



A FAMILY OF BRANDS
DRIVEN BY SERVICE

Employee Benefits





contents

Welcome to your perks	3
TTC discounts	4
Wellbeing	8
Social	14
Celebrating	16
Season ticket loan	18
Childcare vouchers	19
Pension scheme	20
Local discounts	21
Other perks	22

welcome to your perks!

This guide will help you browse through our employee benefits. All of the perks in this booklet are available to you as a TTC employee, so make the most of them!

If you require further information about a particular perk, then please take a look on SharePoint or email your Human Resources team (hruk@ttc.co.uk) for more details. We are always looking to improve our employee benefits package so if you have any ideas for a new perk, please get in touch with the Human Resources team!

TTC DISCOUNTS



TRAFALGAR
Simply the best

INSIGHT VACATIONS
The Art of Touring in Style

contiki
TRAVEL WITH NO REGRETS

UNIWORLD
BOUTIQUE RIVER CRUISE COLLECTION

COSTSAVER
VALUE TOURS WITHOUT COMPROMISE

LUXURY GOLD
BRINGING BACK THE GOLDEN ERA OF TRAVEL

BRENDAN VACATIONS
Taking You Personally



Evan Evans
BRITAIN'S FINEST SIGHTSEEING

THE RED CARNATION HOTEL COLLECTION

Creative Cruising

BUSABOUT

AATKings
Bringing Adventure to New Zealand

ADVENTURE WORLD

SPRINGBOK ATLAS
TOURS AND SAFARI

Thompsons

Inspiring Journeys

LION WORLD TRAVEL

AFRICAN TRAVEL
WE KNOW AFRICA



HYLTON ROSS

Destination AMERICA
North, Central & South America Tour Experts

HAGGIS ADVENTURES

SHAMROCKER ADVENTURES

TREADRIGHT FOUNDATION

SIVA TRAVEL

GROSVENOR TOURS



travel discounts

Being part of a worldwide travel company means you and your travel companion will receive fantastic discounts on the products offered by the TTC brands!

Booking your perfect holiday:

1. Visit www.ttc.com which will lead you onto all the brands under TTC and look for your perfect holiday.
2. Complete the "Staff Discount Request Form" available on SharePoint.
3. Your line manager will need to sign the form authorising the leave request.
4. Send the completed form to Human Resources (hruk@ttc.com) who will approve your length of service and discount percentage.
5. HR will send the form to Reservations and Yield to approve availability and confirmation of your tour.

For more information on the eligibility criteria and levels of discounts offered, please read the "Travel Discount Policy" available from SharePoint.

Do you have any questions? Don't hesitate in contacting your HR team at hruk@ttc.com.

Uniworld

Following one year's service, full-time permanent employees are eligible to go on a Uniworld River Cruise at a price of \$100 per person, per night. Permanent part-time employees can also benefit from these great discounts after 2 years' service.

Employees will be liable for port charges. This offer is subject to availability and can only be requested 30 days prior to sailing. Further details on the cruises are available on the website www.uniworld.com.

For further information on the discounts please refer to the "URC Cruise Benefits" policy available from SharePoint. To apply, all you need to do is complete the discount request form found on the policy, get your manager to approve it by signing the form and return the completed form to your Human Resources team.

Eurostar Discounts

We have a Eurostar concession that is available to The Travel Corporation staff. In order to access this benefit you must get approval from your line manager and then contact HR with your request and dates. Once this has been approved, HR will be in contact with confirmation. Concession rates are available for Standard and Standard Premium.

Evan Evans Discounts

For Travel Corporation staff you are entitled to two free coach tours a year once you have completed 1 years' service with TTC. However, this excludes the Warner Bros Studio Tour London. Any additional coach tours you will receive 50%.

For any family or friends the discount is 25% per coach tour.

For Attraction Tickets such as Madame Tussauds and the Original Tour you are entitled to a 10% discount.

Any rail tours to Paris or third party products such as Bateaux London or London Showboat you will receive a 10% discount - this applies to your family and friends as well.

For the Warner Bros Studio Tour London the discount is 25% for Travel Corporation staff and 15% for family and friends.

