



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:



Wellness



Charity & CSR



Sustainability & Environment



Training & Development



Sport & Social



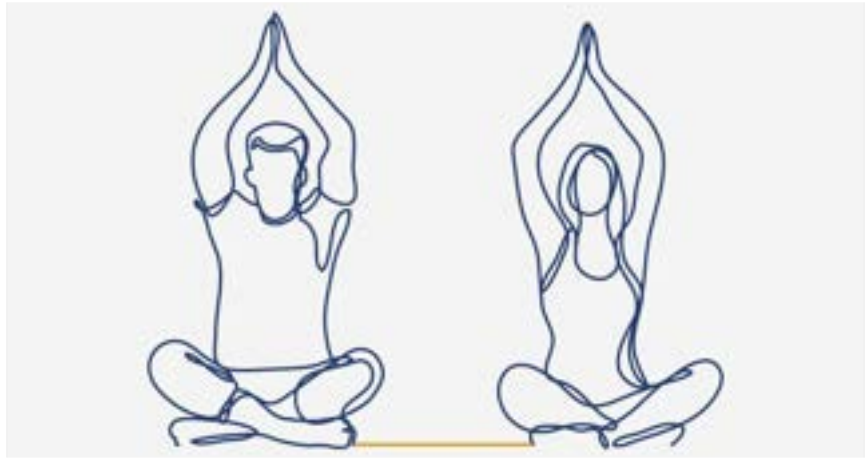
**Equality
Diversity & Inclusion**

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)

The above benefits renew on an annual basis.

All benefits are subject to terms and conditions, which can be found in the Benefits Terms & Conditions document within the Employee Handbook.

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

Fresh fruit
A selection of fruit
available in the office.

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 our employees to
work eight 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.

Flexible Hours
Employees have the
flexibility to work between
8am to 5pm, 8:30am to
5:30pm or 9am to 6pm
(subject to business
requirements).

All benefits are subject to terms and conditions, which can be found in the Benefits Terms & Conditions document within the Employee Handbook.



Supporting your career

Training & Development

PHA Academy Training

Our highly acclaimed PHA Academy 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. PHA Academy 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 is in.

External training

Core skills and role specific training led by external training providers.

Employee-led seminars

Focussed on best practice, skills development and knowledge sharing.

Meet the media/Influencer panels

Regular journalist, media, and industry expert sessions.

Seasonal series

Bi-annual training series, taking a deep dive into topics such as creativity and new business.

Training Hour

A dedicated time slot once a fortnight for staff to focus on training.

Knowledge Vault

A bank of training resources for all staff to use and access, including podcasts, webinars, articles and training recordings.

We use feedback from our Senior Leadership Team and employees to inform and continue to develop the PHA Academy 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:

Frequent appraisals

We run quarterly and bi-annual appraisals, depending on job level and department, to take the time to review performance and talk about your goals and career aspirations.

Promotion plans setting a plan that works for you, in your time and within your aspirations.

Industry body membership

Membership of industry bodies including the PRCA giving access to resources and networking events that are relevant to PR, Social media and Digital Marketing.

Salary benchmarking

Our People & Culture team regularly benchmark salaries across our industry sectors to ensure we pay above industry rate.

Secondment opportunities

whether that's across teams or to transfer to one of our offices in Manchester, Leeds, Wokingham or London.

Boston Exchange Scheme

giving employees the chance to join on an all-inclusive trip to Boston working with our US company, Dig&Dig, 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.

Development day

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

Charity of the year

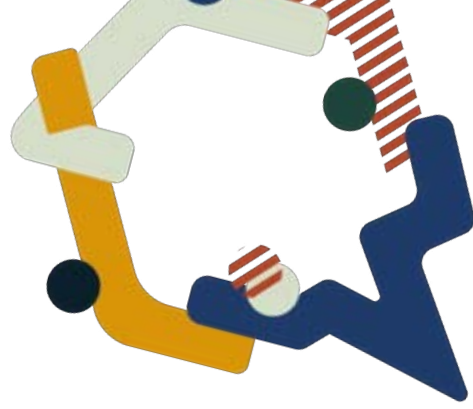
Chosen by staff each year with a programme of activity developed to engage staff and encourage fundraising. Partners have included Solace Women's Aid, Calm and Feeding Britain.

