



# Your Care Programme



a.f. **blakemore**  
.....& son Ltd



# Your Care Programme

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# Your Care Programme



the blakemore  
way

## WELCOME TO YOUR CARE PROGRAMME

**Blakemore recognises that our success is dependent on the motivation and commitment of our people.**

With this in mind, we have established Your Care Programme to acknowledge and reward your success, and thank you for your contribution to our business.

From staff discounts to long service awards, social events and more, our employee benefits programme aims to provide something for everyone.

Whilst many of our employee benefits reward commitment in the workplace, Your Care Programme also encourages you to look further afield and make a difference to your local community.

This is all part of Blakemore's ongoing commitment to supporting good causes as outlined in A.F. Blakemore's values statement The Blakemore Way.

We hope that, alongside our distinct culture dedicated to positive relations with our colleagues, the establishment of Your Care Programme will help us work towards A.F. Blakemore's purpose of growing a family business in ways that are profitable and sustainable for the benefit of staff, customers and the community.

**Peter Blakemore,**  
**Group Managing Director**



# Your Care Programme

## Your Staff Discount



**ALL COLLEAGUES ARE ELIGIBLE FOR \*10% OFF PERSONAL SHOPPING  
(NB 5% Off Alcohol)**

Just select your shopping, have it scanned through the till and the operator will call for a member of management who will authorise your discount.

### FAQ's

Who is eligible for Staff Discount?

All Blakemore Retail & AFB colleagues, including News Delivery Staff, Field Staff & AFB delivery drivers.

Can I use my discount to shop for other people?

No. Staff discount is a benefit extended to employees only. Purchases may only be made by you, for you & your own household.

Can I get my discount at any store?

Yes. You can obtain discount at any participating Blakemore Retail store, however if you are not known at the store you must produce ID in the form of a recent company payslip (not more than 4 weeks old) OR a company issued ID card. These are the only two forms of ID that will be accepted to obtain discount. If you do not have a recent payslip or company ID card your request for staff discount will be refused.

Is there a minimum spend?

No

Can I use my discount at any time?

Yes (NB Staff purchase rules still apply)

\*not applicable to cigarettes & tobacco products, services, fuel, postage stamps, video hire & sale, deals (multibuy) & price overridden goods.



# Your Care Programme

## Your Long Service Awards

We at AF Blakemore's are very proud of our long serving members of staff.

When you reach the following service milestones an award will be made to you in recognition of your contribution to the company, and the loyal service given.

When you achieve 25 years service we'd like to recognise this with an extra special award: In addition to the cash amount, an extra 4 weeks paid leave will be given as well as your normal holiday entitlement for one year in recognition of 25 years service...a well deserved break which will allow you to take time out to do the things you have always dreamed of.

Service Years	If you work 30 hours or more	If you work less than 30 hours
3	£50	£25
5	£100	£50
10	£150	£75
15	£250	£125
20	£400	£200
25	£500 Plus 4 weeks sabbatical leave	£250 Plus 4 weeks sabbatical leave
30	£600	£300
35	£700	£350
40	£800	£400
45	£900	£450
50	£1000	£500

Extra Special award at 25 years service

### A gift for you when you retire as a thank you

one of the biggest events in your life is the time when you decide to retire. We would like to mark this event by way of a gift from the company based on your year's service with us. The value of your gift is calculated as follows:

Amount	Years Service
£10 per year	First 10 years service
£20 per year	For service between 10 & 20 years
£30 per year	For all service over 20 years



# Your Care Programme

## Paycare 4work



### **Comprehensive affordable healthcare for you**

Paycare exists to help individuals, families and businesses protect themselves against everyday healthcare costs and bills. Operating surpluses are reinvested in improving policyholder benefits and charitable donations. Paycare has been active in providing help with healthcare costs since 1874, is a charitable trust which has donated almost £2 million to good causes.

4work is a voluntary healthcare benefits plan where you can reclaim 100% of any money spent on healthcare - up to an annual limit. It could be anything from dental crowns to new glasses, day surgery, a new child payment, health screening, consultation and tests, or professional therapies - like physiotherapy, chiropody and osteopathy.

