



Support for everyone, every day.

Belong. Act. Thrive.
Helping you get the most out of life.



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



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Welcome



It all starts with you.

Thank you for all that you do. Your everyday actions have a big impact on our communities, our clients and each other.

Our promise to you.

We want to help you perform at your best. So you need the tools, skills and opportunities to unlock your potential and a company culture where your health, safety and wellbeing are number one.

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 three important drivers that we want you to experience as a reality when working 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. After all, when you're happy inside and outside of work, you make us a stronger team.

Best wishes,

Mark Goodyer
HR Director, Sodexo UK&I



My Health

Live better, inside and out.

To live your best life, it's essential you take care of your mental and physical wellbeing. To help, we have a range of resources that are designed to keep you and your family well.



Spectrum.Life

This online platform offers you unlimited access to mental health and wellbeing support.

You can find a wide range of resources on Spectrum.Life including:

- Resources that can be personalised to help you achieve your goals
- Videos and podcasts created by specialists in nutrition, psychology, and physiotherapy

Here to support you

To learn more about Spectrum.Life, visit uk.sodexonet.com/wellbeing or sodexo.spectrum.life

Talk

It's easy to neglect mental wellbeing, but it impacts every aspect of our lives. Through Talk, you can get support whenever you need it. Talk is our Employee Assistance Programme designed to help you and your family with everyday life issues, or larger problems that need additional support.

Support includes:

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

Free and completely confidential

Talk 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

Or find out more at sodexo.spectrum.life (org code **sodexo**)

YuLife

YuLife is a free app that rewards you with 'YuCoin' for doing healthy activities such as walking (even your steps at work count!) or meditating. **You can then exchange your coins for vouchers to spend at major retailers including Tesco, Amazon, Aldi and M&S.** It also comes with a range of other perks and benefits.

Sign up to access:

- Virtual GP service, available 24/7
- Other smart health services such as health checks, mental health support, nutrition, and fitness programs
- Meditation and exercise classes

How to be rewarded for living well

Log into SodexoRewardHub.com and go to the **Health & Wellbeing** page to sign up for YuLife.



HEALTH • MY FINANCES • IMPACT

My Finances

Get the most out of your money.

Are you benefitting from discounts that make your money go further every day? Need support planning for your financial future? We've put together a range of services that will enable you to get the most out of your money today and help you plan for tomorrow.



Costco membership

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

Big savings for 12 months

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

Log into **SodexoRewardHub.com** for more information.

Free Spree cashback card

Earn up to 5% cashback for the shopping you already do. For example, you can use your free Sodexo Spree cashback card to pay for:

- Weekly food shops
- Meals out or takeaways
- Clothes

How to register for your free card

Log into **SodexoRewardHub.com** and go to the **Spree Cashback Card** page.

Go&Live

Go&Live is the financial wellbeing hub provided by Legal & General. It brings together advice 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 advice and support

You can access Go&Live at **legalandgeneral.com/workplace/y/your-sodexo**

Gym discount

Buy a monthly pass with Hussle and get big discounts. Hussle makes it easier to find a gym that's right for your lifestyle and budget:

- Four levels of discount pass
- Access to online classes
- Helps you keep your fitness up even when your days are unpredictable

Sign up for your monthly pass

To choose your discount pass and sign up with Hussle, visit **benefits.hussle.com/sodexo/join** or to find out more, log into **SodexoRewardHub.com** and go to the **Health & Wellbeing** page.

Life assurance

None of us like to think about what happens after we die, but we all want the people we care for to be looked after. To give you peace of mind, we provide you with life assurance up to the age of 75.

If you die while you're employed by Sodexo, a death in service benefit will become payable. It's important you tell us who you want to receive this payment. The people responsible for deciding who gets the payment will then take your wishes into account.

Nominate your beneficiaries today

When you nominate someone to receive your *death in service benefit*, they're called a *beneficiary*. You need to make your nomination and update your choices whenever your circumstances change. For example, if you get married or become a parent.

