



## **BARTRA HEALTHCARE EMPLOYEE BENEFITS PACKAGE**

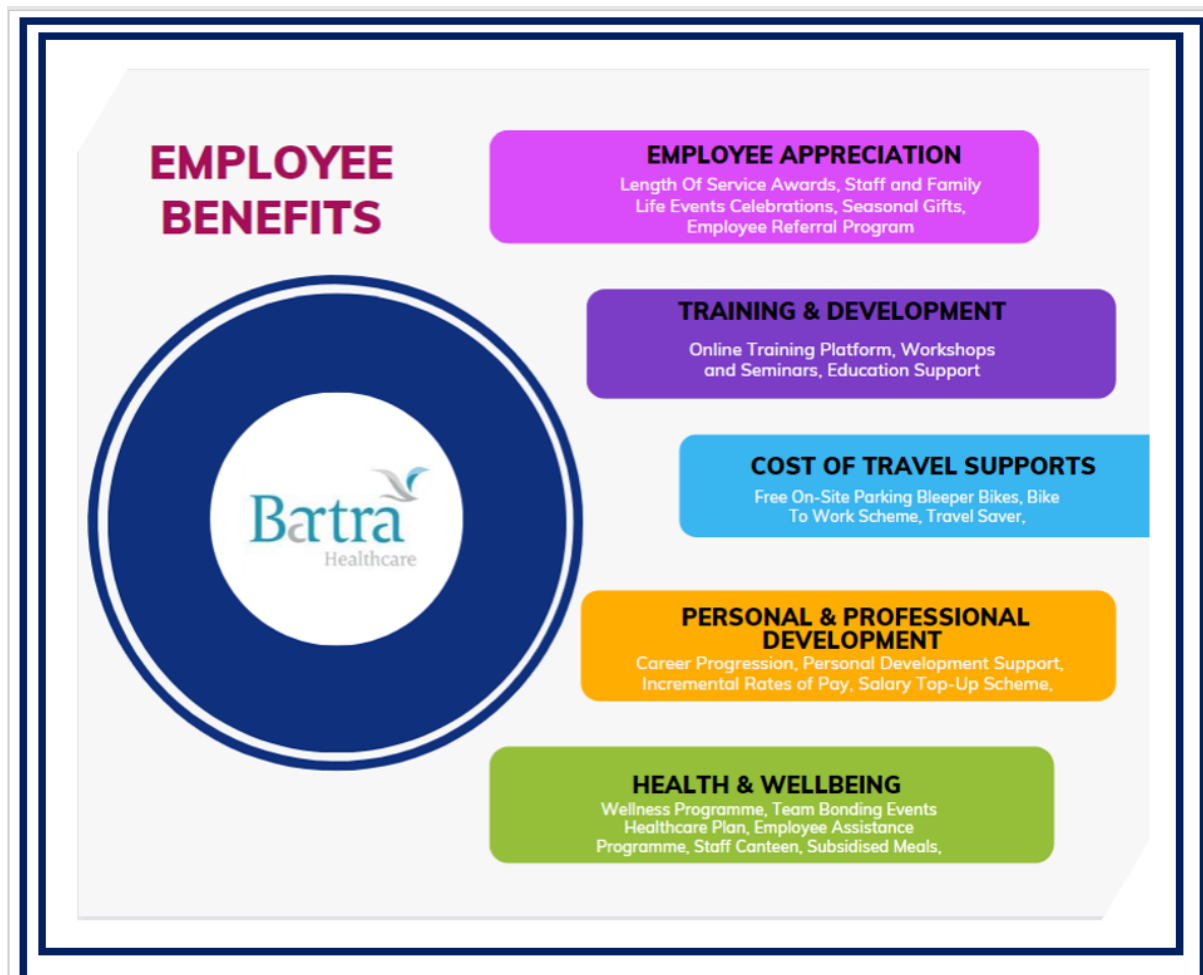
On 1<sup>st</sup> January 2023 Bartra Healthcare has announced the most competitive and all-encompassing suite of benefits in the Irish Healthcare Sector at present. Bartra Healthcare is delighted to invest in employees and as a result continue to promote a culture where people feel valued and important, meaning Bartra continues to offer more in regard to career progression, education, training, support as well as health and wellbeing.