The plan includes access to an Online Health Assessment, Counselling and our Help Line, offering advice and assistance for domestic emergencies. Qualified staff also available to help with personal, legal, and tax matters.

There are four levels of cover as illustrated on the benefit table starting from only £1.11 per week and no medical is required to join.

For a form to join the Paycare Benefit Scheme, please contact:

Payroll Department  
A F Blakemore & Son  
Rosehill, Willenhall,  
West Midlands  
WV13 2JP



# Your Care Programme



## Benefit Table

4 Work

	ENTRY	LEVEL 1	LEVEL 2	LEVEL 3
<b>WEEKLY PREMIUM</b>	£1.11	£2.19	£4.38	£6.60
<b>MONTHLY PREMIUM</b>	£4.81	£9.49	£18.98	£28.60
<b>OPTICAL</b> 100% of cost up to a yearly total of	£45	£75	£150	£220
<b>DENTAL</b> 100% of cost up to a yearly total of	£50	£85	£170	£250
<b>HOSPITAL</b> For each night as an Inpatient/ Parental Stay up to 21 nights per year	£15	£25	£45	£60
<b>DAY SURGERY</b> For each day surgery up to 10 per year	£10	£18	£25	£40
<b>SPECIALIST CONSULTATION AND TESTS</b> 100% of cost up to a yearly total of	£120	£180	£335	£495
<b>PROFESSIONAL THERAPY</b> Physiotherapy, osteopathy, chiropractic, acupuncture, homeopathy, hypnotherapy and reflexology 100% of cost up to a yearly total of	£55	£110	£210	£315
<b>CHIROPODY</b> 100% of cost up to a yearly total of	£25	£50	£100	£150
<b>INOCULATION/VACCINATION</b> 100% of cost up to a yearly total of	£30	£30	£30	£30
<b>HEALTH SCREENING</b> 100% of cost up to a yearly total of	£50	£100	£200	£300
<b>NEW CHILD PAYMENT</b> One payment per child at birth/adoption	£50	£100	£150	£200
<b>PERSONAL ACCIDENT COVER</b> (adults under 70 only) Disablement and major fractures	£10,000	£10,000	£10,000	£10,000
<b>PAYCARE EMPLOYEE ASSISTANCE PROGRAMME</b>	Unlimited access 24 hours a day, 365 days a year			
<b>PAYCARE ONLINE HEALTH ASSESSMENT</b>	Confidential online health and wellbeing assessment			



# Your Care Programme

## Your Paysave Monthly Saver Account

### **Saving up for a Christmas or that special holiday?**

Whatever you're saving up for, you can save from as little as £5 per week in the PaySave Monthly Saver Account with the West Bromwich Building Society. Monies can be stopped directly out of your wages.

Don't have a West Bromwich Building Society near you? – no problem – your account can be operated by telephone/post.

Check out the latest PaySave rates at [www.westbrom.co.uk](http://www.westbrom.co.uk)

### **Want to open an account?**

You can contact HR Shared Services for a form, which when you have completed it, return it back to Shared Services together with a recent utility bill to:

HR Shared Services  
A F Blakemore  
Unit 401,  
Access 10 Business Park,  
Bentley Rd,  
Darleston.  
WS10 8LQ

Tel: 0121 568 2948

**Don't forget to return a utility bill with your PaySave application form!**

**NB mobile phone bills are not accepted**





# Your Care Programme

## Voluntary Benefits Scheme

All colleagues are invited to take part in our Voluntary Benefit scheme that gives you the opportunity to access a range of discounts, all year round.

The scheme allows you to enjoy special deals and straightforward discounts with some of the UK's leading retailers, as well as build up reward points to convert to cash.