All tours need to be booked through the Human Resources team (hruk@ttc.com) in advance to avoid disappointment.

Red Carnation Hotels Discounts

Red Carnation Hotels offer full and part time employees, who have worked for the Company for more than 12 months, the opportunity to obtain a discounted rate at any of their 4* hotels.

A discounted rate of £89 per night (excluding breakfast & tax) is available to staff who book within 45 days of their requested dates. All bookings are subject to availability and are based on a standard twin or double room.

For all enquires and to make a booking please contact Rachel Oakley (rachel.oakley@ttc.com).

A 20% discount is applicable to all Food and Beverage including afternoon tea at all Red Carnation Hotel properties and bbar (43 Buckingham Palace Road, London SW1W 0PP). The discount is applicable on production of your staff ID badge, business card or payslip.

York Road Travel Agency

York Road Travel is a professional travel agency based at Trafalgar's London Reception Centre, offering great value holidays, special offers and deals to The Travel Corporation staff. To enquire about a holiday booking please contact Douglass Moss at enquiries@yorkroadtravel.co.uk or on 0207 620 8952.

Contract Hotel Rates

Hotel contract rates are available within Europe and the UK for employees with more than 12 months' service.

A minimum of 1 weeks' notice must be given for all requests. All rates are dependent on the time of year and subject to availability.

No requests can be made for a member of your family unless they are accompanying the staff member. Please note that employees are limited to two requests per year.

For all enquires please contact Susana Miralles (susana.miralles@tracoin.co.uk).

WELL BEING



BUPA Healthcare

Employees have access to both Private Medical and Dental cover through Bupa. The company provides Private Medical cover for employees. Employees may add their partner and/or dependants to their cover at a preferential rate.

The company does not contribute towards the cost of Private Dental cover; however employees and their partner and/or dependants may join choosing their level of cover at a preferential rate.

To apply you can download the Application form for both Medical and Dental cover from SharePoint. You will need to complete the form and return to HR who will submit this to Bupa. Bupa will then send membership documents out to you.

Eye Test for VDU Users



All Travel Corporation employees working with VDU (Visual Display Unit) equipment are entitled to an annual ophthalmic (eye) test to the maximum value of £20 per person that the company will pay for. The cost will need to be initially covered by yourself but if you obtain your receipt can be claimed back through the Company expenses process. You will need to complete the Expenses Claim Form (as found on SharePoint under Employee forms), attach the receipt and have it authorised by your line manager who will then submit to the Finance team.

Should your eye test highlight the need for glasses or contact lenses whilst using a VDU at work; upon receipt of written confirmation from your optometrist or doctor, the Company will contribute £50 to the cost of one pair of glasses or contact lenses. Again you will need to claim this back through the Company expenses process.

Health Shield

Health Shield helps you claim for certain treatments without a referral from your GP. The amount covered for these treatments depend on the level of cover you wish to take. Whilst the company doesn't cover the costs for this benefit, we can provide you great rates!

- You are able to claim 100% cashback on healthcare bills, subject to annual review.
- Dependent children covered FREE up to the age of 24 and in full-time education.
- Separate annual benefit allowances for you and your partner (if covered). Shared annual benefit allowances for dependent children except Hospital Benefits and Specialist Consultation.
- Pre-existing conditions covered on all benefits and no GP referral required before having treatment.
- Claim back PMI excess under Specialist Consultation benefit.

Benefits covered include:

- Dental
- Optical
- Hospital inpatient
- Hospital day surgery
- Parental hospital stay
- Combined physiotherapy (the qualification or accreditation of the practitioner may be an international equivalent)

To find out more go to the "Employee Benefits" section on SharePoint.

Cycle to Work Scheme

What a great way to go green, get fit and save a whole lot of money!

Through this company funded scheme, you have the chance to save hundreds of pounds on a bicycle package. You can usually make a saving of up to 42% depending on what tax you pay so it's a winner! This scheme is available to all of you who have over 3 months' service. TTC works with Evans Cycles as our provider for this fantastic scheme.

How does the Cycle to Work scheme work?

The bike and equipment are leased to you by TTC who will deduct monthly 'salary sacrifice' amounts from your gross salary to cover the cost of the equipment.

