



Your ambition, our network. Real impact

Employee Benefits Brochure

Introduction

Creating a workplace where people feel safe and supported, while being given the opportunity to grow sits at the heart of PHA.

Great people and culture don't happen by chance and putting our employees at the centre of our culture means that we can always be sure that they have a voice.

Supporting our staff through their careers, life moments and everything in-between.

Welcome to The PHA Group



Our culture teams at PHA cover a breadth of areas from socialising to CSR, wellbeing to sustainability and work to deliver activities and strategies that help to maintain and enhance the culture we are so proud of, playing a part in influencing the benefits and support we offer everyone at PHA no matter your job title, responsibilities or department.

Introducing our culture teams:

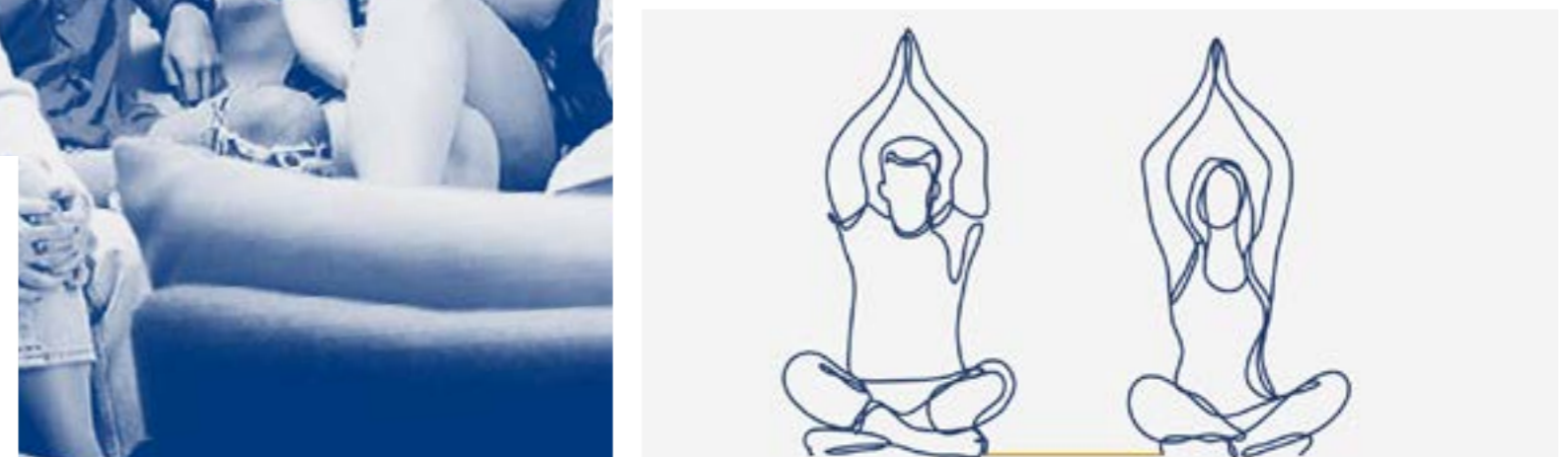


PHA Culture Teams

Wellness

Our dedicated Wellness team support PHA staff to look after their **mental, physical, and financial health**. They deliver various initiatives throughout the year on how to stay happy and healthy and are always on the lookout for ways to improve our wellbeing.

Our tailored PHA health packages through WPA are accessible to all employees. As well as a healthcare cash back scheme, there is also an anonymous **Employee Assistance Programme available 24/7** where you can access expert support and up to six in-person counselling sessions.



WPA Employee Scheme

£100
for optical treatment

£100
for dental treatment

£50
for GP charges

£50
baby gift

£300
for therapy
e.g. physio,
chiro, osteo, etc.

£200
for specialist
tests and
consultations

£200
for health
screenings

On demand
and in person
GP access

Unlimited 24/7
GP service via
telephone/
video
consultations
(private
prescriptions
and specialist
referrals)

4pm finish on Fridays

Get the weekend started early!

Annual wellness day

A day to reset, recharge and unwind doing an activity of your choice to improve your mental and physical wellbeing.

Wellness voucher

To help you enjoy your wellness day in style, we give all our employees a £20 voucher to support your activity of choice.

Wellness hour

Every Wednesday at 2pm we give everyone at PHA an extra hour to focus on themselves and reset.

£360 annual mobile phone scheme

To support your working pattern.

Fortnightly wellness newsletter

Sent to all employees with advice, tips and shared experiences.

