



## Tesco Daventry Grocery

*Benefits and Info Pack*

October 2021

**TESCO**  
*Every little helps*



## Welcome to Daventry Grocery Distribution Centre.

Daventry Grocery is unique within Tesco Distribution, not only are we a National Grocery Distribution Centre, but we are also bonded and the only COMAH (Control of Major Accident Hazard) site within the network, as we have a fully functional aerosol cage. The site measures 874,000 sq. ft. internally which is 15 full size football pitches and 1,000,000 sq. ft. including all the outside spaces with a functioning Rail Port with 3 trains being loaded and dispatched daily. We pick and deliver to all our 2500 UK stores and we have 14,500 active and 81,000 reserve locations.

### Daventry Grocery vision is:

“Great service for our customers and stores achieved through our people. Every colleague can make a difference”.

Working for Tesco is much more than just a job, there is wealth of colleague benefits that can be accessed via Our Tesco website with fantastic career and development opportunities available.

When you join us at Daventry Grocery DC, our Training Team will teach you how to work safely. There are always new opportunities arising within Tesco as we actively promote these to our colleagues. A dedicated Team Manager will support, coach and answer all your questions during your continued service with Tesco.



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## Our Core Purpose and Values.

‘Serving our customers, communities and planet a little better every day.’

Our business was built with a simple mission – to be the champion for customers, helping them to enjoy a better quality of life and an easier way of living. This has not changed. Customers want great products at great value which they can buy easily, and it is our job to deliver this in the right way for them. Serving our customers, communities and planet a little better every day means we always keep customers at the heart of what we do, while also reflecting our responsibilities to the communities we serve and to society more broadly.

In the UK, we serve some 66 shoppers every second, so it is our goal to ensure every one of those customers experiences just a little better service on each visit. Our Values help us to understand how to put this into practice:

- ✓ No one tries harder for customer
- ✓ We treat people how they want to be treated
- ✓ Every little help makes a big difference

Since we first introduced our Tesco Values, they have become a vital part of our culture and an essential underpinning of our growth and success. They ensure that every person at Tesco understands what is important – about how we work together as a team and how customers are at the centre of what we do. They are universal values, which have helped to guide our people as Tesco has grown into new markets and countries.

## Health and Wellbeing.

<https://colleague-help.ourtesco.com/hc/en-us/categories/360001427131-Health-and-Wellbeing>

By bringing together the skills and expertise of our charity partners, the British Heart Foundation, Cancer Research UK and Diabetes UK, our aspiration is to create the UK's leading workplace health programme within the next 5 years.

Visit the above site to learn more about:

- Mental Wellbeing
- Physical Wellbeing
- Occupational Health
- Company Healthcare
- Travel Health

## Our Community.

<https://www.ourtesco.com/colleague/our-community>

- Volunteering and fundraising
- Food waste
- Want to volunteer? How to get involved
- 20% top up on colleague fundraising
- Our opportunities for young people
- Work placements
- Give as you earn



To find out more about above, please visit [OurTesco.com](https://www.ourtesco.com)

## Benefit Report.

Benefit Report summarises all of the benefits that you have earned each year to July.

Every year we prepare a personalised report for every colleague, to demonstrate how being a member of the Tesco family adds up to a competitive package.

As of 2019 everyone receives a Benefit Report that includes:

- **Your Total Pay** - based on earnings, including overtime for the year and including any retirement savings.
- **Your Retirement Savings** - the amount Tesco has paid into the Tesco Retirement Savings Plan.
- **Your yearly UK Bonus Plan** - last year we were eligible for the UK Colleague Bonus Plan 2.5% (from Annual Salary) awarded in recognition of achieving strong performance for our business. We received this as a bonus payment with our 4-weekly pay.
- **Your Colleague Clubcard Discount** - this is your Colleague Clubcard saving for the year. Your Colleague Clubcard gives you a discount of 10% on Tesco groceries, 20% off F&F, 25% off at Tesco Café and more.
- **A summary of your shares** - As a Tesco employee you have the opportunity to hold shares in Tesco with Save as You Earn and Buy as You Earn Plan.



