordable for you.

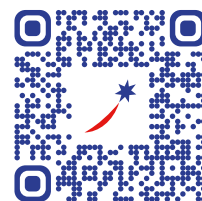
"Learn" content is for guidance and educational purposes only and is generic in nature. Sodexo Limited and Salary Finance do not offer regulated financial advice. Please seek independent financial advice.

Sodexo Limited is not authorised or regulated by the FCA.'



How to access Money Insights & financial benefits through Salary Finance!

**SALARY
FINANCE**



To find out more, log into **SodexoRewardHub.com** by scanning this QR code and go to the Health and Wellbeing page or visit: **home.salaryfinance.com/sodexo**.





Life Assurance

To give you piece of mind and ensure your loved ones are more secure. We provide you with life assurance if you die while employed by Sodexo, up to the age of 75.

It's important you tell us who you would like to receive this payment. When you nominate someone to receive your life assurance benefit, they're called a beneficiary. Remember to make your nomination and keep it updated if your circumstances change.



Nominate your beneficiaries



To make your nomination, log into **SodexoRewardHub.com** or scan this QR Code and download the Sodexo Life Assurance Nomination Form or email: **lifeassurance.ukandie@sodexo.com** to request a form.

Sodexo Retirement Plan

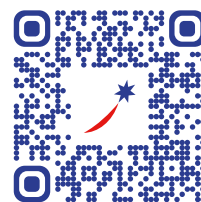
Sodexo provides a pension plan in partnership with leading pension provider, Legal and General (L&G). Paying into the Plan can help build a pot of money to provide you with an income in retirement. These savings can help you enjoy a more comfortable standard of living and greater financial freedom when you stop working, or reduce your working hours, after you reach retirement age.

Find pensions confusing?

Visit the L&G online platform through the Reward Hub for helpful tools and resources.



Find out more



If you'd like more information about your Sodexo Retirement Plan scan this QR code to go to the Reward Hub and go to Pensions!

Alternatively, if you are a member of another pension plan and need information, contact the Pensions Team at **PeopleServices.UKandIE@sodexo.com**.

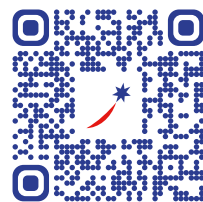
Go&Live

Go&Live is the financial wellbeing hub provided by Legal & General. It brings together support on getting your day-to-day finances under control, managing debt, buying a home or getting ready for the next milestone.

Packed with information, interactive tools and step-by-step guides, Go&Live can help make a positive difference to your life no matter what stage you're at.



Get free information and support



You can access Go&Live by scanning this QR code or going to legalandgeneral.com/workplace/y/your-sodexo.



Sodexo Reward Card

Earn up to 5% cashback for the shopping you already do.

Use your reward card for your weekly food shop, clothes, meals out or takeaways and at many more of your favourite high street stores. You can use the card online or in-store and in conjunction with retailer offers and loyalty cards.



How to register for your free card

pluxee



Scan the QR code and head to the Reward Hub for more information.

Sodexo Discounts

Before you spend online or on the high street, make sure you always check out the great deals available 24/7 at Sodexo Discounts. From everyday groceries to essential utilities, from hot fashion to sunny holidays.

You'll also earn WOWPoints which can be used to pay for future purchases. Once you've reached 1,000 points you also have the option to transfer them to your bank account.

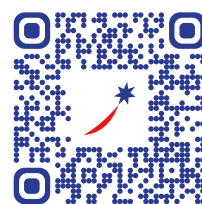
This online portal is home to:

- Over 1,900 brands incl. supermarkets, cinemas, technology and many more.
- More than 100 live exercise classes every week.
- 20% off phone contracts with Vodafone.

Don't forget, you can also register up to 10 friends and family, so they can make savings too!



Start your savings today!



Register for free using this QR Code to head to the Reward Hub and go to the Sodexo Discounts Page.

Costco Membership

As a Sodexo employee, you have access to a membership to Costco, you just need to pay the annual membership fee.

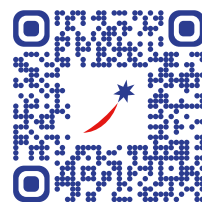
At Costco, you'll find everything from groceries and electronics to clothing and cleaning supplies - all in one warehouse.

They also have a great range of ancillary services, including:

- Optical centre.
- Tyre centre.
- Hearing centre.
- Fuel stations.



Big Savings for 12 Months



Costco warehouses are packed full of savings, so you can shop for less!

Scan this QR code or Log into **SodexoRewardHub.com** for more information.