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# EMPLOYEE BENEFITS OVERVIEW



## EMPLOYEE BENEFITS

### CAREER PROGRESSION

Bartra Healthcare promotes and supports **Professional Promotion** of the employees. The Career progression and enhancement program consists of enablement of employees in changing the position in the structure of the organization. It also involves increasing the qualifications of the employee, through clear communication and performance appraisals to establish employees personal and professional goals as well as actions to support employees in their achievement. Performance Appraisals are treated as an assessment for the effort employees put in and their commitment to provision of highest quality person-centred care in a culture of mutual respect and appreciation.

#### The goals of professional promotion include:

- Reward and Appreciation of Employee effort,
- Increasing passion and enthusiasm for further knowledge and skills ,
- Motivating and Encouragement
- Raising of Team Spirit among staff,
- Reduction of dissatisfaction,
- Increasing of the job satisfaction.

#### Career Progression Pillars:

- Clear and Defined Job Requirements
- Performance Management
- Bespoke Training and Development
- Educational Supports

### INCREMENTAL RATES OF PAY

Bartra Healthcare is aware that employee remuneration has undergone very dynamic changes in Ireland in recent years therefore Bartra Healthcare has undergone a major transformation in remuneration systems

To further enhance the rapid development of the organisation but above all, the positive changes in the work culture through benefits generated by an effective remuneration system Bartra Healthcare has shaped and introduced the remuneration policy.

The incremental rates of pay are carefully tailored to reflect the level of skills and qualifications as well as complexity and experience in tasks required by individual employee's role. The entry rate of pay, position and progression on the scale is dependent on the below listed criteria:

- Role
- Entry Rate of Pay
- Length of Service
- Qualification
- Successful Passing of Probation
- Successful Passing of Annual Performance Review.

## **SALARY TOP-UP SCHEME**

Bartra Healthcare has introduced Salary Top-Up Scheme as a reward and support to employees during certain personal Life Events. The application of the Salary Top-Up Scheme is subject to very strict Terms and Conditions as per individual Policies listed below:

- Adoptive Leave
- Maternity Leave
- Paternity Leave

For more information, please refer to relevant policies listed in Employee Handbook or to apply contact HR Department at [hr@bartrahealthcare.ie](mailto:hr@bartrahealthcare.ie)

## **TRAINING AND DEVELOPMENT**

Bartra Healthcare has a bespoke Training Courses available to staff via Olive Safety Online Platform In addition to sector recognised training, Bartra Healthcare invests in external training as part of career progression programme, which are offered not only to upskill employees in their own line of work but also to enable them to transition to the roles they wish to take up in the organisation as part of their professional development. These are available to all employees at Bartra, but also to employees wishing to specialize in becoming trainers, so that they may expand their competences and become strategic assets and partners in developing highly skilled team of employees.

As part of the Training and Development program Bartra has developed comprehensive suite of inhouse practical skills to advance workshops and seminars, available onsite and online depending on individual goals of the programmes developed.

## **EDUCATION SUPPORT**

Education Support is an employee benefit provided by Bartra Healthcare as part of career planning and progression path and consists in providing assistance by organisation to the employee in financial support in obtaining professional qualifications, training or skills beneficial to their personal and professional development.

Assistance may be provided in the form of individual training, financial support by providing full or partial sponsorship for courses and/or skills training.

Educational Support enables employees in:

- choice or change of profession,
- career planning,
- supplementing professional qualifications,
- defining competences and interests,
- professional development planning.

Bartra Healthcare has partnered with and is continuously developing professional partnerships with internal and external training and education providers to ensure employees have access to and are supported with their personal and professional development.

## **BIKE TO WORK SCHEME**

The 'Bike to Work' program is a voluntary agreement under which eligible employees may allocate part of their pre-tax pay to buy Bikes, Bike accessories and safety equipment worth up to 1250 or 1500 in case of electronic bikes within 12 months.

Employees participating in the 'Bike to Work' Program will conclude a 12-month contract sacrificing remuneration (salary sacrifice agreement), with the duration of the contract subject to change on case-by-case basis up to and inclusive of maximum 12 months. The total purchase price of the bike and safety equipment will be paid in equal instalments, depending on whether the employee is paid monthly or every 2 weeks. Full details, terms and conditions are available in the **Cycle To Work Policy**.

## BLEEPER BIKES

Bartra Healthcare has partnered Bleeper's Private Schemes to avail of private bike share scheme for All at Bartra. Bleeper Bike is Ireland's first situationless bike sharing scheme. Situationless bikes are equipped with a smart lock fixed above the back wheel of the bike; this smart lock controls usage of the bike by communicating with our custom-built app. As the smart lock is permanently on the bike the bikes can be picked up and left anywhere that traditional bike parking is permitted, Bleeper Bikes do not require custom built docking bays.

