

PensionBee Flexible Working Policy

As a signatory of the Association of British Insurers (ABI) [Making Flexible Work Campaign](#), The UK government's [Disability Confident Scheme](#), and [The ABI's initiative to increase transparency around parental leave policies](#), PensionBee is committed to supporting employees by offering inclusive and adjustable working schedules.

The main policies through which PensionBee offers this are:

- Flexibility in terms of location
- Flexibility in terms of working hours
- Gender inclusive paid parental leave
- Additional leave days

Flexibility in terms of location

PensionBee employees can work remotely from anywhere in the UK for all or part of their working time.

We understand that being able to choose their working space can allow people to be more productive, improve work/life balance, and provide flexibility for those who need it. Some employees prefer to be primarily office-based, others prefer a hybrid pattern, whilst another group prefers fully remote work. Our main expectation is that anyone working from home performs their role just as effectively as someone based in the office would do. PensionBee provides office space and equipment to support colleagues in their choice of the working environment. Preferences may change over time, and PensionBee accommodates changes in working patterns.

Occasionally, PensionBee may need colleagues to come into the office. We'll provide reasonable notice, and we'll do our best to arrange the meeting for a time that suits you. We may ask you to come to London for any external or internal meetings, which could include one-to-one meetings. We also have appropriate policies to facilitate some remote work from abroad.

Flexibility in terms of working hours

At PensionBee, colleagues can request a flexible working arrangement after 26 weeks of service. One request can be made in a 12-month period. All applications are taken seriously. Some employees have used this policy for various reasons, such as combining studying, care responsibilities, and artistic commitments, with their role at PensionBee.

PensionBee's typical working hours are between 9am and 6pm. It's also possible to agree to informal alternative working hours, for example from 8am - 5pm, which managers must directly approve. Everyone is required to keep to "core hours" from 9am - 5pm on weekdays

and 9am - 6pm for the whole team on Thursdays (unless an alternative has been agreed under a formal Flexible Working Request).

Gender inclusive paid parental leave

Welcoming a new-bee to the family is a life-changing moment and providing support for all new parents as they navigate this stage in their life journey is key. We aim to address some of the challenges that face new parents and support them in maintaining an engaging and fulfilling career alongside their new responsibilities.

Our hope is to go some way towards removing the challenges facing new parents by:

- Providing the flexibility, and financial support required to adjust to new parenthood
- Assisting with the high cost of child-care that prevents many from returning to work when they wish
- Maintaining a supportive working relationship that encourages new parents to stay connected
- Addressing some of the gender inequalities that continue to exist in our society

For new parents, regardless of gender, we offer 6 months of full pay pro rata, as long as they have completed a year's service with PensionBee. For those with less than a year's service we offer 4 weeks full pay pro rata, alongside any statutory pay entitlements. Employees with at least two years of service can also access up to £8,000 in help towards childcare costs.

All new parents, regardless of years of service, are offered 14 Additional Leave Days on full pay pro rata upon return to work. These can be used to facilitate a gradual return to work or to cover the inevitable sick leave children experience in their first year of childcare. More details and additional benefits can be found on our [parental leave policy page](#).

Additional leave days

We recognise that there are some situations in which people need extra time off to care for their, or someone else's, health and wellbeing. Therefore, we offer 5 Additional Leave Days, pro rata per annum. This is in addition to 25 days of holiday as well as bank holidays.

We offer additional leave days if:

- You're a parent/guardian of a child under 18
- You're pregnant, undergoing IVF to become pregnant, or in the process of adopting
- You're a full-time carer (over 35 hours per week) or have primary care responsibilities for example for an elderly or unwell parent
- You're living with a disability, neurodiversity, or long-term physical or mental health condition; this may also include menopause and menstruation where it's

impacting long-term physical or mental health. Long-term is defined as lasting more than a year or expected to last for more than a year.

Employee-led policy development

Feedback is vital for helping us to shape our policies and ensuring PensionBee is inclusive, and we're always open to hearing your thoughts.

You can reach us at engagement@pensionbee.com.