



THREE VALLEYS WATER

John Smith  
123 Small Lane  
Fishponds  
Bristol  
BS1 0DA

## additional benefits

### SIP Scheme 'Overview':

VE SIP is a tax-efficient method of providing Company shares to staff. It is open to all qualifying staff of the Veolia Environment Group and has been approved by HM Revenue & Customs.

The scheme, known globally as Sequoia enables employees to purchase shares from their pre-tax pay and receive matching shares from Veolia Environment (dependent on how many shares they buy). Once held for five years, these shares will be exempt from Income Tax and National Insurance contributions. And like any other shareholder, employees will receive cash dividends on their shares and benefit from any rise in the Company share price.

### Sick pay

The company operates an occupational sick policy which (dependent on length of service) provides for up to 6 months full, and then 6 months half pay. The company will (via its occupational health provider) endeavour to facilitate a successful and timely return to work for long term absences.

### Maternity and Paternity Leave

Employees who qualify for the Company Maternity Pay receive an additional amount on top of the Statutory Maternity Pay for 13 weeks. The additional amount makes the total Maternity Pay during this period equal to that of the employee's regular salary. Employees who qualify for Paternity Leave will receive 2 weeks leave on full pay.

These benefits are beyond that of an employee's statutory entitlement.

### Notes:

This document is for information only and it does not replace or supersede the information in your contract or statement of terms and conditions.

### Contact Information:

Please contact **Human Resources on 4637** if you require any further information about your benefit statement.

Dear <employee>

## Your benefits pure and simple



We all know how much pay we take home every month, and the following Benefits Statement tells you of the non-cash pay elements you currently receive. This is the first element of the Reward and Recognition project, and the aim of the Benefits Statement is to provide you with an accurate assessment of the total value of your remuneration package at Three Valleys Water. You will receive a personalised Benefits Statement on an annual basis to coincide with the end of the tax year in April.

For the majority of people the additional benefits received today come from pension contributions and the availability of a company van or car. We also offer generous annual leave entitlement. Later in the year we will introduce a range of flexible benefits, and it is then that the Benefits Statement will really come into play, so please bear with us.

Over the remainder of the year we will deliver the next three elements of the Reward and Recognition project. These are:

1. Salary benchmarking – an exercise to understand how Three Valleys compensates its staff relative to other employers in the region;
2. Flexible benefits – the introduction of a range of alternative benefits which you will be able to personally select to suit your own circumstances and optimise your package; and
3. Incentive Scheme – the introduction of a scheme for all staff designed to engage and motivate improved performance of the Company.

I am confident that in the future the Benefits Statement will become invaluable in helping you to assess the true value of the benefits you receive at Three Valleys Water.

Kind regards,

**signature required**

Andrew Smith  
Managing Director



THREE VALLEYS WATER



# your benefits



## Salary\*

Your annual salary is: £xxxx.xx

## Flexibility Allowance\*

Your Flexibility Allowance is:  
£xxxx.xx

## Standby Allowance\*

Your Standby Allowance is: £xxxx.xx

## Leakage night work premium\*

Your Leakage Allowance is: £xxxx.xx

## Shift Premium\*

Your Shift Premium is: £xxxx.xx

## Winning Performance (£)\*\*

Under this incentive scheme  
you received:

## Bonuses (£)\*\*

In recognition of excellent  
performance you were awarded:  
£xxxx.xx

## Pension Scheme\*\*

You are in the X scheme, with the  
company contributing X% to  
your pension scheme.  
This equates to: £xxxx.xx

## Healthcare\*\*

You are entitled to the X healthcare  
level, equating to: £xxxx.xx

## Car or Cash Allowance

You are at Level X, and your cash  
equivalent value is: £xxxx.xx

## Professional Training\*\*

For professional training you  
receive: £xxxx.xx

## Annual Leave\*\*\*

You are entitled to X days holiday  
which will increase depending on  
length of service. You also receive  
the additional day at Christmas.

## Company Van

You currently use a company  
commercial vehicle in order to carry  
out your work. If you have specific  
permission in writing from the  
company to use the vehicle for  
home-to-work journeys, then you  
benefit from free travel to work.



## Total Reward

£xxxx.xx

# it all stacks up



## Today's Income

Salary  
Flexibility Allowance  
Standby Allowance  
Leakage night work premium  
Shift Premium  
Winning Performance  
Bonuses  
Car or Cash Allowance

## Tomorrow's Security

Pension Scheme

## Health and Training

Healthcare  
Professional Training

## Lifestyle

Annual Leave  
Company Van



\* Annual figures as at 6/5/2008

\*\* Figures based on year April 2007 – March 2008

\*\*\* If your holiday entitlement is different to your contract of employment, the figure in your contract takes precedence over the above amount.