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.



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.



All benefits are subject to terms and conditions, which can be found in the Benefits Terms & Conditions document within the Employee Handbook.

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

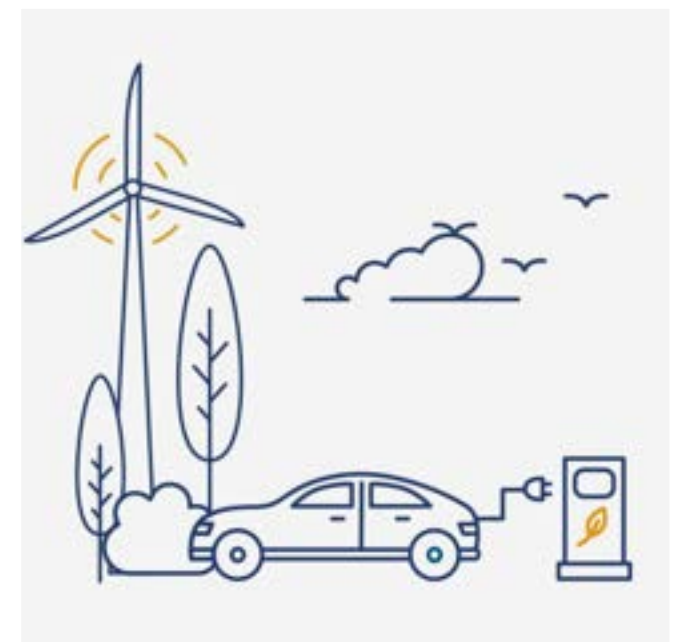
Celebrations & campaigns for key moments throughout the year from Veganuary and World Earth Day to Plastic Free July

#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

All benefits are subject to terms and conditions, which can be found in the Benefits Terms & Conditions document within the Employee Handbook.

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

An annual social event to enjoy with your team and celebrate your 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

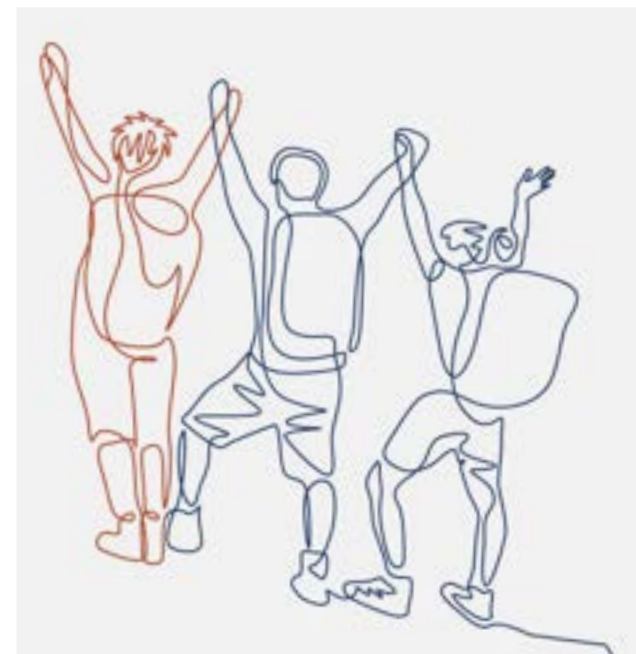
Welcome to PHA! We're really excited to have you board and what better way to welcome you than with the best meal of the day.

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.

Birthday leave

Take an extra day off to celebrate your birthday!

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.

Sabbatical leave

Want to do something interesting? A discretionary sabbatical can be taken after five 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 to mark your milestone in style.

Enhanced parental benefits

To support you and your family, PHA offers 6 months 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