Mortgage Advice Service

The cost-of-living crisis has heightened financial concerns for many, making access to trusted support more important than ever. That's why we've partnered with independent, whole-of-market mortgage brokers Charles Cameron & Associates to offer a free mortgage advice service for you, your friends, and family.

Whether you're a first-time buyer or looking to remortgage, this service provides expert support at no cost.

This service also includes:

- **Affordability calculator:** Understand what you can afford.
- **Mortgage payment calculator:** Estimate your monthly payments with ease.
- **Remortgage calculator:** Access live example rates via their sourcing system.

This completely free service offers expert guidance with impartial advice and exclusive rates from major lenders, seamless administrative support from start to finish.



Free mortgage advice



Get free mortgage advice.

Discover more about this free mortgage advice service by heading to the Reward Hub for more information or scanning the QR code or visiting Charles Cameron & Associates directly:

<https://ccameron.co.uk/sodexo/>



MY WORK

Unlock your full potential.



We're committed to helping you achieve your goals by offering comprehensive training, career advancement opportunities, and enhanced benefits to balance your job and personal life.

Apprenticeships

At Sodexo, we believe in fostering a sense of belonging, encouraging proactive engagement, and ensuring every team member thrives. No matter where you are on your journey with us, our apprenticeship programmes are designed to help you excel in your chosen career.

Join thousands of Sodexo colleagues who have taken the first step in their development by enrolling in one of our 100+ apprenticeship programmes. With opportunities across a diverse range of roles—from Customer Service to Hospitality, Retail to Finance, and Engineering to HR—there's a path for everyone.



Ready for your new adventure?

sodexo
APPRENTICESHIPS
& EARLY CAREERS



We've partnered with over 80 of the country's top universities, colleges, and training providers, selected for their high-quality training and dedication to your success.

Take the next step in your development with Sodexo. To learn more, scan this QR Code.

Develop and Grow Your Career

Our people are at the centre of Sodexo and we understand that providing quality learning and development opportunities is fundamental to meeting and exceeding the needs of all our Sodexo colleagues.

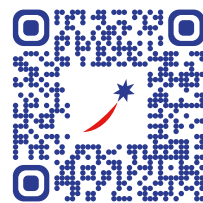
We recognise that by developing our people, we can make a positive difference to your quality of life, your individual success whilst creating a real sense of belonging for all within the Sodexo family.

Our blended approach to learning allows us to reach everyone with learning offers suited to individual development plans and learning styles; we encourage all colleagues to take ownership of their own personal growth within the business, becoming the best you can be and thriving in your current role, whilst unlocking new possibilities in an exciting career with Sodexo!



Find out more

Academy sodexo



Log into **SodexoRewardHub.com** by scanning this QR Code to access your Learning Management System (LMS) and access a world of learning opportunities.

The LMS is available to all employees, speak to your line manager or contact PeopleServices at:
PeopleServices.UKandIE@sodexo.com for further details.

Sustainability Learning Pathway

Want to make a real difference at work and at home? Learn how your everyday choices can impact the environment and your finances! Sodexo's Sustainability Learning Pathway empowers you to develop your career while becoming a sustainability champion. Reduce waste, save energy, and be part of creating a brighter future for Sodexo, yourself, and everyone around us.



Find out more

SOCIAL IMPACT sodexo



Log into **SodexoRewardHub.com** by scanning this QR Code to access your Learning Management System (LMS) and head to the Sodexo Learning Pathways and click on CSR.

The LMS is available to all employees, speak to your line manager or contact PeopleServices at:
PeopleServices.UKandIE@sodexo.com for further details.

Talent Spotters

The Talent Spotters programme is our way of promoting, capturing, and rewarding employee referrals across all regions and countries. The goal of Talent Spotters is the efficient attraction and hiring of high-calibre employee referred talent into Sodexo.

For recommending exceptional talent who are then successful in joining and progressing with our organisation, you can receive Recognising You points which can be used across a range of voluntary benefits, including retail and hospitality discounts!



Find out more

IT PAYS TO
HAVE FRIENDS



Visit <https://www.sodexojobs.co.uk/> or scan this QR code, once you have found a role perfect for a friend click 'refer a friend for this job' to send it to them!



Community Online Academy

The COA runs online classes every Thursday that can help you and your family with learning, development, health and wellness.

Available through Sodexo Discounts, these sessions are taught by the highest quality trainers, teachers, instructors and speakers from within our communities. You can watch the sessions live or on-demand through the COA Video Hub.



