

Here for the journey

Whatever life throws at you, Ouma
will be right there by your side.

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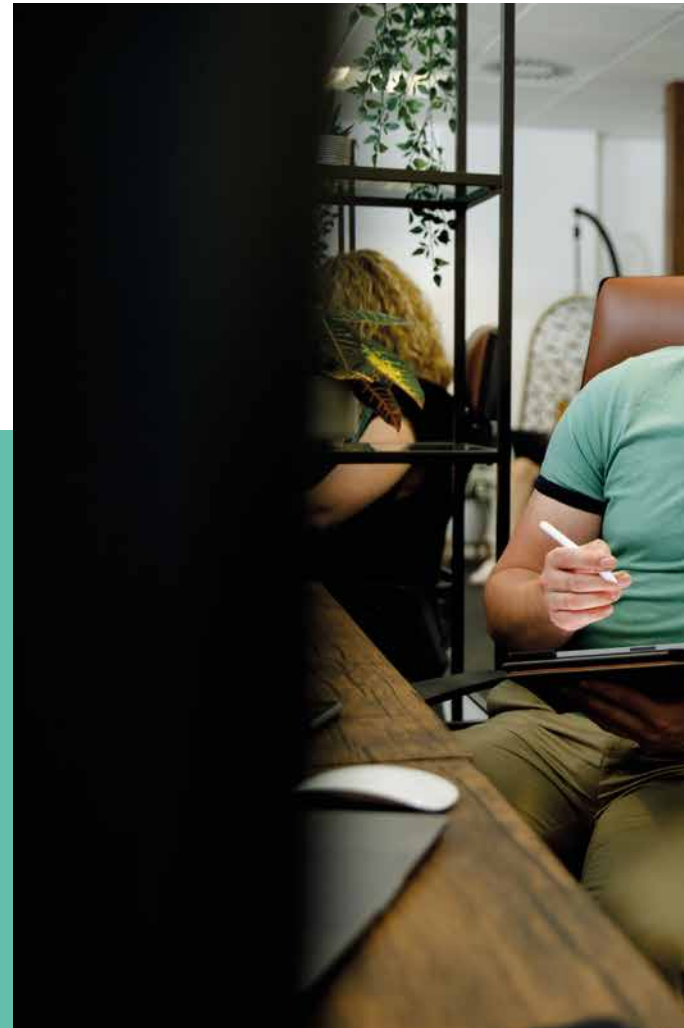


Introduction

We take the time to review our benefits package with the team regularly, to make sure we will always be there for you and your needs. You're more than an employee to us, you are your own person and we want to celebrate that!

Use this guide to understand exactly what Ouma can do to support you and when. Be sure to look out for the trigger warnings and the 1 Year icons, as some benefits are unlocked after your first year with us.

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**Setting
people up
to succeed**



#HEREFORTHEJOURNEY

We have one life, let's live it!

Time is an entirely un-renewable resource. It is the one thing we don't get more of. We want to empower you to make the most of yours!

Whatever your future holds, wherever your life takes you, we want to see you succeed at what you love. From having a dedicated training and development budget, to our blended and adaptable working capacity; we've got your back!

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“I used to chase the mythical ‘work-life balance’, only to realise that we don’t get two lives. We get one. One incredible shot at life. Let’s integrate our professional and personal time to the make the most of the things and people we love!”



Rebecca Randall
Operations Manager

Appointments; doctors, dentist, house viewing appointments etc. don't have to be taken as holiday.

Approved on a case-by-case basis.

Blended working patterns to work around you.

Annual leave 20 days + a day off on Christmas Eve + 8 Bank holiday days.

Buy up to 5 days annual leave per year via salary sacrifice.

Personal learning & development budget for each team member.

Ouma Sessions – a space created within our working time to integrate our knowledge and discover new things.

Leadership training with the Institute of Leadership and Management.

Monthly Coffee and Catch-ups with your manager.

Internal Coaching and Mentorship programmes.

Support with building your personal brand.

8% pension; we pay 3% and you pay 5%.

Free eco-friendly, plastic free sanitary products from Hey Girls.

Quarterly Personal Development Reviews.




You are our priority

Sometimes your brain is just like your web browser – way too many tabs open and no way you can close them all down. Adulting is hard and looking after yourself often comes last on the to-do list. Ouma are here to make you a priority! Your health and wellbeing comes first.

It's not just an open door policy at Ouma, we've practically taken the doors off and thrown them away! We always offer a listening ear on the days you need it.

Always confidential, always here.

 **Trigger warning:** This section covers policies about mental health, grief and loss.

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“We take mental health as seriously as we do physical health, they are two sides of the same coin. Entirely inseparable and should be treated equally.”



Rachel Lyndon-Jones
Director



**Self-Care
is a priori-tea**





Opticians vouchers.

Discounted Fitness Programmes via Charlie HR.

Access to external, professional mental health support.

Mental health and wellbeing first aiders within the business.

Menopause; working environment assessment for you to work comfortably, sickness leave when you need it.

Emergency leave; Up to 3 days unpaid for those unexpected life events.

Regular workshops from Cora Darlington, a Leadership Coach specialising in burnout, to explore different elements of maintaining, managing and supporting our mental health and wellbeing.

Weekly yoga or meditation sessions.

