



**CAPITAL  
GROUP**<sup>SM</sup>

# Your benefits explained

London Office



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# At Capital Group, we believe compensation means much more than a salary. That's why we offer premier benefit plans as part of a comprehensive total compensation package.

As an associate of Capital, you will be automatically enrolled in certain benefits; for others, however, you need to activate them yourself. Finally, a certain category of benefits require that you submit a claim in order to benefit from a reimbursement.

Throughout this guide you'll see this key to different benefits:

- A** Automatically enrolled
- M** Manually enrolled (associate to activate)
- S** Submit a claim for reimbursement via payroll using [MyCGBens](#).

The Open Enrolment window occurs in March each year and associates can make/amend some benefit choices which will be effective from 1 April.

For the most up-to-date information about the benefits on offer at Capital, please refer to the the Home page of MyCGBens.

# Health and life benefits

## **AXA Health** M

The administration of the local Capital medical and dental plans is provided by AXA Health. Capital covers the entire cost of the selected cover for you and your eligible dependents. This is a taxable benefit and the amount will be processed through the monthly payroll.

You have 31 days from your date of joining or a life event to join/amend the medical and/or dental plans.

Information on the treatments that are covered, and how both plans operate can be found on MyCGBens.

## **Dr@Hand** M

Capital have partnered with Doctor Care Anywhere to bring you Dr@Hand. Associates and their dependents who are part of the AXA Health medical plan will be automatically enrolled with Dr@Hand. The service provides free private GP consultations through a smartphone, tablet, computer (with camera) or landline. The service is available 24/7, 365 days a year.

## **The Living Well programme** M

Capital has teamed up with Penny Brohn Cancer Care, a charity which supports members being treated for cancer. The Living Well programme delivers a nurse case management service as well as access to a range of services to support patients and their family and friends throughout their cancer treatment. Associates and their dependents who are part of the

AXA medical plan, are eligible for the Living Well programme.

## **Cigna Global** M

Associates can join the Cigna Global plan that provides worldwide coverage and includes certain benefits not found in the local AXA Health plan. Capital will pay a proportion of the premium, which is a taxable benefit processed through payroll monthly along with the balance of the premium which is deducted from net pay.

## **Peppy health**

Peppy is a digital healthcare provider offering you professional, expert support in the moments that matter; including healthy minds, fertility and baby advice and menopause guidance. Download the Peppy app from your application store and register using your Capital email address - initials@capgroup.com.

## **Life assurance** A

All associates receive basic life assurance of four times their base annual salary (subject to the plan limits).

## **Spouse Life Assurance** M

Associates can opt for Spouse Life Assurance - see MyCGBens for current limits. The cost for this benefit is fully funded by the associate by a deduction through the monthly payroll.

## **Critical Illness** A

Associates are automatically enrolled in the critical illness benefit for a fixed payment of £25,000 and the list of illnesses covered



can be found on MyCGBens. Children are automatically covered under the policy for 25% of the total benefit up to a maximum of £20,000.

### **Critical Illness - Associate and Spouse** M

Associates can extend their level of cover for Critical Illness and obtain Spouse Critical Illness cover in units of £25,000. The rates are dependent on age. The cost for these additional benefits are fully funded by the associate.

### **Eye care subsidy** S

You are eligible for an eye test up to £100 each benefit plan year and £50 towards the cost of glasses or contact lenses. Reimbursements should be claimed via the Spending Accounts on MyCGBens. The eye test is free of statutory deductions, but the £50 is subject to taxes unless confirmation of computer use only is provided.

### **Medical screening** M

Associates can have a medical screening each plan year. The level of the screening is dependent on age and Capital have partnered with Nuffield Health where associates can have a checkup and Capital will be charged directly for the cost. Medical Screenings are not a taxable benefit.

### **Short-term sickness** A

If you are absent due to illness or injury, Capital will pay 100% of your base salary for a period not exceeding an aggregate of 60 days (pro-rated for part-time associates) whether consecutive or not in any 12

consecutive calendar months. Once you have been absent for more than an aggregate of 60 working days (pro-rated for part-time associates), Capital will continue to pay 75% of base salary for a period not exceeding an aggregate of a further 70 days (pro-rated for part-time associates) whether consecutive or not in any 12 consecutive calendar months.

### **Long-term sickness insurance** A

Associates aged between 16 and the current State Pension Age and working a minimum of eight hours per week are eligible to participate in the long-term sickness scheme. Once approved by the insurer you will receive 75% of your pre-sickness salary, subject to the insurer's earnings cap, until you return to work, retire, die, if your fixed-term contract ends or you become ineligible under the rules of the scheme, whichever occurs first. Payments are made through payroll and are subject to statutory deductions.