Mental Health First Aiders

Not all disabilities are visible and it's important to PHA that we support all our employees with their mental wellbeing through our in-house Mental Health First Aiders

Massages

Held in the office to help employees relax.

Hybrid working charter

Work life balance is really important to us. That's why we ask all employees to work a minimum of four days in the office per month, the rest is flexible. Leaving you to choose a work pattern that works for you, your clients and your colleagues.

The above benefits renew on an annual basis.



Supporting your career:

Training & Development

PHAcademy Training

Our highly acclaimed PHAcademy is an annual, training programme designed by our dedicated training team that is accessible for all teams, roles and levels at PHA from the day they join the agency. PHAcademy has been designed to be tailored to focus on specific skills that ensure we have a consistent level of competency across roles, regardless of what team an individual

Best practice and skill development employee led seminars

In-person forums and panel discussions

Journalist, media and industry expert webinars for our Meet the Media series

Online training opportunities

Core skills and role specific sessions led by external training providers

We use feedback from quarterly appraisals to inform and continue to develop the PHAcademy on a regular basis.

Development

From the moment you join The PHA Group your development becomes one of our top priorities. That's why in addition to our extensive training programme every employee will undergo and receive the opportunity to access the following:

- Quarterly appraisals: we take the time to regularly review performance, talk about your goals and career aspirations.
- Membership of industry bodies including the PRCA giving access to resources and networking events that are relevant to PR, Social media and Digital Marketing.
- Secondment opportunities: whether that's across teams or to transfer to one of our offices in Manchester, Leeds, Wokingham or London.
- Promotion plans: setting a plan that works for you, in your time and within your aspirations.
- Our People & Culture team regularly benchmark salaries across our industry sectors to ensure we pay above industry rate.
- New York Exchange Scheme: giving employees the chance to join on an all-inclusive trip to The Big Apple working with our US partner agency, 5W, to learn about agency

charity & CSR



Our Charity & CSR team helps us to help others. From developing our Charity of the Year partnership, to our volunteering initiatives, they have arranged multiple activities to support and fundraise for those more in need than us.

Group volunteering opportunities

We work closely with our charity partners to not only fundraise but provide them with the important volunteering network that keeps their initiatives and events running. All employees have the opportunity to support throughout the year.

Annual Fundraising initiatives:

From Christmas jumper day, summer party raffles to fun activity-based tasks our charity team come up with creative ways to support our partners.

Development day

A day to support an organisation that is important to you.

Charity of the year

Chosen by staff each year with a programme of activity developed to engage staff and encourage fundraising. Partners have included Solace Women's Aid, Calm and Feeding Britain.



Open conversations



At PHA, we are committed to fostering equality, diversity and inclusion at all levels to enable everyone to reach their full potential whilst feeling valued, included and respected. We are proud of what we have achieved, but like many businesses, we needed to step back and take a long hard look at ourselves to reflect on what we were doing well, and what we could improve on.

As we work towards making our own agency better and removing the barriers that exist, we are also committed to making contributions to the broader public relations industry, supporting a long-term change that creates a more diverse and inclusive sector. We know this won't happen overnight, there are no quick fixes and quite frankly, we don't want those. We want to encourage long term change for the better.

Our staff take a central role in developing an approach that ensures actual change. Ultimately, we want employees to feel welcome, safe and valued. Simple conversations that allow employees to share who they are, and their experiences are important. That's why we have formed our Open Conversations strategy, led by our dedicated Equality, Diversity & Inclusion team to constantly evolve our ways of working and approach.

Open Conversations Annual Report

Each year we have made a commitment to publish our diversity and inclusion statistics and goals to the industry to keep us accountable to the industry change we wish to make

Equality, Diversity & Inclusion library

We provide access to a variety of books and literature to promote awareness and discussion, broaden horizons, and educate us all.

Partnerships

We partner and work with organisations including the Taylor Bennett Foundation, Mind Out and People Like Us.



Open Conversations drop-in sessions

Whether you want to have a chat, learn from your peers, share a story or experience and unpick it, or simply come to listen, then drop in to these monthly all agency sessions.

Expert led webinars and seminars

Our seminars are hosted to address a range of topics. From courageous conversations, unconscious bias to gender inequality we are constantly involving the experts to increase our understanding to support our teams as well as our clients.

Our Office Environment & Sustainability team is leading our journey towards a greener working environment. Achieving B-Corp accreditation is their number one objective, alongside creating a comfortable and engaging office space for all.

Company commitment

We've made a company commitment to reducing our impact on the environment as much as possible and are constantly striving to improve all aspects of the business including reducing waste, regular supplier audits, the creation of best practice guides and new company policies.