Sickness leave and discretionary company sick pay for mental or physical health.

Annual Ouma wellbeing day.

External and impartial HR support.

Compassionate leave; one week paid leave and time off for the funeral and grieve the people you deem family.

Emotional check-in during our morning team meetings.

Weekly acknowledgement of great work.

A monthly WFH allowance; for when you just need some time alone.

Adding to **your family?**

All pregnant people and their partners should have the opportunity to enjoy and celebrate this next step in their lives. We are here to help you feel supported in whatever this next chapter brings with it.



Trigger warning: This section covers policies about grief, loss & pregnancy.



Because we care

The statutory entitlements are outlined in our employee handbook. The below are the additional benefits as an Ouma employee.

A reasonable amount of paid time for antenatal appointments as a pregnant person.

You may use your accrued annual leave days to extend the maternity period.

Optional Pregnancy Wellbeing 1:2:1s. A safe space with a senior member of staff to share how you finding your pregnancy within the Ouma workspace. These are also available for those who suffer a pregnancy loss.

A booklet with information on what you are entitled to during your pregnancy and as a parent, with links to helpful resources.

KIT days (Keeping in touch days)
Employees can work up to 10 days during their maternity or adoption leave.

Parental leave; Providing you are eligible for parental leave, you can receive up to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

Parental bereavement; up to 4 weeks paid leave and a phased return to work for the loss of a child, including neonatal loss.

More on the next page





1 Year at Ouma

8 weeks full pay for maternity leave, the rest as statutory & 2 weeks full pay for paternity leave.

As the partner of a pregnant person or nominated birth partner you will receive paid time to accompany them to 2 antenatal appointments.

1 to 1 session with Cora Darlington prior to your return to work after childbirth. This will be in advance of the 8 week mark where you decide whether you wish to extend your period at home, or return to work.

1 to 1 session with Cora Darlington one month after your return to work after childbirth, to support you in your transition.

£50 voucher of your choice when you leave for maternity or paternity.

A welcome baby hamper from the management team.

Fostering leave; up to five days of paid leave per year.

Adoption and IVF leave; if you have unsuccessful placement or treatment, you can take up to 5 days unpaid leave.

Neonatal leave and pay. If your child is in neonatal care for more than one week you will receive paid leave at the same rate as statutory pay for up to 12 weeks, in addition to our standard maternity or paternity allowance.

Pregnancy loss. Employees who have been affected by a pregnancy loss (including partners and those with a surrogate mother) are entitled to a minimum of two weeks' leave on full pay. Pregnancy loss includes, but is not limited to, miscarriage, stillbirth, abortion, ectopic pregnancy and molar pregnancy.



Fur babies more your thing?

Maybe your little bundle of joy has a wet nose and a waggy tail! We offer:

Pawternity leave.

Pet bereavement; up to one week paid leave.

AWWWH
PUPPIES

The fun stuff

Our cupboards are packed with healthy goodies to feed those creative minds, our calendars are bursting with team outings and our plans for your birthday are green lit! At Ouma, we love to have fun as a team and see socialising as just another form of relaxation.





Fully stocked food cupboards (soft drinks, cordial, tea, coffee, fruit, snacks)

WFH allowance; monthly working from home allowance.

- ① Cycle to work scheme, we purchase a bike and you pay us back monthly.

Individual book budget.

#notarealjob Initiative; team lunches, and miscellaneous treats to celebrate a job well done!

Christmas Awards ceremony.

Charlie HR Perks: Earn "WOWPoints" as you shop, then spend them like cash. Enjoy up to 55% off cinema tickets, exclusive discounts, and save up to 15% off at 80+ high street retailers.

Mimosas & Media – Our very own media club.

Ouma Fun Day.

Friendly dogs are welcome at the office.

Team nights out.

Birthday celebrations and a £50 gift voucher of your choice.

Communal workspace.

Team WhatsApp group chat.

SHOW ME THE MONEY

Make it rain

Does money make your world go round? We get it and we want to bring you more of it. Between over-time, bonuses and our competitive salaries; as the business grows so does your pay packet. It's that simple.



“Whether you're motivated by money or not, we want to make sure you're financially sound; and as you grow with us, you'll reap the rewards of your magnificent efforts.”



Ross Jones
Director

Ouma Overtime – in line with business needs; Time and a half for working up to 5 hours overtime in a month, double time for anything over the first 5 hours in the same month.

Competitive Salary.

Real Living Wage Employer.

Travel expenses are covered.

Laptop contributions for employees who use their own laptop.

Bonus; discretionary bonus based on company performance. *Unlocked after your probation period ends.

Sales bonus for new client onboarding.





Safety first

The only time we play it safe is when it comes to you. We understand that's it's critical for you to feel safe in your working environment.

Communication is key and we are committed to providing a range of options for making Ouma a safe and health-conscious place to work; from risk assessments and Covid safety protocols to blended working patterns!

Covid Safe Practices

Health & Safety Compliant Workspace

Blended working patterns

First Aid trained team members

Mental Health Workplace Responder

PLAYING
ITSAFE

You've got the love!

For full information and context of our benefits please refer to the Employee Handbook.

Please note: This Benefits Package does not form part of any employee's Terms and Conditions of Employment and Ouma Ltd may amend it at any time.

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