## **Bonus Plan 2021/2022. (After 3 months in service)**

As in the previous years, the Colleague Bonus Plan will continue to reward colleagues for progress against three of “The Big 6” measures: UK sales, UK profit and how we serve our customers.

UK sales and UK profit will both have equal focus, each contributing 40% of the total bonus

The customer measure forms the final 20% of the bonus – Big 6 measure “Customers Recommend Us and Return Time and Again”.

If we achieve a strong performance and meet these measures at Full Year results in April 2022, colleagues can expect to receive 2,5% of 2021/2022 eligible earnings as a bonus.

If we exceed our measures at Full Year, the bonus would be up to a maximum of 5%.





## **Retirement Savings. (From Day 1)**

The Tesco Retirement Saving Plan is available to all UK colleague to help them save for retirement. The plan is simple, flexible and as competitive as possible.

**Tesco match what you pay in:** save between 4% and 7.5% of your pay, Tesco match your contributions. You can save even more if you like.

**Choose how much you save:** Change how much you save, at any time and as many times you like at <https://www.ourtesco.com/reward-and-benefits/retirement-savings>

**Pay less tax:** You are not taxed on the money you pay into the Plan. You can pay less National Insurance too if you save through SMART.

**Life Cover** of five times your annual pay, if you die while you are paying into the Plan. Or one times your annual pay if you are not paying into Plan.

**Choose when and how to take your savings:** Take them at any time from the ages of 55 in a variety of ways.





## Colleague Clubcard. (after 3 months in service)

Colleague Clubcard is one of our most valued benefits and enables colleagues to get:

- 10% off shopping at Tesco (15% Fri-Mon starting from pay date)
- 10% off One Stop
- 10% off pay monthly & SIM only deals with Tesco Mobile
- 20% off all F&F purchases
- 20% off car, pet and home insurance at Tesco Bank. T&C's apply
- 25% off Tesco Café
- 50% off complete glasses purchases & free eye tests (other offers available) at Vision Express
- 50% off health checks at Tesco Pharmacy
- Savings on home, car and pet insurance with Tesco Bank

You can get up to £1000 worth of discount on your shopping between the 1st April and 31st March each year.

You can also order a second card for family member living permanently with you at the same address we hold on company records. You can apply on:

<https://www.ourtesco.com/reward-and-benefits/colleague-clubcard>



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**Clubcard** 

**Clubcard Plus.**

With Clubcard Plus, we are going one step further in our Clubcard journey, enabling customers and colleagues to get even more value from Tesco for only £7.99/month. Clubcard Plus includes great benefits across the whole Tesco, such as:

- 10% off two big shops up to £200 each, every month
- 10% off customers' favourite Tesco brands all the time: Fred&Flow, Go Cook, Fox&Ivy, Tesco Pet and Carousel
- Double data on a pay monthly contract every month for new and existing Tesco Mobile customers
- Exclusive access to apply for a Tesco Bank Clubcard Plus credit card with no foreign exchange fee

**Deals & Discounts.**

<https://tesco.rewardgateway.co.uk/SmartHub> - Access to thousands of other discounts on everyday products and services, including discounts on Eating Out, Travel, Entertainment & Days Out, Fashion and Sport & Leisure. You can save money in several ways:

- Through Cashback that you can transfer straight to your bank account
- Instant Vouchers that you can download to spend in store
- Turn your vouchers (boost them up to 3 times) into something bigger with our Partners (Le Shuttle, London Eye etc.)
- The discounts you get are on top of any other promotion online or in store

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## Smart Spending App (From Day 1).



Register for Colleague Deals & Discounts at <https://tesco.rewardgateway.co.uk/SmartHub> before using the app.

Planning a big purchase? Or updating your wardrobe? Before you do, download the “Smart Spending” app. And save money on the go at hundreds of your favourite retailers, restaurants and on days out. Available at the App Store and Google Play Store.

## Shares in Tesco. (SAYE or BAYE after 3 months of service)

**Save As You Earn** scheme for Tesco colleagues, which gives you the opportunity to save direct from your pay for 3 or 5 years with the option of using your savings to buy Tesco shares at a discounted price at the end of the saving period.