### **Business travel and business travel accident insurance** A

All associates are eligible for business travel and business travel accident insurance from the date they start working at Capital. Cover is not provided for personal travel.

### **Medical Benefits Abroad (MBA)** A

Cigna MBA provides emergency medical treatment and evacuation for you and your co-travelling dependents when travelling on company business abroad. Unless you are a member of the Cigna Global medical plan - which already offers this cover - you are automatically enrolled at no cost to you.

# Retirement and savings plans

## My Money pension and savings platform A

Capital offers its associates automatic entry to a Flexible Retirement Account, administered by Aviva. Capital pays a 15% contribution of pensionable earnings - base salary, bonuses (excluding starting bonuses) and overtime, where applicable, up to an earnings limit of £183,000. Where impacted, associates will have a Capital contribution up to the value of their tapered Annual Allowance.

Associates are enrolled in the My Future investment programme - which uses three blended funds (created and managed by Aviva). Your pension account automatically moves into lower risk funds as you get closer to retirement. If you would like to choose your own funds from those available under the Plan, you are free to do so at any time without incurring any charges.

## Associate Pension Salary Sacrifice M

Associates can choose to make voluntary personal contributions into their pension plan monthly based on either a fixed amount or a percentage of pensionable pay. As associates and Capital receive tax and National Insurance advantages with a salary sacrifice pension arrangement, Capital will forego half the employer NI savings which will be credited to your plan.

You should be aware that information on your pension account holdings and transactions will be shared with Capital's Personal Investing Committee (PICO) to satisfy SEC reporting regulations. A

You have the choice to opt for automatic reporting in connection with your LuxFunds holdings. M or A

Associates can also choose to have contributions deducted from net pay. Note, there will be no additional contribution from Capital under this arrangement.

## Bonus sacrifice scheme M

The bonus sacrifice scheme allows associates to express a preference for Capital to make an employer pension contribution rather than pay their bonus wholly in cash.

The preference can be for either part or all of an upcoming bonus to be sacrificed for higher company contributions to your Flexible Retirement Account. Capital will also forego half of the employer National Insurance savings and this will be credited to your personal plan as well.

## 'My Money' online savings and investments platform M

Eligible associates and their family members can invest in a wide range of funds (including Capital managed funds), shares and other investments. Savings can be made via a cash ISA, a stocks and shares ISA or a general investment account.

## Capital Group funds (LuxFunds) M

The Capital Group funds may help associates achieve their long-term goals including retirement, covering children's education costs, or buying a house.

As a Capital associate, you are eligible to invest in Capital Group funds with additional benefits such as reduced management fees, no sales charges and more.





# Time away from work

## Annual holiday A

Full-time exempt and non-exempt associates are eligible for 25 days' holiday, increasing to 28 days at the beginning of the fifth year of service. Senior managers or equivalent are entitled to 28 days. You will also receive a one-off five additional days' holiday on the actual day of each five-year anniversary (bonus days). These days can be used or banked. You are allowed to hold a maximum of 10 bonus days at any one time.

Holiday and bonus days for part-time associates will be pro-rated.

Time away from work should be recorded and approved (where applicable) in the Time and Attendance system, Applic8.

## Family leave M

Associates are entitled to maternity, adoption, paternity leave and shared parental leave. Inclusive of the statutory provisions, associates will receive 20 weeks at full pay for maternity leave and 12 weeks at full pay for paternity leave. Two weeks paternity leave must start within 56 days of the baby's birth with the balance of the leave taken before the child's first birthday. Associates can take adoption leave at the same rate as paternity leave. Eligible associates are also entitled to unpaid parental leave.

## Parental Transition Schedule (PTS) M

We know that transitioning back to work after parental leave can be challenging, so Capital offers you and your family support with the PTS benefit. You can request to work part-time (between 50% and 90% each

week) for a minimum of one month and up to a maximum of six. As the PTS benefit is designed to help ease your transition back to work, it must be taken immediately upon completion of any other family leave and the use of vacation.

## Adoption assistance programme M

Capital offers an adoption assistance programme to help associates who are adopting a child. A taxable payment is made via payroll and will be subject to tax and NI.

## Anniversary programme A

All associates who remain employed upon reaching designated milestones are eligible to participate in the anniversary programme. Capital rewards long-service associates with special recognition, beginning at their fifth-year anniversary and at every fifth-year that follows. Service awards include a personal gift and donations to a charity of the associate's choice, as well as five bonus days (for full-time associates) as mentioned under the annual holiday benefit.