All colleagues are provided with log-in details for an online portal that will allow you to take advantage of a range of discounts:

### What can you expect to see?

- Up to 15% off high street brands
- 50 - 90% off restaurants, spas and weekend activities
- Exclusive in-store and online savings
- Reward points that you can convert to cash

### How to get your unique log-in details?

- You will be sent your unique log-in by letter to your home address.

### How to take advantage of the voluntary benefits scheme?

- Use your log-in details to access the Blakemore Your Care Programme Benefits website
- Click on the Voluntary Benefits icon and explore the offers available

**For further information contact the  
Voluntary Benefits helpdesk on 0844 414 6396,  
or via e-mail at [afbyourcare@benefitadmin.co.uk](mailto:afbyourcare@benefitadmin.co.uk)**



# Your Care Programme

## Your Attendance Draw

### Good attendance can reap rewards!

Colleagues who attain excellence with 100% attendance will be entered into our quarterly draw with an opportunity to be awarded up to £500 in recognition of their contribution to the business.

### The rules of the Attendance Draw scheme are as follows;

- 1) Employees must have six months service to be eligible
- 2) Only Directors are exempt from the scheme, all other categories of employees are eligible
- 3) A random draw will take place 4 times per year, on the first Friday of January, April, July and October.
- 4) Prize values are as follows;
  - 12 months no absence £500 (£250 for 29.75 hours per week or less)
  - 6 months no absence £250 (£125 for 29.75 hours per week or less)
- 5) Qualifying dates for the draws are as follows;
  - No absence for 6 / 12 months up to w/e first week in December
  - No absence for 6 / 12 months up to w/e first week in March
  - No absence for 6 / 12 months up to w/e first week in June
  - No absence for 6 / 12 months up to w/e first week in September

The new attendance draw covers all of Blakemore (excluding Blakemore Retail) with 10 awards per quarter (5 x 12 month and 5 x 6 month 100% attendance) making a total of 40 awards per annum.



# Your Care Programme

## Your Childcare Vouchers

### Helping you to save money on your registered childcare costs

Childcare vouchers are a tax initiative, designed to help working parents save money on their registered childcare costs. This is done by reducing the tax and National Insurance contributions (NIC) you have to pay from your gross salary.

Childcare vouchers are a recognised method of paying for registered childcare. They are not just for children of pre school age. You can use them to pay for registered childcare for children aged up to 16.

(1 September following 15th birthday or 1 September following 16th birthday for children who are registered disabled).

Your employer has chosen us to provide the childcare vouchers, and you can start to receive childcare vouchers in exchange for part of your gross salary. This is known as a 'salary sacrifice'. The part of your gross salary you exchange for childcare vouchers is tax free and exempt from National Insurance contributions. Because of this, you can make savings of up to £933 a parent, a year.

(The savings you make will depend on your circumstances. Figures quoted are the maximum available savings for Basic rate tax payers).

It does not cost you anything to sign up for childcare vouchers and the scheme applies whatever rate of tax you pay,

For more info or to request a parent info pack, contact HR Shared Services at:

Unit 401,  
Access 10 Business Park,  
Bentley Road South,  
WEST MIDLANDS,  
WS10 8LQ

T: 0121 568 2910

F: 0121 568 2942



# Your Care Programme

## Employee Volunteering

Employee volunteering is an integral part of the A.F. Blakemore culture. The programme encourages employees to volunteer their services, in works time, in support of the community groups that work in the heart of the communities where we trade.

Volunteering has proven to raise the profile and reputation in the community and is a great team building and development opportunity for employees taking part.



For further information or an employee volunteering briefing pack please contact Liz Bell, Corporate Affairs Officer at HR Department:

Unit 401,  
Access 10 Business Park,  
Bentley Road South,  
WEST MIDLANDS  
WS10 8LQ

T. 0121 568 2910

E: [lbell@afblakemore.co.uk](mailto:lbell@afblakemore.co.uk)

W: [www.afblakemore.com](http://www.afblakemore.com)



# Your Care Programme

## Blakemore Foundation

**The Blakemore Foundation is a charitable trust that represents 2% of the company's profits, supporting good causes in your area.**

If you are aware of a local good cause in need of support or have undertaken a sponsored activity, then the Blakemore Foundation may be able to help.