- Because the deductions are from gross salary it means you pay less tax and NI, saving you 32%-42% (depending on tax banding) on a bike of your choice and/or safety accessories
- You can use the bike for either your full journey to/from work or part-journey, e.g. to/from the station. You can also use the bike for leisure cycling.

The cost is spread over 12 months.

Is there a minimum and maximum amount?

The minimum is £100 and the maximum value you can apply for is £1000.

How do I purchase the equipment?

Once you've decided on the amount you want to spend, you request a Ride-to-Work Certificate and sign a hire agreement, which is then approved by TTC. Once approved your Ride-to-Work certificate will be emailed to you. You need to exchange the certificate for your selected equipment within 3 months from date of issue. Once your certificate has expired it cannot be re-issued or refunded.

How can I order and collect my equipment?

You can order the equipment at any Evans Cycles store or online:

www.evanscycles.com/ride-to-work/how-to-apply.

You will also need the company account number which is **HO-CT00679155**.



You can collect your equipment from any Evans Cycles store using the Click & Collect service or arrange for delivery to your work or home address. You need to exchange the certificate for your selected equipment within 3 months from date of issue.

Who does the equipment belong to?

The bike and equipment are leased to you by TTC, who will deduct monthly 'salary sacrifice' amounts from your gross salary to cover the value of the certificate. At the end of this period, TTC can transfer title of the goods. Check with your Human Resources team to confirm the transfer of ownership policy.

Santander Bikes

Why not enjoy a lunchtime cycle! We have two Santander bikes available for The Travel Corporation staff to use. Contact HR to request a timeslot and then come and collect the keys and helmet from us! Please note these bikes are not for use over the weekend or evenings.

Fruit of the Month

As part of our ongoing health and wellness initiative we do a monthly fruit drop for each employee. Once a month a member of the HR team will be around dropping of a piece of fruit for each of you. Every month is a different piece of fruit, please keep an eye out on Yammer for our monthly updates.



Volunteering Days

Everyone across The Travel Corporation is entitled to take 2 days (16 hours) on company time per year (from January to December) to give back something to our local community through volunteering with various organisations and charities.

The HR team will arrange at least one event per month in London that you can attend or you can choose to arrange your own volunteering activity. You will need to obtain approval from your line manager and if you organise your own volunteering activity you will need to provide confirmation of your attendance to hruk@ttc.com. If your volunteering day falls on your day off, you will get the equivalent time back in lieu.

With our busy lives it can be hard to find the time to volunteer outside of work hours, so please take advantage of our volunteering programme – the benefits of volunteering are vast to yourself and your community!

Flu Jabs

TTC recognises the importance of your health! Therefore every year, between the months of October and November, the Company arranges for a nurse to come into our offices and provide you a FREE flu jab. This is a fantastic benefit as a flu jab can cost up to £25 per person!

However, if the timings are not convenient, you have the chance to get the jab at a convenient pharmacy and TTC will reimburse you for up to a maximum of £15.00.



British Military Fitness

Every year TTC provide interested employees with 12 free weekly exercise sessions by the British Military Fitness. Each session lasts for approximately 45 minutes and will include a 5 minute warm up, 35 minutes of cardio and strength training and a 5 minute cool down with stretches.

The types of exercises you will do are bodyweight exercises such as:

- star jumps
- squats
- push ups
- burpees
- interspersed with running
- competitive games

A brilliant way to improve your fitness levels with your colleagues in Hyde Park during your lunch break! Look out for more information on Yammer, where sessions are announced.

Counselling Sessions

At times, the pressures of everyday life can get too much and as such The Travel Corporation supports employees who may wish to receive counselling sessions to support you get through a difficult time.

Whilst the Company covers the cost for a number of your counselling sessions, the information you share with the counsellor is kept totally confidential and at no point passed on to your manager or the Company. So if you're going through a difficult time, don't suffer in silence and do get in touch with Annaliesa Chapman, HR Director or Iva Simoes, HR Manager, who will put you in touch with the counsellor.

