

How will you make the most of your benefits?

This summary will help you narrow down your choices before you go to **YourReward** and make your selections.

Need to know more?

Go to yourrewarduk.atkinsrealis.com for detailed information and to make your benefit choices.



Getting started

Step one: Get more detail

- Go to the website **yourrewarduk.atkinsrealis.com** for detail on each benefit, how you can apply for it, links through to provider information and provider contact details.
- Open the menu indicated by the 3 lines at the top right hand corner of the page and follow 'Log In - Go To YourReward' to check your data and make your choices.

Step two: Check your data

- Click the 'Benefits' tab on the **YourReward** homepage to take a look at what benefits you have currently, including the level of cover.
- Take a look at your dependants details (go to the profile icon in the top right of the screen and choose 'Dependants') and check the details are correct.

Step three: Make your choices

- On the 'Benefits' page 'Select' or 'Review' each benefit following the steps that appear on the screen.
- Make sure you are happy with the cost of your benefits (each year we review benefits so the prices may have changed compared to last year).
- Select 'Checkout' or use the cart icon in the overhead menu.
- Click 'Confirm Selection' to submit your choices.
- You'll receive an email confirming your selections.

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Employee Referral	Recommend a potential new employee and receive a payment when they pass probation.	✗	The company.	✓	Not applicable.		
Pension	Save for the future and receive a contribution from the company.	✗	You pay and the company contributes as well.	✗	✓		✓
Retirement Gifts	A way for the company to recognise your service when you retire.	✗	The company.	✗	Awarded at retirement		
Season Ticket Loans	Spread the cost of your annual season ticket over 12 months.	✗	You pay.	✓			✓ Once 6 month waiting period is over.
Share Incentive Plan	Buy shares in AtkinsRéalis Group Inc on a monthly basis. For every 2 shares you purchase, the company will give you 1 share.	✗	You pay and the company contributes as well.	Before 5 yrs = ✓ After 5 yrs = ✗	✓		✓
#WOW Long Service Awards	A way for the company to say thank you when you reach certain length of service milestones.	✗	The company.	✗	Awarded at service milestones.		
Will Writing	Use this benefit if you've been meaning to make or update a will but haven't got around to it.	✓	You pay.	✓	✓		✓

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Dental Insurance	Provides money back on the cost of dental treatment.	✓	Who pays for your cover will depend on your entitlement. You pay for any extra cover for your family.	✓	✓	✓	
Digital GP	24/7 health information and GP appointments.	✓	The company pays for you. You can pay to add your family. If you have Private Medical Insurance the company may also pay for your family.	✗	✓		✓
Employee Assistance Programme (EAP)	Free, confidential support to help you maintain your health and wellbeing.	✗	The company.	✗	✓	✓	
Eyecare Vouchers	Get a free eye test and a contribution towards glasses if you use a display screen for long periods of time.	✗	The company.	✗	✓	✓	
Flu Jabs	Protect yourself from winter flu with a vaccination in the autumn.	✗	The company.	✗	Autumn.		

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Gym Membership	Get fit for less with competitive rates on gym membership.	✓	You pay.	✓	✓		✓
Health Cash Plan	Receive cash back for everyday health costs including dental and optical treatment, physiotherapy, chiropractic services.	✓	Who pays for your cover will depend on your entitlement. You pay for any extra cover for your family.	✓	✓	✓	
Individual Health Insurance	If you are not eligible for Company-funded private medical, but would like private medical cover, you can get a discounted rate on a private policy.	✓	You pay the insurer direct (not linked to payroll).	✗	✓		✓
Private Medical	Get prompt access to medical treatment if you need it.	✓	Who pays will depend on your entitlement.	✓	✓	✓	

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Annual Leave + Flexible Holiday – Buy & Sell	You can tailor your annual leave to suit your lifestyle by buying or selling holiday.	✗	If you buy, you pay. If you sell, you get money back through payroll.	Buy = ✗ Sell = ✓	✓	✓	
Charity Donations	Support your favourite charity, direct from your pay, and get immediate tax relief on your donations.	✗	You pay.	✗	✓		✓
Car Allowance	A car cash allowance. This will depend on your role and your terms and conditions of employment.	✗	The company.	✓	✓		✓
Cycle to Work	Save money on a new bike by leasing it through this benefit.	✗	You pay.	✗	✓		✓
Discounts	Make everyday savings on shopping, travel and much more through the 'My Discounts Plus' portal.	✗	The company pays for your membership of the portal.	✗	✓		✓
Electric Vehicle Scheme	Save money on leasing your choice of a new fully maintained and insured electric vehicle.	✓*	You pay.	✓			✓ Once 6 month waiting period is over.

*yourself, partner and dependents are able to use the Electric Vehicles leased through the scheme.

Benefit	What does it offer?	Can I add my family?	Who pays for it?	Taxed?	When can I choose it?		
					On joining	At annual enrolment	Anytime
Life Assurance	<p>Pays a tax-efficient cash lump sum to your beneficiaries if you die while employed by the company. You get core cover automatically.</p> <p>You can choose to increase and decrease cover to suit your ne</p>	✗	<p>Core cover is paid for by the company.</p> <p>You can pay to increase this cover above the</p>	<p>Registered = ✗</p> <p>Excepted = ✓</p>	✓	✓	
Spouse Partner Life Assurance	Pays a tax-efficient cash lump sum to your spouse's beneficiaries if they die while you are employed by the company.	✗	You pay.	✓	✓	✓	
Travel Insurance	Provides you with peace of mind while travelling.	✓	You pay.	✓	✓	✓	
Critical Illness	<p>Pays a tax-free cash sum if you are diagnosed with certain defined illnesses. Available for you and your partner.</p> <p>Eligible children are covered at no extra cost.</p>	✓	You pay.	✓	✓	✓	
Income Protection	Pays an income if you can't work due to serious ill health or injury.	✗	The company.	✗	✓		