You can choose how much you want to save, between £5 and £500 every 4 weeks (money will be collected straight from your payslip) and for how long.

After 3 or 5 years you then have the choice to take all your money as a cash or use it to buy Tesco shares at the Option Price, which was set at the start of the scheme (October).

This means that if the Tesco share price at the time is higher than the Option Price, you have already made a profit.

**Buy As You Earn** scheme is an opportunity for you to buy shares on a regular basis.

**SmartSpending™**  
Content, Community & Champions

 Reward Gateway

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There are some great tax advantages if you buy shares through this scheme which means you can stretch your money even further, You can BAYE at any time throughout the year.

### **Cycle to Work Scheme.**

You can hire a bike and associated accessories (up to a maximum value of £1,000) from Tesco for the main use of commuting to and from work. The hire is made via salary sacrifice deductions from gross pay over a 12-month period. You can save money as part of the Hire Agreement as payments are taken from gross pay rather than net pay meaning you pay less Income Tax and National Insurance contributions (NIC). When your application is successful, you'll be given a Letter of Collection (LoC) which you can download from your account and use in-store or online at over 1,250 cycling retailers – including Halfords, CycleSurgery, CycleRepublic, tredz.co.uk and hundreds of independent bike shops.

At the end of the hire period, you'll have three options to choose from:

- Hiring the bike from Cycle to Work for a further 48 or 60 months depending on its value. You won't need to make any further payments.
- If you don't want to enter into another Hire Agreement, you can choose to pay Cycle to Work for the bike based on its Fair Market Value as defined by the HMRC.
- Returning the bike to Cycle to Work who will donate it to charity.

## Childcare Cost Savings.



Tax-Free Childcare is a new Government scheme, which launched to parents of children aged 4 and under in April 2017, and was further rolled out to children of up to 12 years in October 2018.

To qualify, parents will have to be in work and each earning at least £120 a week and not more than £100,000 each per year.

Parents can register now via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Long Service Awards. (From 5 years of service)

We give Long Service Awards to thank and recognise colleagues for the commitment and contribution. Experience and knowledge not only ensures our customers receive fantastic service every time they shop with us; it also provides invaluable support to colleagues every day.

We recognise service anniversaries every 5 years of your employment at Tesco.

At 5, 10, 15, 20, 30, 35, 45 and 55 years you will receive an anniversary box to your home address containing a card and badge.

At 15, 25, 40 and 50 years you will be presented with anniversary box containing an engraved glass block, card, a badge and a gift of a Tesco Gift Card.

Service Milestone

**Tesco Gift Card:**

- 15 years - £125
- 25 years - £360
- 40 years - £1300
- 50 years - £2250



## Retirement Awards.

Retirement marks the end of a colleagues working career and the beginning of a new chapter in their life. We recognise and celebrate this special moment with all colleagues who retire (providing they have at least one year continuous service with us at the date of their retirement) through the presentation of a Retirement Box. The box contains:

- Glass block engraved with your name and date of retirement
- £50 Tesco Gift Card to select a gift of your choice
- An invitation to join the Retired Colleague Community (providing you are 55+ and have 5+ years of continuous service)
- All retirement gifts are sent out automatically to the colleague home address



## More and more Benefits.

- If you leave Tesco and you have 30 years' continuous service or a minimum of 5 years' continuous service and your age plus service is 80 years or more on your final day of employment, then you are eligible to keep Colleague Clubcard for life.
- Vision Express. Stay focussed with free eye tests and 50% off complete glasses at Vision Express. You can also benefit from other exclusive offers, including 10% off sunglasses or a free three-month contact lens trial to help your vision last a lifetime.
- You will be paid four-weekly by bank transfer to a bank or building society account of your choice, so you will be paid 13 times per year.
- The Microsoft Home Use Program (HUP) is only currently available to colleagues with a valid Tesco "@tesco.com" email address. Tesco employees can purchase Office 365 Home or Office 365 Personal annual subscription for 30% off the usual rate.





Working Together

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