Annual initiatives

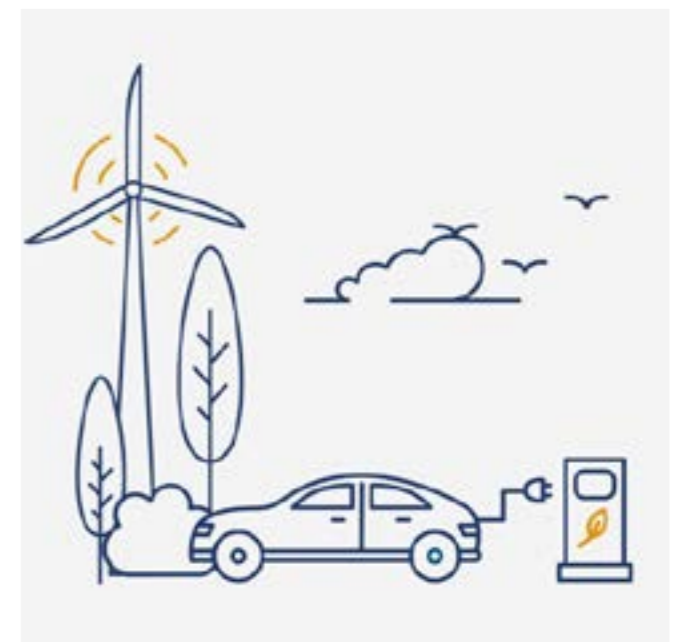
Celebrations & campaigns for key moments throughout the year from Veganuary and World Earth Day to Plastic Free July

#PHaseOut

We help to educate and inspire a campaign to help educate and inspire our staff to reduce their personal carbon footprint. Our ongoing campaign has included hosting plant-based cooking master classes, the launch of our own office-based micro-allotments and more.

Culture of collaboration

We also work closely with all other culture teams at PHA to advise and support their initiatives to ensure they are operated as sustainably as possible.



Environment & Sustainability

Sport & Social

Our Sport & Social team keep us all moving and socialising. From Christmas parties, quarterly social events and our monthly company awards, to football teams and yoga sessions, they organise various ways for us to socialise and keep fit and healthy with colleagues.

Summer party

Annual party to enjoy the hot weather and catch up with colleagues from London, Manchester, Leeds and Wokingham.

Christmas party

A big sparkly celebration to thank everyone for their hard work at the end of the year.

Team treats

It's not all work and no play at PHA, £60 allocation per person to book something fun with their team and celebrate their great work.

Seasonal competitions

Our annual Halloween spooktacular event and pumpkin carving competition, to the very prestigious Christmas tree decorating competition. An opportunity to show your creative side in more ways than one.

Quarterly social drinks

Agency wide drinks somewhere local to catch up with friends and colleagues from across the agency.



New starter breakfasts

Welcome to PHA! We're really excited to have you board and what better way to welcome you than with the best meal of the day.

Sport events

Do you have a competitive side? Why not join our five-a-side football team or take part in our annual rounders competition?

Breakfast with the MDs

Your chance to sit with our Group Managing Directors and ask anything about the business. From commercials, goals and wellness activities any discussion is welcome!



Making Memories

Life moments and milestones make the best memories and we want to celebrate them with you.

£500 annual birthday bonus

Celebrate in style, or simply treat yourself to something special on us.

Wedding present

Who doesn't love a wedding! A little something to mark your special occasion.

New baby gift

Welcome to the world! We can't wait to meet you.

Discretionary sabbatical

Want to do something interesting? A discretionary sabbatical can be taken after two years continuous service. Don't forget to send a postcard!

Length of service awards

Something to thank you for your ongoing hard work and support for 5, 10 and 15 years. A £1,000 voucher of your choice to mark your milestone in style.

Enhanced parental benefits

To support you and your family, PHA offers 26 weeks of fully paid maternity leave and 6 weeks of fully paid paternity leave, in addition to shared parental leave options. We also match adoption leave to our maternity policy, and provide additional paid leave under our fertility treatment policy.

Rewards

Wow bonus

A £500 bonus awarded by our Group Managing Directors for going above and beyond in your role at PHA.

Talent recognition

If you know someone who you think would be perfect for one of our vacancies, let our talent team know and if they are successful and join the agency, you will receive a £500 thank you bonus.

Monthly awards

Recognising exceptional work across the agency each month relating to client delivery and agency growth.