## Recognition M

At Capital it's great to be recognised for the good work that we do. Managers can give gifts (tangible or gift cards) to their associates for above and beyond contributions. Gifts must be a meaningful gesture and accompanied with feedback on the associate's impact to the team's objectives. The amount of the recognition gift is a taxable benefit and will be processed through the monthly payroll.





# Talent and development

## **Paid comprehensive training programmes** M

Ensuring that you are fully equipped to do your job is an important priority at Capital. We offer a comprehensive range of resources to help you achieve this, from courses through to online learning.

## **Educational assistance programme (EAP)** M

Our EAP reimburses tuition expenses up to £2,500 per annum for all eligible associates taking a professional qualification. For those studying the CFA or an MBA, the reimbursement will be £3,750. Pre-approval is required to qualify for the programme you wish to follow before educational assistance will be granted.

## **Learning Central** M

Learning Central is an enterprise learning site that provides learning and development resources to all Capital associates. We partner with external vendors to provide associates online courses, articles, videos, tip sheets, checklists and many more tools that are accessed through the Learning Central portal. The content covers a range of topics from technical to personal effectiveness and leadership development and is designed to complement comprehensive development plans.

## **Internal transfers** M

Providing the continuing opportunity for you to learn and grow within your role or other roles is an important priority at Capital. Where possible, all internal opportunities are visible to associates.

## **Scholarship programme** M

Capital provides financial assistance for college and/or university education to eligible children of associates (and children of your spouse or spousal equivalent). To qualify, recipients will need to demonstrate financial need.

## **Associate referral programme** M

If you introduce someone who is successfully recruited to Capital, you will be eligible for a bonus of £3,000 through the associate referral programme.

# Work/life balance and wellness benefits

## Travelling to work M

Capital will purchase an annual travel ticket on your behalf for you to travel to work. 80% of the cost of a ticket up to and including a value of £3,400 will be processed through payroll and subject to tax and National Insurance contributions. The remaining 20% (or amounts in excess of £2,720) will be deducted from your net pay. Annual travel tickets come with a Gold Record Card that entitles associates to various discounts when using the National Rail Network.

## Hybrid Travel to Work S

Given our hybrid working patterns in the LDO, associates may find it more cost effective to purchase either individual daily tickets or Flexi-tickets for travel to the office. Whichever option you choose you must submit your claims for reimbursement using the Spending Accounts on MyCGBens. Capital will reimburse a maximum of £2,720 during the benefit period April to March. Travel reimbursements are subject to PAYE income tax and National Insurance contributions.

## Cycle-to-work scheme M

All eligible associates can participate in the Government's Cycle to Work program which allows you to take advantage of savings of up to 47% on the cost of a new bike, cycle clothing and cycling equipment. Repayments will take place over a 12, 24 or 36 months period, depending upon your choice which you can make in the benefits section of MyCGBens. The eligibility to an

annual travel ticket is not affected by the Cycle-to-Work scheme.

## Wellness allowance A

All associates receive £25 per month through payroll to contribute to health and wellness. This amount is subject to tax and National Insurance contributions.

## Government Tax-Free Childcare M

You can get up to £2,000 a year for each of your children to help with the costs of childcare. This increases to £4,000 a year if a child is disabled. If your total taxable earnings (including any salary sacrifice arrangements) exceed £100,000, you are not eligible to join the scheme. More information can be found at [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare).

## Salary Sacrifice Workplace Nursery M

This benefit enables parents who use a nursery for the care of their children until they go to school or up to the age of 5 (whichever is sooner), to have the entire nursery fees paid directly to the nursery each month by Capital. The monthly fees are deducted from your gross monthly salary meaning that you save Tax and NI on the full amount of your fees.

For compliance reasons, Busy Bees and Bright Horizon nurseries are exempt from the scheme.

## Childcare vouchers M

The salary sacrifice childcare voucher scheme is a grandfathered scheme and closed to new entrants. Existing members



can use the scheme until their child(ren) are 16 years of age. Vouchers can be used to cover nursery fees, breakfast, after school and holiday clubs.

### **Meal subsidy (lunch allowance)** A

Non-exempt associates are paid a £29 lunch allowance each month through payroll. This amount is subject to tax and National Insurance contributions.

### **CityParents** M

CityParents is a web-based service centered around Parenting and Family, Inclusion, Career, Wellbeing, Resilience and Workplace. Resources available include webinars, discussion groups on a selection of topics, podcasts as well as online content updated weekly. This service compliments resources already available at Capital, either through our various communities, or other programmes offered locally or globally.

### **Life Resources Programme (AXA ICAS)** A

The life resources programme is a strictly confidential and complimentary 24-hour life management and personal support service. It can help in dealing with both everyday situations and more serious concerns. All associates and their dependents are automatically eligible to use the programme from the date their employment starts. Freephone 0800 072 7 072.