To Log In please go to <https://www.bleeperactive.com/private-schemes/bartra-healthcare> .  
For more information, please contact Senior Administrator or [hr@bartrahealthcare.ie](mailto:hr@bartrahealthcare.ie)

## TRAVEL SAVER

The Tax saver Commuter Ticket Scheme is designed to help reduce the cost for workers using public transport. The Tax saver scheme is not limited to State-owned public transport and can include private operators (if they are approved transport providers).

The Tax saver scheme covers, bus, rail and the Luas tram system and you can get a ticket that covers more than one operator (for example, an integrated ticket covering Luas and Dublin Bus services).

The Tax saver scheme is operated (in conjunction with the Revenue Commissioners) by:

- Dublin Bus
- Bus Éireann
- Luas
- Irish Rail
- Approved transport providers

Employees at Bartra can receive tickets either as part of their salary package (salary sacrifice), in lieu of an annual cash bonus, or as a benefit-in-kind. Tax saver tickets are not subject to tax, PRSI or USC. Employees only have to pay tax, PRSI and USC on the "money" portion of their salary. Employer PRSI is also calculated on the "money" portion of the employee's salary. Employees wishing to avail of the Tax Saver should contact Senior Administrator or [hr@bartrahealthcare.ie](mailto:hr@bartrahealthcare.ie)

## FREE PARKING

Bartra Healthcare provides free parking spaces as an added value benefit to the employee's travel costs.

Parking facilities are primarily provided for visitors and all parking is at Bartra's discretion.

- Staff may use parking facilities when available.
- Staff must use allocated spaces, if provided.
- Use of the car park is restricted to duty hours only.
- Bicycles must use allocated facilities only.

## SUBSIDISED MEALS

Bartra Healthcare recognises the importance of proper nutrition to employee's health and wellbeing as well as to having more energy for the efficient performance of tasks, and achievement of better results.

Bartra Healthcare has introduced several benefits related to employee nutrition. Bartra Healthcare has provided solutions such as drinking water fountains, vending machines, fully equipped employee canteen, free tea, free coffee, free bread and condiments as well as subsidised, freshly prepared by team of excellent catering staff, meals scheme.

## BIRTHDAY GIFT

The tradition of celebrating birthdays is present in almost every culture. Bartra Healthcare has introduced this friendly custom of giving birthday gifts as a gesture aimed at strengthening the positive emotions and building relationships with employees in friendly working environment. In order to celebrate their special day Bartra employees will receive a gift card in the month of their birthday.

## STAFF EVENTS

Staff Events are part of employee integration and take form of a casual employee outings after work to celebrate special occasions such employee promotion or new employees joining the organisation as well as seasonal events on a larger scale where employees and their families are invited to join in barbeques, culturally diverse seasonal parties, family entertainment events and team bonding workshops to activate employees after work.

Some examples of Regular Staff Events may include but are not limited to:

- Staff Picnic
- Summer Barbeque
- Winter Wonderland

Bartra Healthcare ensures that employees have plenty of opportunities to get to know each other, have fun and share it with their families and friends alike. Additionally, Bartra Healthcare provides a spacious canteen in each location where employees have an opportunity to socialise and unwind during their breaks.

## TEAM BONDING EVENTS

Bartra Healthcare believes it is important for employees to develop meaningful professional relationships during their employment at Bartra, therefore organisation is arranging team bonding events containing elements of competition taking place in the spirit of fair play. Bartra Healthcare wishes thus to convey to employees not only the values that we want them to follow at work, but also to engage them to perform tasks together and work in teams.

## LENGTH OF SERVICE AWARDS

Bartra Healthcare has introduced Length of Service Award to reward employees hard work and loyalty. The jubilee award is granted to employees on the occasion of their round anniversary of starting at Bartra, however, it is not granted to all employees. The jubilee award is granted on the basis of a transparent criterion, which is the employee's length of service and their employment status. This means that the jubilee bonus is a bonus that is paid on the basis of the rules set out below.

This special privilege is granted only to employees who have successfully passed their annual performance review, are not actively enrolled in performance improvement plan (PIP) and are not serving their notice period. Line Managers are required to inform HR department of successful performance review in order for employee to receive the Length of Service (Jubilee Award) at [hr@bartrahealthcare.ie](mailto:hr@bartrahealthcare.ie) as per **Performance Management and Supervision Appraisal Policy**.