Make your nomination

Log into **SodexoRewardHub.com** and download the Sodexo Life Assurance Nomination Form or contact the **PeopleServices** by emailing **PeopleServices.UKandIE@sodexo.com**

Salary Finance

Money Insights

Managing money is never easy. Knowing when to spend, and where to save or invest your money can be confusing. That's where Money Insights comes in. This free online resource helps make day-to-day money management easier.

- You'll find calculators to help you budget better alongside resources to guide you in creating a financial plan.
- Money Insights also offers help for life's more expensive moments, such as buying a new home or caring for a young family.

Financial benefits

Through Salary Finance you have access to affordable loans repaid through salary.

For some employees, Salary Finance could offer a lower-rate loan which could save you money by paying off more expensive debt, and avoiding credit cards, overdrafts and payday loans. Representative Rate: 12.9% APR (fixed).

How to access Money Insights and financial benefits through Salary Finance

Visit **home.salaryfinance.com/sodexo**

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 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.



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. On average, you could save up to £800 a year!

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. Asda, Morrisons, Vue, Apple and many more
- More than 100 live exercise classes every week
- 20% off phone contracts with Vodafone

Register for free

Log into **SodexoRewardHub.com** and go to the **Sodexo Discounts** page.

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

Sodexo Retirement Plan

With your Sodexo Retirement Plan, you're not the only one investing in your future. When you pay into your account, we'll put money into your pension pot too. You might also receive extra money from the government known as tax relief and any money you make on your retirement savings is tax-free. So every penny you save goes towards helping you achieve your retirement goals.

Find pensions confusing?

- The L&G online platform is home to tools and resources that will help explain how pensions work.
- You can also register through 'Manage your account' which makes it simple to keep track of your pension pot through your PC, mobile or tablet.

For more information

If you'd like to find out more about your Sodexo Retirement Plan or are a member of another pension plan and need information, contact the **People Services Team** at **PeopleServices.UKandIE@sodexo.com**



MY HEALTH

MY WORK

My Work

Realise your full potential.

We want to help you to achieve your goals so we offer training and career opportunities that will allow your talent to shine. Alongside these are a wide range of enhanced benefits that will help you strike the right balance between your life both in and outside work.



Apprenticeships

Whether you've just joined or been with us for a while, one of our apprenticeships could take your career to a new level. Choose from 35 training and qualification programmes across a wide variety of roles from customer service to hospitality, retail to finance, and engineering to horticultural services.

Training will be conducted through providers, colleges, and universities that have been carefully selected for the high-quality learning they offer.

Ready for a fresh challenge?

On average, we take on 1,001 apprentices each year, ranging in age from 16-76. To join them, go to sodexo.pagetiger.com/bkvkyzs/1

Career development

Learning and development is fundamental to empowering your growth and success at Sodexo.

Our blended approach to learning includes:

- Face-to-face events
- E-learning

Ingenium is our online space where you can explore a topic you are interested in, whether developing a new skill or refreshing existing ones, there is something for everyone.

Find out more

Log into SodexoRewardHub.com to access Ingenium.

Ingenium will soon be available to all employees, speak to your line manager or contact **PeopleServices** at PeopleServices.UKandIE@sodexo.com for further details.

Community Online Academy (COA)

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 and visit the **Sodexo Discounts** page to find out more.

Recognition

Recognising our colleagues for the amazing work they do is key. 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 more information

Log into SodexoRewardHub.com and visit the **Recognition** page.



HEALTH • MY FINANCES • MY IMPACT

My Impact

Help make your world a better place to live in.

Whether it's volunteering or fundraising, there are many ways you can get involved in helping us have a positive impact on our communities and the environment.



Cycle to Work Scheme

Do your bit for the planet, whilst keeping fit. Through the Government's Cycle2Work scheme, you'll get up to £3,000 to spend on a new bicycle and safety equipment through approved cycle outlets.