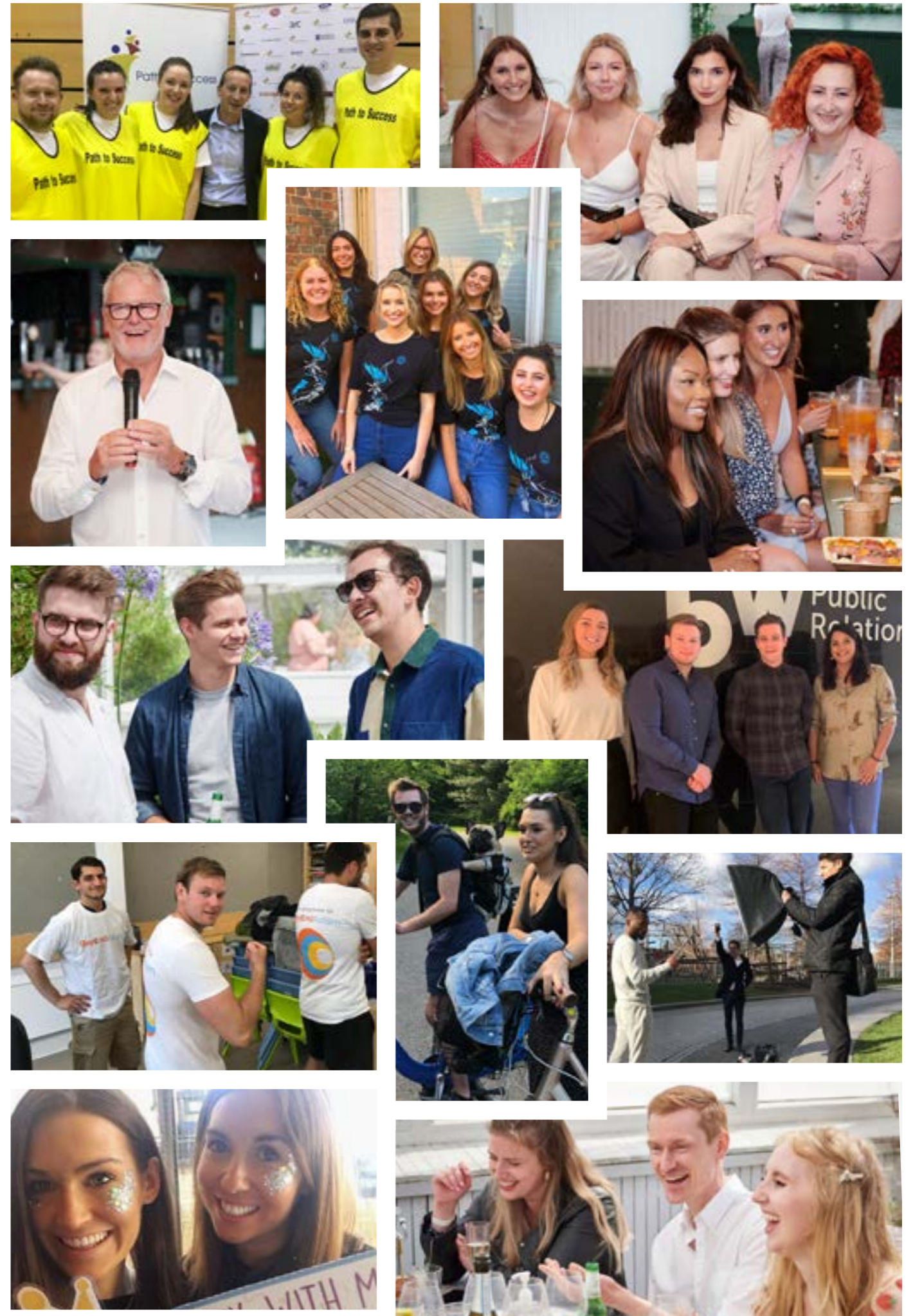
Enhanced holiday

We recognise the hard work and commitment of all our employees, that's why we reward everyone with an additional day of holiday following two years' service up to a total of 31 days' holiday (excluding bank holidays)

Pension

5% (minimum) employee contribution, 3% employer contribution

Employee Discounts





London

Hammer House
117 Wardour street
London
W1F 0UN

020 7025 1350



Manchester

Bloc 17
Marble Street
Manchester
M2 3AW

0161 638 9242



Leeds

Spaces
7 Park Row,
Leeds
LS1 5HD



Wokingham

Sussex Barn 1 Ashridgewood
Business Park,
Warren House Rd, Wokingham
RG40 5BS

0118 324 9000