SOCIAL



Social Club

A great way to meet new people and attend exciting events. Every month our social team organise an event in London which is open to all staff. We have had some great events the last couple of years and many more lined up this year such as bowling, quiz night, disco on the Thames, comedy club, crazy golf and many more great events. Please keep an eye out on Yammer for updates from our social team with upcoming events.



Wine Down Fridays

What better way to let your hair down on a Friday after a long week at work! The first Friday of every month we have Wine Down Friday in the canteen at 14 Grosvenor Place between 17.00 – 17.30. It is a great way to stay and socialise with colleagues or take a drink back to your desk as you unwind for the weekend. We usually have beers, wines, ciders, soft drinks and snacks for you to enjoy, so come and join the team!

Birthday Afternoon Tea

We know how important your birthday is so we want to be there to celebrate with you! Once every two months we hold an afternoon tea in our canteen for everyone whose birthday falls in those two months. We always have an assortment of cakes, sandwiches and fruits for you to tuck into whilst you celebrate with fellow colleagues from around the business. Also a birthday is not complete without a gift so don't forget to take your present on the way out!



Summer BBQ

One of our key yearly events is our Summer BBQ. This event takes place every Summer and is open to all staff members and their families. There are a number of activities on the day for kids, a tasty BBQ and a bar to enjoy a drink in the sun. It is a great way to socialise with staff whilst also having a great day with family and friends.



Christmas Party

Another of our key events in the year that everyone looks forward to! In December we have our annual Christmas party and is open to all members of staff. We offer a three course meal which is followed by a night of dancing and socialising with colleagues. Also keep an eye out for the raffle and see if you're lucky to win one of our company tours!



Children's Christmas Party

Being a family business, TTC values the importance family plays in employees' lives. In recognition of this, every year TTC hosts a free Children's Christmas Party for those employees with families. This is an entertaining afternoon of magicians, food and all children receive a gift from Santa!



CELEBRATING

Long Service Awards

We are committed to recognising and rewarding long serving employees' whose loyalty, commitment and contribution is brilliant and as such like to celebrate once an employee achieves each of the milestones shown below. All awards are in the form of vouchers, in £GBP, redeemable at a retail outlet of the employee's choice.

In addition to the voucher awards, employees with 20 years' service and above will receive the following additional awards (which are subject to availability):

- **20 years** = Two night stay at any four star Red Carnation Hotel
- **25 years** = Two night stay at any five star Red Carnation Hotel
- **30 years** = Two night stay at any Red Carnation Hotel inclusive of dinner for two people (subject to availability at booking) and a desktop globe Award
- **35 years** = Five night stay at any Red Carnation Hotel inclusive of dinner for two people (subject to availability at booking) and a desktop globe Award
- **40 years** = Five night stay at any Red Carnation Hotel inclusive of dinner for two people (subject to availability at booking)

Long Service Awards are applicable to all staff employed by the UK Companies on a permanent contract. All awards will be processed through payroll and are subject to Income Tax and National Insurance.



Graeme Ward, Managing Director of Radical, celebrating 15 years service with the company!



All employees with one year's service and above receive additional annual leave entitlement in yearly increments, up to a maximum of 25 days for five years' service.

New Baby? Getting Married?

Are you expecting a new baby or getting married? We want to celebrate with you! Make sure you let us know your wedding date or when your new baby arrives so we can send you a gift from your friends and colleagues at The Travel Corporation. Email hruk@ttc.com and update us on these exciting life events!



SEASON TICKET LOAN

Save on your commute to work!

After your probationary period, you are eligible to apply for a Season Ticket Loan. The amount is then spread over 12 months and deducted automatically out of your monthly salary. We have selected thetrainline.com business to assist in the process. We do not accept paper application forms; you will need to order through a bespoke online tool, which is simple to use:

http://www.thetrainline.com/season/st_redirect.asp?sCorpCode=TRAFMS&costcode=TXT

Annual tickets can be purchased for all National Rail and Underground journeys and the system will provide you with a price displayed using real time data. Once your request is received and approved, your ticket will be dispatched within five working days. This will be sent to the HR team at Grosvenor Place who will notify you when it arrives.



CHILDCARE VOUCHERS

Childcare Vouchers are a super benefit saving you and your family money on childcare.