## EMPLOYEE AND FAMILY LIFE CELEBRATION

Bartra Healthcare is devoted to consciously shaping such traditions in the company, that favour the integration of the team of employees and identification of employees with the company. The celebration of celebrations and holidays related to the private lives of individual employees by the team is a natural element of such integration therefore Bartra Healthcare has introduced the below employee personal and professional life events appreciation gifts:

### Personal Life Events:

- Birthday Voucher
- New Baby Hamper
- Wedding Hamper
- Divorce Hamper

### Professional Life Events:

- Successful Probation Review Gift
- Length of Service Award
- Retirement Gift

Bartra Healthcare understands that employees may not wish to share any or all of the above events and avail of the above listed gifts therefore in order to ensure only those wishing to receive the gifts, we require employees to contact their line manager, who then can request the gifts for the employee as applicable to them from HR Department by contacting [hr@bartrahealthcare.ie](mailto:hr@bartrahealthcare.ie) minimum 4 weeks in advance.

## HEALTH AND WELLBEING PROGRAMME

Bartra Healthcare has implemented as part of employee health and wellbeing program:

- Workshops and informative sessions aimed Increasing knowledge about lifestyle and health
- Supports for employees in taking control of their health and healing via sponsored Healthcare Plan
- Improvements in health and quality of life by creating a culture of employee support and appreciation
- Providing support for team members via Employee Assistance Programme
- Great employee incentives
- Provision of Training, Development and Education to nourish informed and empowered workforce
- Provision of work environment conducive to promotion and greater employee professional life satisfaction.
- Improving the quality of life of employees by engaging their families and wider communities
- Provision of Assistance in controlling and reducing cost of living, travel and medical expenses

Bartra Healthcare envisages mutual benefits for from the introduction of the wellbeing program such as:

- Happy Workplace
- An informed and empowered workforce,
- Culture of Support, Appreciation and mutual Respect in a diverse environment.



## HEALTHCARE PLAN

Bartra Healthcare have partnered with HSF Health plan, to offer health cash plans for all colleagues. The cost of healthcare can add up to a large annual bill when you factor in dental check-ups and treatment, doctors' visits & prescriptions, sight tests, glasses, hospital stays & medical tests. Getting cash back with HSF's health plan, could be a great benefit to your household budget, as well as your family's health.

**BARTRA HEALTHCARE ARE Sponsoring PLAN "FC1" (FAMILY COVER) FOR ALL EMPLOYEES, subject to T&Cs.**

**Bartra Healthcare Also Allows Employees To Upgrade their Plan -If They Wish – Where The Employee Pays The Difference Between FC1 and Their Chosen Plan, Through Their Salary Deductions.**

The following benefits are standard regardless of the chosen plan:

1. Virtual Doctor & Prescription Service
2. Medical Information & GP Advice Line
3. Counselling Service
4. Legal Advice

**HFS plan benefits also include cover for:**

- Dental & Optical
- GP & Emergency Department
- Prescriptions
- Consultation Fee's
- Day case surgery & treatment
- Hospital stays
- Medical Tests
- Surgical appliances & hearing aids
- Recuperation
- Births and adoptions – A fixed payment made to you, per child, upon birth or adoption!
- Physiotherapy, Physical Therapy, Osteopathy & Chiropractic
- Personal Accident cover
- Acupuncture, Homeopathy and Chiropody/Podiatry

**For Further Details Employees Should Refer to Benefit Package Appendix or By Contacting [hr@Bartrahealthcare.ie](mailto:hr@Bartrahealthcare.ie)**

## EMPLOYEE ASSISTANCE PLAN

**EAP programme called HSF Assist is provided in conjunction with HSF health plan and includes GP advice line available 24 hours per day, Virtual doctor consultations 7 days a week, 24/7 confidential wellbeing Counselling helpline and Legal Advice**

## EMPLOYEE REFERRAL SCHEME

Bartra Healthcare has introduced Employee Referral Program as a method of acquiring new employees through recommendations of the current ones. Its main advantage is a personal recommendation, which makes the process of selecting candidates more effective than a standard recruitment by advertisement .

Bartra Healthcare current employees are encouraged to put forward the names of their family, friends or acquaintances for open roles as / when advertised by the HR Department. Employees who have recommended another employee for a role will be awarded a Gift Voucher on the successful passing of probation by the colleague they have recommended for employment at Bartra Healthcare. The employee who has been recommended will also be eligible for a Gift Voucher on successful passing of their probation. Bartra Healthcare reserves the right to withdraw from awarding this benefit in cases where performance of any or both of employees falls below the accepted standard and employee code of conduct as expected from all at Bartra.