How does it work?

- Cycle2Work buy the bike and equipment for you to hire
- After 12 months, you can purchase the bicycle or return it
- If you return the bicycle, Re-Cycle charity will be the beneficiary, donating the bike to trusted partners in Africa to help support local communities

How to apply

Log into [SodexoRewardHub.com](https://www.sodexorewardhub.com) and visit the **Cycle to Work** page.

Employee lottery

A win-win for everyone. For £1 a week, we'll enter your employee number into the 'Your Lucky Number' draw. Each Monday, your number could win you one of three generous cash prizes. But don't be disappointed if you don't win because your £1 will go towards helping our charity Stop Hunger.

Each week we have over 4,000 colleagues taking part in the draw and the more that join, the more money we can raise for our wonderful charity.

How to enter the weekly draw

Log into [SodexoRewardHub.com](https://www.sodexorewardhub.com) and visit the **Employee Lottery** page.

Mental Health First Response Programme

In today's world, where caring for our own mental health and that of others is increasingly important, you can volunteer to become a Mental Health First Responder under Sodexo's new programme.

Mental Health First Responders are trained to:

- Have increased levels of understanding around mental health difficulties
- Support someone in distress
- Direct an individual to appropriate care

Want to volunteer?

To find out more, speak to your **on-site manager**.

Through the course, you can also build skills to recognise signs of a colleague in distress, understand how to provide in the moment support and signpost them to professional support.

Stop Hunger Foundation

Did you know - the UK is in the top three countries most affected by food insecurity? It's an issue that can only be tackled if we all play our part. Stop Hunger is a worldwide Sodexo initiative active in more than 40 countries. Since 2010, the Stop Hunger Foundation has been able to donate over £4 million to charities tackling food insecurity in the UK and Ireland.

By using your two volunteering days, supporting or leading fundraising in work, and taking part in the weekly 'Your Lucky Draw' (information on the [SodexoRewardHub.com](https://www.sodexorewardhub.com) **Employee Lottery** page), you're helping our fantastic charity continue its essential role in fighting food insecurity at home as well as around the world.

Volunteering days

Giving back to our communities benefits everyone. That's why each year we'll give you three paid days to help support worthwhile causes. You can use two days to support activities related to our charity Stop Hunger and the remaining day to help a voluntary organisation that's close to your heart. Donating your time gives charities a real boost as they usually struggle with volunteers and skills or expertise - which we all have at Sodexo.