- Do you have children under the age of 16?
- Are you paying for nurseries, child-minders, before/after school clubs, holiday clubs?

If you have answered yes to these questions you could save up to £933 per parent in tax and National Insurance!

The scheme is very easy to participate in and involves you receiving part of your remuneration as Childcare Vouchers. This amount of your remuneration does not attract tax or National Insurance contributions and therefore becomes a potential saving. The amount you save is dependent upon your individual circumstances but most participants will save generally in excess of one month's childcare costs over a 12-month period.

To apply all you need to do is complete the childcare voucher request form, which can be found on SharePoint under "Employee Forms".



PENSION SCHEME

The People's Pension

You will be automatically enrolled into the People's Pension scheme on completion of 3 months employment with TTC should you meet the criteria. This means you will contribute 1% of your monthly salary towards the pension scheme and the company will match the contribution.

You are welcome to opt in before this time. All you need to do is contact Carol Muir, Payroll Manager (carol.muir@insightvacations.com).

- After 3 months employment you will receive an email from B&CE - People's Pension – this will be the same email address you receive your payslip. Please also check junk/spam mail.
- The email will provide details on the scheme and how to opt out.

If you do not receive this email, please contact Carol Muir, carol.muir@insightvacations.com

For further information please click on this link:
<http://thepeoplespension.co.uk/employees/>



LOCAL DISCOUNTS

Victoria Bid Card

Make the most of working in Victoria by signing up for a Victoria Bid privilege card! This is free and provides access to a variety of discounts, 2-for-1 and other multiple purchase awards on eating, drinking, leisure, shopping and well-being opportunities in SW1. Current offers include special discounts at Tony and Guy, The Perfume Shop, Coffee Geek and Friends, M Restaurant, Hotel Chocolat, Leon, Patisserie Valerie, Nando's and many more!

Order your card and check out their current offers at
<http://www.victoriabid.co.uk/privilege-card/>.

OTHER PERKS



Refer a friend

Do you have a friend or relative looking for a job? Why not help them find a job and earn yourself some money!

It is a simple scheme whereby you can recommend a friend or relative to work within the company and after successfully completing their probationary period, usually three months, you receive £1,000 (subject to tax & NI).

If the referred employee is employed on a fixed-term or casual contract and then transfers to a permanent role, the referring employee will be entitled to £500 (subject to tax & NI).

Professional Subscriptions

The Company will pay professional subscriptions relevant to your role within the Company for all employees, unless you have resigned on the renewal date. Renewal notices should be sent directly to Human Resources department for payment. All you need to do is ensure that the renewal notices are submitted on a timely basis.

Study Policy

All team members who have been with the company for 6 months or more are eligible to apply for Company funding to complete a professional qualification or further study related to their job role. For further information have a look at the Study Policy on the "Employee Benefits" section of SharePoint.

Borrow a Book

TTC offers you access to a variety of fantastic business books. These are located in the HR office at 15 Grosvenor Place. It is a library of books available to any employee within the Company, which will enable you to develop on your theory knowledge and assist you in putting it into practise in the workplace!

Tastecard

tastecard is the UK's No.1 Diners' Club, offering great discounts, including 50% off food or 2-for-1 on 3 courses, at over 7,000 restaurants across the UK and Ireland.

We run a tastecard sign up/renewal once a year where you will need to make a one off payment in cash to the HR department. Your tastecard will then be sent to your address which you can immediately start using. Keep an eye out for our tastecard promotion!

Merlin Entertainment

Have a magical day out at one of the UK's Top Attractions and save on your next fun-filled day out!

With 32 venues to choose from, there's plenty of fun to be had at a Merlin Entertainments attraction this year. To look at the discounts that you can access as a TTC employee, please refer to the Employee Discounts tab on SharePoint.

Attractions include: - Alton Towers Resort, LEGOLAND® Windsor Resort, Chessington World of Adventures Resort, THORPE PARK Resort, Madame Tussauds London, Warwick Castle, LEGOLAND® Discovery Centre Manchester, the Dungeons, SEA LIFE, Blackpool attractions and many more.



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