

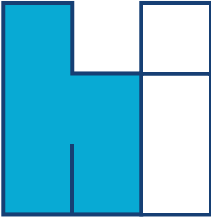


Houghton International
Electro mechanical innovation



everyone matters
Benefits of working at Houghton International





OUR MISSION, VA



OUR MISSION

To be the best in



OUR CORE VALUES



We protect and develop our people to be the best



We work as one team to deliver an exceptional customer experience



OUR PRINCIPLES

- Maintain a healthy and safe working environment
- Invest in the development of our people
- Share success with the team
- Hire for attitude; train for skill
- Treat everyone with fairness and consistency
- Quality is everyone's responsibility
- Always understand what the customer wants; internal customer included
- We respect our colleagues and our working environment
- 24/7 complete flexibility: we are always there when we are needed

VALUES AND PRINCIPLES

the world at what we do



We are open, honest and always act with integrity



Innovation drives our business

- Admit when you are wrong and learn from it
- Focus on what is right; not who is right
- Communicate with customers, suppliers and colleagues on a timely basis
- We make profit ethically and with integrity
- Set transparent performance metrics
- Commit to continuous improvement
- Question the status quo - always ask why
- Encourage creativity
- Strive for perfection
- We can solve any problem



At Houghton International, **everyone matters**. In return for our employee's commitment and hard work everyone enjoys a range of benefits additional to their salary so they can continue to share in the company's continuing growth and ongoing success.

MOTOR No 2

As a Houghton International employee you benefit from:

Sharing Success bonus scheme

The Sharing Success bonus scheme is designed to reward all employees when the business performs well. The annual discretionary bonus is based on company profitability and allows everyone to share in the success of the business as we grow. **everyone matters** at Houghton International, and everyone has an important role to play in making the business successful. You will therefore be rewarded for the success you help to create.

Pension scheme

Your workplace pension is a simple way to help you save for your future so that you will have more money to continue doing the things you enjoy when you retire. The earlier you start to save, the more money you will have when you come to retire, as your money has had time to grow. Houghton International operates a Pension Salary Sacrifice scheme (referred to as "Pension Exchange"). If you join the scheme, the company will exceed statutory requirements and match your monthly pension contribution up to 4%. Salary sacrifice is designed to make pension contributions more efficient and will reduce National Insurance (NI) costs for both you and for the company.

Income protection insurance

As a company, we are committed to our employees' physical, emotional and financial wellbeing. Sickness absence can leave you struggling financially, particularly if you are unable to work for some time. This could pose serious problems for those who depend on you most. Income protection insurance is in place to protect your income should you contract a long-term illness whilst working for Houghton International. This covers absences from 13 weeks up to 3 years (subject to the scheme's terms and conditions). This insurance does not cover pre-existing conditions. Company sick pay will continue up to 13 weeks for all employees, to dovetail with this insurance benefit.

Death in service insurance

In the unfortunate event of the death of a Houghton International employee, the beneficiaries of their choice will be paid two times the employee's annual salary.

Employee assistance programme

As an employee of Houghton International, you have access to Unum Lifeworks employee assistance programme which offers a 24/7 confidential helpline and online support. The service is there to help you and your immediate family with practical information and advice covering a range of topics affecting health, family, money matters and work. You will also have access to the Unum help@hand app which provides quick and easy access to GP services, mental health support and physiotherapy.



"We've got lots of new benefits over the last few years and they've been really popular. With the death in service scheme, I'm glad to know my family would be looked after."

Gary Bone, Skilled Operative, 6 years.

Training and personal development programme

Every employee at Houghton International has a Personal Development Plan (PDP) with regular one to one discussions scheduled to discuss training, development and progression opportunities in line with both personal and business needs.

As an employer, we invest significantly in the development of our employees to ensure they have the skills to progress in their career.

Health assessments

Health Assessments are a great way for employees to gain a snapshot of their current health status and can be used as a springboard to start a new healthier lifestyle, making positive changes to their health and wellbeing. We offer our employees health surveillance screenings and mini health checks on an annual basis. Employees can benefit from clear health advice from the nurse on maintaining and improving their health and wellbeing for now and for the future.

Workplace Mental Health Support

A number of our employees are trained Mental Health First Aiders who provide support to those who need it across the business. The Ronnie Mitten Works has a dedicated mental health first aid room which can be used by employees as a quiet space to take some time out or for when they wish to speak with a Mental Health First Aider.

Holiday buy/sell

We offer a holiday buy and sell scheme to provide our employees with more flexibility on how they wish to use their annual leave. As standard, all employees receive 25 days' annual leave plus statutory Bank Holidays. Our holiday exchange scheme gives employees the option to buy or sell up to 5 days' holiday. If you work part time the amount you can buy or sell is prorated. For further advice speak with HR who will be able to confirm your entitlement. Please note, you are not allowed to reduce your annual holidays below 20 days leave and the maximum number of holidays you can have in one year is 30 days (subject to pro-rata for part-time employees).

Salary Extras

Employees have access to the Salary Extras app and can receive a range of discounts for food shopping, gifts and gadgets. We actively encourage our employees to have a healthy lifestyle and therefore also provide access to a discounted gym membership.



"It's great to see young people joining and making the most of the apprenticeship and training opportunities."

Michael Goble, HVC Operative, 33 years.

Cycle2Work scheme

Cycling is a stress-free, low-cost and more environmentally friendly way of travelling to work. Our Cycle2Work scheme allows you to make huge savings on a new bike and any safety equipment. You can save up to 42% because the scheme acts as a tax break, which means you can get a brand-new bike without paying tax and national insurance on it.

Costco cards

The company has established a Costco trade membership, through which employees can sign up for associate membership (at their own cost).

Social events

As a company, we get together twice a year (usually Christmas and in the summer) to catch up with colleagues and celebrate our success. We also support a number of charities and organise fundraising activities throughout the year, from bake sales to sponsored challenges.

Long service awards

Many of our employees have been with the business for a significant number of years. Employees receive a gift voucher when reaching 5 years' service and then incrementally every 5 years to reward their loyalty and recognise their experience.

Staff recognition and engagement

Our staff engagement group 'Working Matters' is made up of elected representatives from across the business who meet regularly to discuss ways of improving the business. Acting as representatives for all staff, the group discusses key issues that affect the workforce and influence management decisions. Every quarter the business also recognises one employee who stands out as living by our values. This employee is nominated by staff and decided on via the management team.

On-site facilities

We provide free, on-site parking with 24/7 manned security. If you cycle to work, bike shelters are also available. Other on-site facilities include canteen areas and both male and female showers and changing facilities.

For more information on Houghton International, what we do and how we support our employees please visit: www.houghton-international.com



"I always look forward to the days out and social events. They're good fun and it's a chance to catch up with people from other departments."

Caroline Blackett, Operations Manager, 5 years.



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