Book a class



Log into [SodexoRewardHub.com](https://www.sodexorewardhub.com) by scanning this QR Code and visit the Sodexo Discounts page to find out more.



Recognition

Recognising our colleagues for the amazing work they do is important. We have various ways of doing this at Sodexo:

- **Recognising You:** say thank you to a colleague for a job well done or award them an eCard in recognition of their hard work.
- **Spirit of Sodexo Awards:** our biggest annual regional event, celebrating colleagues from across the business for their extraordinary efforts.
- **Long Service Awards:** a celebration of colleagues that have served 20, 30, 40 and 50 years with Sodexo.

Celebrate your colleagues by nominating them for Recognising You, a Spirit of Sodexo Award or by celebrating their long service.



Find out more

RECOGNISING
YOU



Log into **SodexoRewardHub.com** by scanning this QR Code and visit the Recognition page.



MY IMPACT

Help create a better world for everyone.



Whether through volunteering or fundraising, there are countless ways you can join us in making a positive difference in our communities and the environment. Together, we can have a lasting impact and build a brighter future.

Cycle to Work Scheme

Cycling to work is a great way to improve your fitness, reduce your environmental impact, and save money on travel costs. That's why we offer a cycle to work scheme through Cycle2Work, a government-backed initiative that lets you buy a bike or accessories tax-free.

The cycle to work scheme is available at different times throughout the year. You can apply for the scheme during the following windows:

- 21st March – 30th April.
- 1st June – 12th July.
- 1st October – 30th November.

How does it work?

- You choose a new bike or safety equipment from one of Cycle2Work's specialist dealers (Halfords, Tredz and many independent bike shops) up to a total value of £3,000.

- You hire the bike and make the payments for that hire over a 12-month period.
- The hire cost is taken directly from your pay, through a salary sacrifice arrangement.
- As the cost is deducted directly from your salary, you don't pay any tax or National Insurance so you can make savings.



How to apply

cycle2work



Log into **SodexoRewardHub.com** by scanning this QR Code and visit the Cycle to Work page.

Sodexo Stop Hunger Foundation

Fight Hunger, One Meal (or Pound) at a Time!

Did you know, 1 in 5 people in the UK struggle with food insecurity? Sodexo and Stop Hunger are working to change that.

Stop Hunger is a global network launched by Sodexo colleagues, that fights for a hunger-free world. Since 2005, in the UK and Ireland alone, the Foundation has distributed over £4.5 million to charities, aligning with the UN's goals for a fairer world.

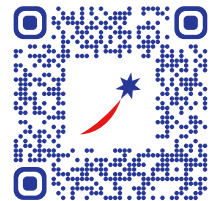
Make a Difference, Volunteer or Donate!

Volunteer your skills: Sodexo offers 3 paid volunteering days (up to 24 hours) per year to support charities like Stop Hunger. There is the flexibility to use one of these days to support a charity that doesn't tackle food insecurity and its root causes.

This helps organisations facing volunteer shortages and make a real difference in your community!



Want to make a difference?



To become a volunteer, log into the Goodness Platform at **stop-hunger.benevity.org**, speak to your Lead Charity Champion or reach out to **Stop Hunger directly**.

Win Big, Give Back Bigger

Join our Employee Lottery for just £1 a week. You could win £1,200, but even better, your contribution helps provide up to 4 meals to people in need.



How to enter the weekly draw

Your
**LUCKY
NUMBER**
Employee lottery



Log into **SodexoRewardHub.com** by scanning this QR Code and visit the Employee Lottery page, alternatively, read more on **Sodexo_Net**.





Employee Networks

Our employee networks play a pivotal role in creating an inclusive environment at Sodexo. Each network is run by a committee of volunteers from within the business for the benefit of all employees.

Why join a network?

- First-look access to events.
- Relevant updates straight to your inbox.
- Networking opportunities and community building.



Register and join

sodexo
EMPLOYEE
NETWORKS



Want to register for one or more of the networks?

Scan this QR code to register and join as many or as little as you want!

ORIGINS
Culture, heritage and beliefs

SoTogether FM
UK & Ireland
Championing gender equity in Facilities Management

SoTogether
UK & Ireland
A gender network for a better tomorrow

PRIDE
UK & Ireland
LEADING LESBIAN, GAY, BI, TRANS, QUEER
AND QUESTIONING (LGBTQ+) INCLUSION

SODEXO
GENERATIONS
CHAMPIONING GENERATIONAL DIVERSITY

Sodexo
**Parents
and Carers**

Sodexo
Ability

**MILITARY
CONNECTIONS**

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