

**frylite**<sup>®</sup>  
the natural choice



**Family-friendly benefits  
for our people**



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*Please Note: Frylite policies and benefits may be subject to change and updates at any time. Always check with our employee handbook and HR department for full and up to date details*



# Introduction

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As a family business, Frylite are committed to work life balance and recognises the demands of family life. Finding the right balance between work and home life can benefit both employee and employer.

Frylite strives to be an employer of choice and we know that this can only be achieved if we can provide the type of working environment and benefits package that attracts and retains the best people.

To this end, we have a number of family friendly policies and a range of benefits for all our employees to enjoy.

This booklet explains the different policies and benefits available. A fuller explanation of all our work policies is outlined in our employee handbook.



# 1. Frylite Benefits

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*More Rewarding. Every Day. As well as opportunities to develop your career, working for Frylite offers a range of more immediate benefits.*



## Health Cash Plan

A health cash plan is offered to all employees and covers a range of medical expenses including optical, dental and many more. Staff also have access 24/7 to a GP and a Virtual doctor service. The cost of level 1 membership is covered by Frylite for all staff. If you want to upgrade your cover you can contact the HR department.



## Employee Assistance Programme

Frylite offers a 24/7, 365 days a year confidential telephone helpline which provides access to counselling as well as information on a wide range of issues.



## Employee Saving Scheme

To encourage savings throughout the year, you can choose to take part in the Frylite Savings Scheme. By signing up in January and committing to an amount every week/month, you will receive your savings in December – it's a great way to save for Christmas or a special event.



## Employee Recognition Scheme

You can nominate any colleague – and they you – who makes a special effort at work. This might be by going the extra mile for a customer or supporting their colleagues. Simply give the HR team the name and details of the person you would like to be recognised and they will be acknowledged with a personalised thank you card and a voucher.



## Winter Flu Vaccine

Every year Frylite offers the Winter Flu jab to employees who wish to receive it.



## Health Checks & Screening

We encourage employees to look after their health and wellbeing. We provide onsite health checks for our staff carried out by a qualified health nurse.



## Long Service Awards

We want you to be happy at Frylite and so we reward long service. We have a 10-year service club and members are invited to an annual dinner and given an extra days holiday.

# 1. Frylite Benefits

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## Gym Membership

Frylite offer discounted gym membership to encourage you to stay fit and healthy. Contact the HR Department for the list of participating gyms near you.



## Eye Tests & Glasses

Frylite will pay for eye tests and glasses for employees who regularly use computer screens at their work.



## Frylite Uniform

You'll receive a complete Frylite uniform that will not only save wear and tear on your own clothes, but also provides reassurance to customers that you are a trusted member of the Frylite team



## Life Assurance

It's reassuring to know that while you are employed by Frylite, you are covered by life assurance that pays a tax free lump sum to your dependants. Ask the HR team for more details.



## Career Progression & Training

We actively promote from within and you will be given all the opportunities associated with a growing business



## Meet the Managing Director Events

We run Meet the MD events throughout the company where you can meet our Managing Director for an informal open chat about the company our culture and values.



## Performance Bonus

Frylite pay a discretionary bonus to reward high performing individuals and teams.



## 2. Your Health & Wellbeing

At Frylite we care deeply about our employees health and wellbeing. We encourage our employees to have a fit and healthy lifestyle. We provide advice and support our staff to have a healthy diet and take part in physical exercise.

### Looking After Your Mental Wellbeing

Looking after your mental health is just as important as looking after your physical health. At Frylite we support staff in managing their emotions and stresses. If you need assistance or counselling you can ring our employee assistance confidential helplines -HSF if calling from Republic of Ireland or BHSF if calling from Northern Ireland.

### Employee Assistance Helpline Numbers

HSF - 1890473473

BHSF - 08001076147



### Supporting Positive Mental Health

At Frylite we encourage staff to reach their full potential by supporting a positive mental health approach. We also make available online mindfulness sessions to encourage you to take some time out for your busy schedule to focus on your mental well-being. You can contact the HR office for details of availability.





# 3. Social Events & Charity Fundraising

We encourage all of our people across Ireland to support local and national charities. Our committees organise fundraising and social events across the country and your participation and ideas are welcome.

**Want to get involved - ask a member of the HR team for more information.**



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[www.frylite.com](http://www.frylite.com)







## 4. Family Friendly Policies

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*Our family friendly policies apply to all employees regardless of gender of the employee's partner and includes same gender or non heterosexual couples.*

### Maternity Leave

All pregnant employees are entitled to 26 weeks maternity leave and a further 16 weeks additional leave.

Frylite offers maternity pay arrangements dependent on service and the following sets out the arrangements applicable.

- **Under 3 years service**

Employees with this level of service may be able to claim a maternity benefit for 26 weeks from the Department of Employment Affairs and Social Protection.

- **Over 3 years service**

For employees with this level of service, Frylite will top up the maternity benefit so you will receive full pay for the 26 weeks

### Paternity Leave

Frylite recognises the important role of partners of new mothers during pregnancy and the early stages of their new baby's life. Frylite encourages employees to take time off at this very important time. In addition to the leave from work we top up the paternity benefit to full pay for employees with qualifying service. Ask the HR office for more details.

## **Adoption Leave**

If an employee is adopting a child, time off and pay arrangements will be granted in line with maternity leave arrangements for the primary carer. If the employee is not the primary carer, they will be granted time off in line with paternity leave arrangements.

## **Shared Parental Leave**

Shared Parental Leave can give parents more flexibility in how they share the care of their child in the first year following birth. If both you and your partner are eligible then you can share your leave and pay so that one of you is always at home with your baby in the first year. Further details on Shared Parental Leave are available in our Parental leave policy

## **Parental Leave**

We respect that there will be occasions when working parents wish to take time off work to care for or spend time with their child or children. If you have a child aged 12 or under or a child with a disability aged 16 or under you can use parental leave to strike a balance between work and family commitments. If you have one years service with us you can avail of parental leave. Details on the amount of leave and how you can use it can be found in the employee handbook.

## **Parents Leave**

We realise that there are many demands on new parents so we respect the fact that you may wish to take time off work during the first year of the birth of your child.

This leave will be unpaid, but details on the length of time and your eligibility for a government parents benefit can be obtained by contacting the HR team.

## **Time off for Dependants**

If you have the responsibility of caring for young children or other dependants we understand that you may need time off during working hours to provide help or assist them.

If you need to take time off work for urgent family reasons you may be entitled to force majeure leave to do so. Should this be necessary you should discuss your situation with your Manager, who will agree the necessary time off. You can also contact the HR team for more details.

## **Flexible Working**

If you are a parent of a young or disabled child you can request flexible working arrangements. Examples of this include a request to change working hours, part-time working or job sharing. To find out how to make a flexible working request, please refer to the employee handbook.

## **Bereavement Leave**

Frylite provide paid time off to help you cope with the death of a close relative, deal with necessary arrangements and attend their funeral. Details of the amount of time off given is outlined in the employee handbook.

# What our Employees say about us...

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*“I started as a driver and quickly worked my way up to team leader. I love doing something I enjoy and progressing my career professionally and personally.”*

*“I have worked for Frylite for over 5 years and it is great to work for a company that values their employees and puts great effort in ensuring there is a positive working environment and company culture.”*

*“Frylite have a great benefits package including the health cash plan which has been a great help over the last year”*



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