For further information or an application form please contact

Kate Senter, Community Affairs Officer at HR Department:

Unit 401,  
Access 10 Business Park,  
Bentley Road South,  
WEST MIDLANDS  
WS10 8LQ

T. 0121 568 2910

E: [ksenter@afblakemore.co.uk](mailto:ksenter@afblakemore.co.uk)

W: [www.afblakemore.com](http://www.afblakemore.com)



# Your Care Programme

## Payroll Giving

### What is Payroll Giving?

Payroll Giving is a simple, tax effective way to give to charity from your pay. Surveys show that each month around two thirds of us give to charity. Giving regularly to your favourite charitable cause is an excellent way to help others and do something to make the world a better place.

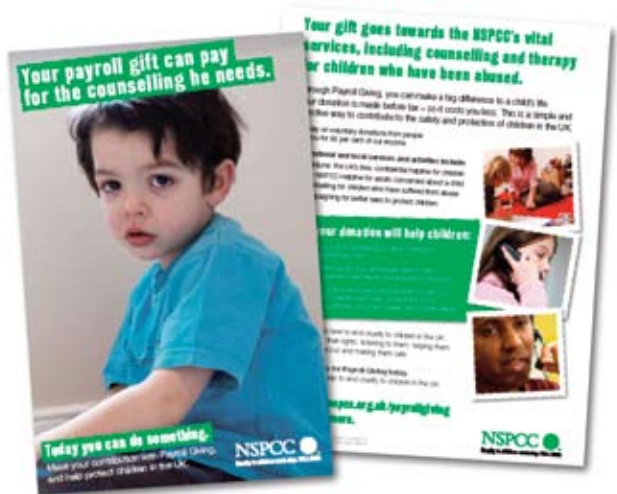
### How does Payroll Giving work?

You authorise the payroll dept to deduct regular charitable donations from your pay. Your donation is then sent to the Payroll Giving agency approved by HM Revenue & Customs. The agency then distributes the money to the charity or charities of your choice.

### I'm interested, what should I do now?

Complete the 'Payroll Giving Authorisation Form (found in the 'Your Care Programme' Folder on sharepoint) & send it to:

KATE DEAKIN c/o Blakemore Payroll Dept,  
AF Blakemore & Son,  
Long Acres Industrial Estate,  
Rosehill, Willenhall,  
West Midlands,  
WV13 2JP



# Your Care Programme

## Retail Trust

Retail Trust is the only charity that looks after all three million people working in retail, plus those retired from the sector and its associated businesses and A F Blakemore has joined in partnership with them to provide access to their services to all employees.

Retail Trust provide help and support to people whatever challenges they face. While retail offers unparalleled opportunities for people from diverse backgrounds, when something goes wrong, you can feel very vulnerable. Retail Trust has services in place to make sure that they can be there for those who need the support and assistance.

Please contact Retail Trust directly on their helpline number or via their website in total confidence for support in any of the following areas:

- Free and confidential Helpline 0808 801 0808 (available 24/7)
- Free Counselling Services
- Free Legal Advice
- Free Debt Advice
- Free hardship grants
- ReWork Redundancy programme
- Course Funding
- Retirement Housing



Do you need to talk about anything?

health/bills/  
self-harm/debt/assault  
/money problems/housing  
career development/counselling  
pregnancy retirement/  
/bullying/ your job depression/  
advice/care  
/knife crime/  
working hours/  
/assault/drugs/  
alcohol/stress/  
counselling  
/training/  
addiction  
/racism/  
your future/  
family/debt  
/gun crime/  
health/your  
money/the  
recession/...

retailtrust  
helpline

0808  
801  
0808

Totally free, confidential  
and independent

Facebook Twitter Email

retailtrust  
charity registered

0808 801 0808  
Dial any UK landline or mobile  
and you'll be able to reach  
helpline@retailtrust.org.uk  
www.retailtrust.org.uk

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