



## **AMNESTY INTERNATIONAL UK**

### **Terms and Conditions summary for candidates**

The following terms are typically offered to employees of Amnesty International UK and are set out here for information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- Salary:** We would normally expect the successful candidate to start at the advertised salary. However, AIUK may be willing to offer a salary above the starting salary in exceptional cases, subject to skills and experience. For those on Permanent roles or Fixed-term contracts of more than a year, annual incremental increases are awarded.
- Hours:** Full time roles are contracted for 35 hours per week, with hours worked between the office hours of 8am and 6pm Monday to Friday (as agreed with the line manager for the role). Hours for part time positions are agreed subject to the requirements of the role.
- Applications for flexible working or reduced hours may be considered.
- Probationary period:** Permanent roles are subject to a 6 month probationary period. Probationary periods for fixed term contracts may be reduced accordingly.
- Annual Leave:** 27 days annual leave plus 8 bank holidays per annum (pro rata for part time staff or for contracts of less than one year). This rises to 29 days annual leave per annum after 5 years' service.
- Pension:** All staff are automatically enrolled into a Group Personal Pension plan with Scottish Widows from their first day of employment. AIUK will make a contribution equivalent to 5% of earnings, increasing up to a maximum of 9% should employees wish to make their own contribution. Please note that contribution levels may change in 2019.
- Life Assurance:** A life assurance scheme is in operation, paying four times your annual salary on death in service.
- Sickness:** Initially up to one month's full pay followed by one month's half pay. This increases after six months' service up to a maximum of five months' full pay then five months' half pay in any calendar year after five years' service
- Maternity/Adoption/Shared Parental Leave:** Employees with 26 weeks service by the 15<sup>th</sup> week before the EWC (or week they are matched with a child) are entitled to 26 weeks at full pay, followed by 13 weeks at Statutory Pay. The remaining 13 weeks of leave are unpaid.
- Additional policies are available for paternity/co-carer, and parental leave.
- Loans:** Employees are able to request interest free loans towards the purchase of season tickets, computers and bicycles. Loans are also available towards the cost of further education.
- Employee support:** AIUK has a wellbeing programme that includes an occupational health provider, weekly on-site wellbeing activities, and employees (and immediate family) also have access to a 24/7 confidential advice and counselling service.
- Other benefits:** Discount on Amnesty products  
Discounted gym membership