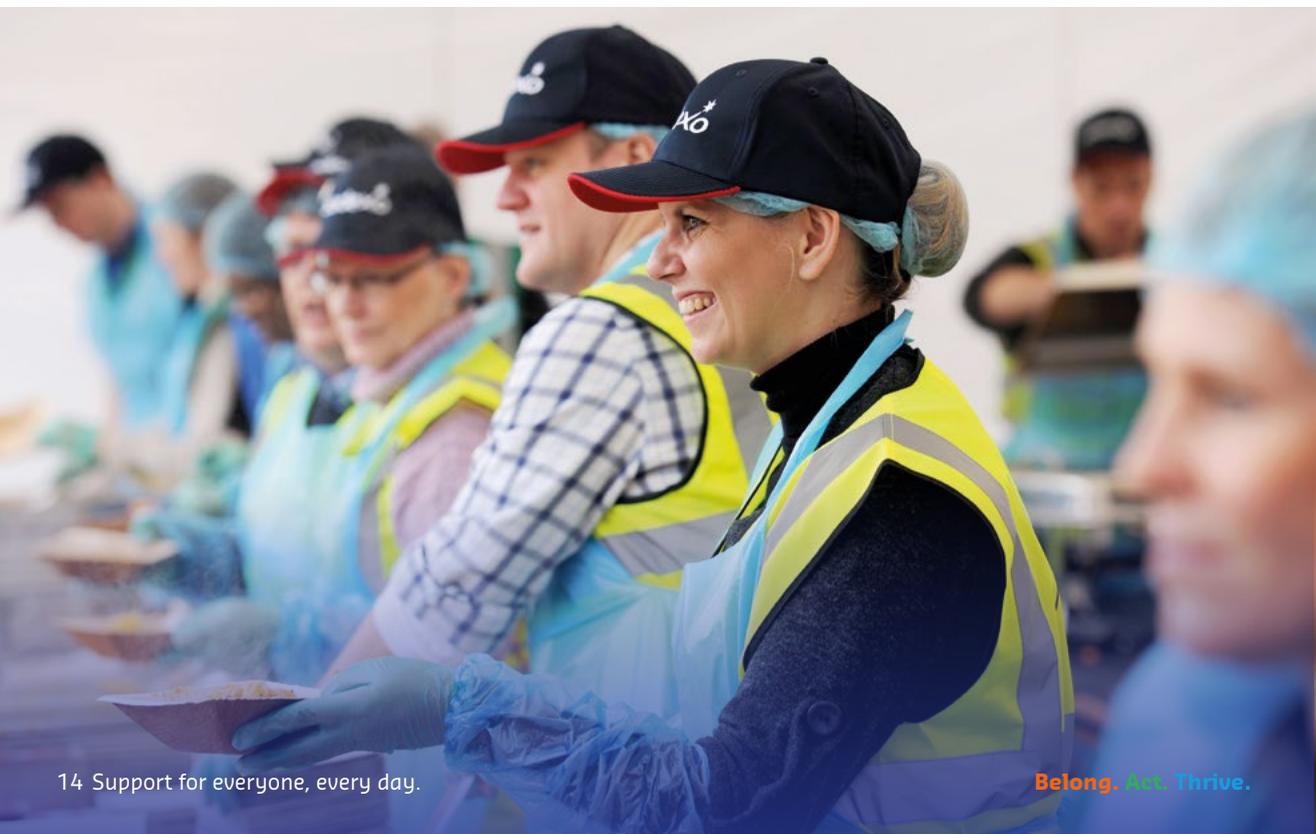
Every minute you invest into the things you care about has a positive impact on the world around you.

With your volunteering days, you could:

- Plant trees
- Collect items for charity
- Learn new skills
- Connect with local people

Next Steps

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



New for 2023

We're committed to finding more ways to help support you, both inside and outside of work. Over the next year we'll also be rolling out these new additions:

You'll get extra support for:

- Child care
- Menopause
- Flexible working requests

You'll be paid when attending these appointments:

- Antenatal
- Surrogacy
- Adoption

You'll have more options for approved leave:

- Bereavement
- Parental bereavement
- Carer's
- Parent
- Grandparent
- Maternal and paternal coaching (pilot scheme)
- And many more

From 1 September:

We are updating our maternity, adoption and paternity leave for employees with an expected date of birth (or placement date for adoption) on or after 1 September 2023. Eligible employees could receive up to 12 weeks leave at full pay.

For further details on any of the above – including eligibility, limitations and restrictions – please contact **PeopleServices** at **PeopleServices.UKandIE@sodexo.com**.

Want more information?

Visit SodexoRewardHub.com/everyday

All the information in this guide, plus more! It has the latest range of resources, rewards and benefits available to Sodexo employees.

Scan the QR code to instantly access more information!



Visit SodexoRewardHub.com

This personalised online space brings together all the resources, rewards and benefits that are currently available to you. Create an account using your personal email address at SodexoRewardHub.com/register and login using your employee ID and chosen password or you can SSO in if you have a Sodexo email address.

Contact **PeopleServices**

If you have any questions about the benefits and rewards available email **PeopleServices** at **PeopleServices.UKandIE@sodexo.com**





Belong to a team.
Act with purpose.
Thrive in your own way.

This booklet is for Sodexo on-site services colleagues based in the UK.

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