Employee Assistance Programme

The Employee Assistance Programme (EAP) is available to you, your family and those close to you. Specialist information, advice and support can be provided on a wide range of personal and work related issues, including financial, legal, employment, health and family matters. Information and assistance can be provided by telephone or e-mail and face to face counselling is also available. The service is entirely confidential and is available 24 hours a day, 7 days a week. (Contact EAR 0800 243 458).

Long Service Award

Employees qualify for a Long Service Award after 25 years service, in recognition of their outstanding loyalty and contribution to the CAA. The award consists of either John Lewis or Thomas Cook vouchers to the value of £600.

Salary Sacrifice: Childcare Vouchers

The CAA operates a Childcare Voucher salary sacrifice scheme through Accor Services. Employees gain financially through the scheme as they do not pay income tax or national insurance contributions on that part of their salary they sacrifice for vouchers.

Salary Sacrifice: Cycle to Work Scheme

CAA in partnership with Halfords operates a Cycle to Work Scheme (C2W). Employees are able to purchase a cycle and the appropriate safety equipment, provided the main use of the bike is for commuting to work and spread the cost over twelve months through a salary sacrifice arrangement. Employees benefit as income tax and National Insurance Contributions are not deducted from that element of salary that is sacrificed for the purchase of the Cycle. Election windows will be advised to you separately by HR. For more details of the C2W scheme you can contact the Helpline on 0870 066 0511 or login to their website www.halfordsc2w.co.uk/employees (Username : caauser Password : caabenefit)

Annual Leave

Based on grade and length of service.

Benenden Healthcare Society

A mutual healthcare provider for public sector employees and their families. Benefits include a 24 hour GP advice line; local consultations and tests; treatment and surgery; physiotherapy; financial assistance towards cancer and TB support and advice on long term healthcare. To find out more please call 0845 052 5702 or visit www.benenden.org.uk

HSA

A healthcare provider offering tailored health cash plans which allows individuals to claim reimbursement towards a wide range of everyday healthcare costs, including dental checks and treatment; optical costs such as sights tests, glasses and contact lenses; physiotherapy and chiropractic treatment and money towards hospital stays. HSA also provide dental insurance plans and private medical plans. To find out more please visit www.hsa.co.uk

Interest Free Season Ticket Loan

Employees can apply for an interest free loan to purchase an annual season ticket to enable them to travel between home and work. Repayable from salary over 10 months.

Give as you Earn Scheme

You can choose to donate money from your salary to any registered charity of your choice. Deductions are made from gross pay and as the CAA pays the administration fee, every penny you donate goes direct to the charity. You can also make payments to different charities, by setting up a Freedom Account. The amount you choose is deducted from your salary pay into your account each month, then you can write a cheque whenever you want, to the charity of your choice. Full details of the Charities Trust and Freedom Account can be found on HR Intranet pages.

Individual Consulting Service – Private Medical Insurance

The CAA medical insurance broker (Mercer) is able to provide advice and guidance on the type of private medical insurance product that most closely meets individual requirements and budgets. Mercer does not charge for this advice and is remunerated by commission which is disclosed should the service be used. Please contact Mercer direct (0117 988 7533) or HR.

Voluntary Medical Insurance

CAA employees are able to benefit from a 45% discount on private medical insurance through BUPACare. Please contact your local HR team or BUPA (Freephone 0800 600 499).

Voluntary Dental Insurance

The CAA Voluntary Dental Plan is designed to meet a significant proportion of current dental charges for a wide range of routine and specialised treatments, either NHS or private. For new members, pre-existing conditions are covered. Cover may be extended to employee's partners and dependent children. For further information please contact your local HR team or view the HR Intranet page under Pay, Grading and Benefits.

CAA Affinity Scheme

The CAA has launched its own online reward discount scheme. 'CAA Affinity' is a voucher / discount scheme where employees can accumulate savings from around 1500 retailers and brands. Typical savings average over £250 per year. To view the discounts on offer, please visit www.caa-affinity.co.uk

Overtime

As overtime is neither contractual nor regular, it is not shown separately. However, should you work and be paid overtime, such payments are pensionable.

Allocated Cars

Employees whose job requires a significant level of annual road business travel may qualify for an allocated car. Allocated cars may be used for private as well as business travel.

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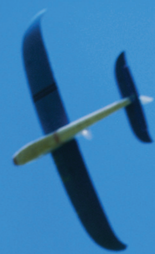
If you would like more information about a particular benefit please contact HR.

Civil Aviation Authority



Take control of your benefits

I am pleased to be able to send your first CAA Total Reward Statement.

Your salary is just one aspect of the reward package that you receive from working at the CAA. This reward statement ensures you are fully aware of the benefits you currently receive, as well as providing information on those that you could potentially take advantage of.

Where appropriate, we have shown a value for each benefit and we hope this will help you better understand the value of the package that is on offer to you as a CAA employee.

If you have any questions about the statement, or would like to find out more about a benefit that you don't currently take up, please contact HR.

I hope you find the statement helpful.

Chris Jesnick
Chief Operating Officer

Take control of your benefits

Base Pay

Your pensionable base salary as at 1st October 2008	£35,728

Personal Supplement

Based on your Personal Supplement as at 1st October 2008	£11

Bonus

Based on the total bonus payments received from April 2008 to October 2008	£750

Pension*

Based on your pensionable pay, the annual cost to the CAA of providing these benefits would be	£13,903

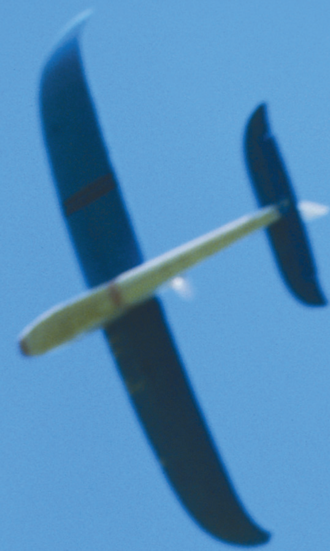
Annual Leave

Your current leave allowance (based on the full time equivalent)	28 days

Luncheon Vouchers

Annual Cash Value of your luncheon vouchers	£588

* The estimated annual cost of providing pension benefits is calculated as the future service contribution rate that the CAA would be required to pay if there were no surplus or deficit in CAAPS, based on the assumptions used for the annual funding update as at 31 December 2007. This is the average rate. However, in practice, the cost of providing the same benefit for each individual will depend on their age and gender. Any Additional Voluntary Contributions are excluded from the calculation.



This statement is for illustrative purposes only and provides an overview of the total rewards you receive from working for the CAA, based on your pay and benefits as at 1 October 2008, unless otherwise stated. If you have any questions regarding the statement or believe there are any errors or omissions, please contact HR.