

## Learning and Development

We recognise the importance of Learning and Development in helping staff reach their full potential and the significant contribution this makes to Hanover's success. We are committed to developing our staff and actively promote and offer a wide range of learning and development opportunities, including studying for the qualifications required for registration with the Scottish Social Services Council.

## MacIntyres Wholesale Jewellers membership

We are members of MacIntyres, one of the UK's most respected wholesale and manufacturing jewellers. Staff can purchase items at a substantial discount, often as little as half the recommended retail price.

## Private Health Care

Senior staff are eligible to join a private healthcare scheme.

## Relocation expenses

Where appropriate, we meet the costs of relocation for staff who need to move home in order to relocate to the new place of work to undertake their job.

## Staff Awards Programme

In order to recognise and celebrate those who provide outstanding service or 'go that extra mile', we are launching '**Hanover Awards for Excellence**'. Nominations will be sought for individual and team awards with an award given to the winner of each category.

**Hanover (Scotland)  
Housing Association**  
*Your employer of choice*



## Valuing our staff Employee benefits



For more information contact:

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Scottish Charity no: SC014738—November 2011

*Quality independent living*

### **Cycle-to-Work Scheme**

As part of the Government's free transport plan, eligible staff pay a tax-free rental for a bike over a 12-month period. At the end of this time staff can purchase the bike for a market value fee, or return the bike paying a disposal fee.

### **Credit Union Membership**

Staff can join the Scottish Council for Voluntary Organisation's credit union and save flexibly through payroll deduction. The credit union offers benefits such as low-cost loans with flexible low-cost repayments and no hidden fees.

### **Employee Counselling Service**

We offer a free, independent and confidential counselling service for staff and their immediate family members. This service operates a 24-hour helpline for advice, information and support on work-related and personal issues.

### **Eye Test Vouchers for VDU users and Contribution towards Glasses**

We provide free eye test vouchers for VDU users and contribute £50 towards the cost of glasses where required for VDU use.



### **Interest-free Travel Loan**

Staff can obtain travel loan for the purposes of buying a travel ticket for public transport. The cost of the loan is repaid through salary deductions and no tax or National Insurance contributions are paid on the loan amount.

### **Family Friendly Policies**

We operate schemes to cover Maternity, Paternity, Adoption and Parental Leave. Enhanced contractual maternity pay entitlements are provided based on length of service.

### **Long Service Awards**

When staff reach 21 years of service we acknowledge the achievement with an award.

### **Special Leave**

We understand that at various times staff may have domestic, community and other public commitments that affect their ability to undertake their work. In order to help in these situations we provide generous special leave provisions.

### **'Bright Ideas' Suggestion Scheme**

We encourage our staff to make suggestions for improvements on any aspect of what we do. Rewards are offered for constructive suggestions received and implemented.

### **Cars4staff membership**

We are a member of the Cars4Staff scheme which provides the facility for staff to purchase new and used cars at discount prices.

### **Childcare vouchers**

Staff using registered or approved childcare can choose to exchange part of their salary for childcare vouchers which are tax and national insurance free, therefore gaining extra value from their pay packet each month

### **City Car Club Membership**

Staff are entitled to one year's free membership of the City Car Club, giving them access to a choice of cars parked locally to where they live and work. These cars are serviced and maintained by someone else meaning you only pay when you need them.

**Our staff are one of our most important resources and play a pivotal role in ensuring our success. We want our staff to feel valued and to do this we offer a wide range of benefits:**

### **Competitive salaries**

Our salary levels are competitive and are measured by market comparison surveys.

### **Leave entitlements**

We provide a generous annual leave allowance, which increases with length of service, plus public holiday entitlement.

### **Facility to 'purchase' additional annual leave**

Additional annual leave can be requested by staff and 'purchased' through salary deductions over the leave year.

### **Flexitime**

Head and area offices operate a flexitime scheme. This allows for flexible start and finish times out-with core working times and the ability to request flexi-leave.

### **Pension**

We offer an occupational pension scheme to all eligible employees.

### **Generous Sick Pay**

We offer generous company sick pay entitlements in excess of statutory sick pay.

### **Career Breaks**

A Career Break is available for staff with five years' service or more, providing the opportunity for time away from work. Staff can apply for up to 12 months of unpaid leave for a variety of reasons including family and domestic issues, professional development and voluntary work.