### **Flexible working** M

At Capital we recognise that not everyone's life fits into the same schedule. We will help associates balance family life and work flexibly when business needs permit.

## ... and there's more!

# Community support and giving

## New associate donations M

New associates and fixed-term associates converting to permanent associate status can direct a donation from Capital to an eligible charity of their choice. The request must be made within four months of the date of hire or from the date that a permanent contract becomes effective.

## Give As You Earn (GAYE) M

Capital provides a GAYE scheme, operated through payroll. It can be used to make regular monthly or one-off tax efficient donations to a charity or charities of your choice. Capital pays the administration costs for this scheme, so 100% of your donation goes directly to the charity.

## Matching gifts programme M

If you choose to make a contribution of £15 or more to a qualified registered charity, Capital will match this on a 2:1 basis up to £3,000 annually. For example, if you donate £100, Capital will contribute an additional £200. This applies whether you donate through payroll, or contribute to the charity directly.



*Green Group volunteer day with environmental charity, World Land Trust*



*Jo, Michelle and Kirstie stand at the summit of Mount Mulanje during their Microloan Foundation trek in Malawi. Together, they raised a total of £26,000*



### Dollars for doers **M**

You can turn your volunteer hours into a donation to the nonprofit of your choice. For every 10 hours you volunteer, you can request a contribution to an eligible nonprofit, up to a 50-hour maximum per year ending June each year..

### Contributions committee grants programme **M**

The grant-giving programme is designed to support your interests by creating funding opportunities for non-profit organisations in communities where you donate your time and energy. If you're involved with a local non-profit in a meaningful capacity (as a board member, advisory board member, committee member or regular volunteer), your organisation may be eligible to apply for a grant.

### Volunteer opportunities **M**

Whether it's a Community Action Day or an event with a group you're personally involved with, you can help a nonprofit in your community during the working week.



*Tom completed the London Marathon in 3 hours and 36 minutes, raising £16,855 for The Encephalitis Society*

For the most up-to-date information, please refer to Capital Cares at: [CGWeb](#) ▸ Charitable Giving

# Great work environment

You can count on being provided with what you need to be successful, from sophisticated technology, training and support through to bright, spacious and modern work areas.

**When you are working from the office** we guarantee that serviced and fully-stocked tea points are available throughout the building for associates to prepare light meals and enjoy complimentary tea, coffee, soft drinks and fruit.

**A shared cafeteria** facility offers reasonable prices for morning breakfast, as well as daily menus and a selection of freshly prepared snacks.

There is a **fully-equipped gym on site**, with membership priced at reasonable rates. Members can use the gym, steam room and sauna, and attend classes, which are included in the monthly subscription.

## CG Communities

We're proud of our Capital Communities. They represent a rich diversity of identities and interests, including race/ethnicity, gender identity, sexual orientation, faith, mental health and much more. Capital Communities and their events are open to all associates, regardless of how you identify or participation level. See CGWeb for further information.

## Virgin Pulse

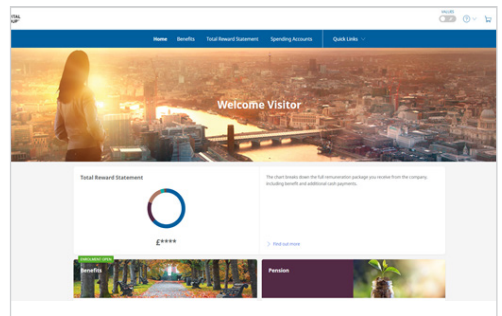
The Capital Wellness programme administered by Virgin Pulse, provides associates with resources and rewards

to support in your efforts to maintain or improve your general health. Associates can participate in the programme at no cost. You can download the app from your App store and begin your journey to better health.

## Capital Perks

Associates can get exclusive savings through our Capital Perks website. You'll find deals from more than 1,000 top retailers, offering discounts or cash back on top of any existing promotions.

An active **social committee** at Capital organises events throughout the year.



For a detailed description of all benefits, please go to your benefits platform, MyCGBens.

Alternatively, contact the Shared Services team on x45333 or email [HR\\_Europe@capgroup.com](mailto:HR_Europe@capgroup.com)



January 2022

Capital firmly believes in offering its associates a competitive benefits programme. However, we draw your attention to the fact that circumstances may from time to time require Capital to review its policies and amend the associate benefits programmes described herein. Human Resources will endeavour to inform you of any changes as far in advance as possible. Any such changes shall not be deemed a change in employment contract.

This document has no contractual value and is meant to provide general information only.