



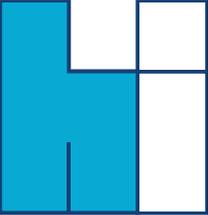
**Houghton International**  
Electro mechanical innovation



**everyone matters**

**Benefits of working at Houghton International**





# OUR MISSION, VALUES AND PRINCIPLES

## OUR MISSION



To be the best in the world at what we do

## OUR CORE VALUES



We protect and develop our people to be the best



We work as one team to deliver an exceptional customer experience



We are open, honest and always act with integrity



Innovation drives our business

## 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
- 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** and in return for our employees' commitment and hard work everyone enjoys a range of benefits additional to their salary so that everyone can continue to share in the company's continuing growth and ongoing success.

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 will be based on company profitability and individual performance (role dependent) against objectives 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 and will be rewarded for the success they 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 operate a Pension Salary Sacrifice scheme (referred to as "Pension Exchange"). 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' wellbeing, physical, mental and financial. Sickness absence particularly if you are unable to work for some time could leave you struggling financially. 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 and covers absences from 13 weeks up to 3 years at a rate of 50% of your salary. 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 your death whilst employed by Houghton International, the beneficiaries of your choice will be paid two times your 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, offering help and advice on everyday issues including family, money, health and wellness. Plus telephone and face to face counselling, and valuable online information.

### Training and personal development programme

Every employee at Houghton International has a personal development plan 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 allow them to continually grow developing their skills and knowledge.



"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."

Garry Bone, HVC Operative, 4 years.



"Working Matters makes you feel like your voice is heard and Michael, the CEO, chairs the meetings so things can be taken straight to the top."

Lynne Law, EMS Administrator, 8 years.

Flexible benefits include:

## Holiday buy/sell

This benefit gives more flexibility in how our employees wish to use their annual leave and promotes a better work life balance.

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-timers). The calculation will be made based on your salary as at 1st February.

## Health assessments

This is 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. Houghton International offers our employees a range of health assessments including health surveillance screening and mini health checks. Employees will benefit from clear health advice from the nurse on maintaining and improving their health and wellbeing for now and for the future.

## Long service awards

Lots of our employees have been with the business for many years. Employees receive a gift voucher when reaching 5 years' service and then incrementally every 5 years to reward their loyalty, encourage motivation and to recognise their experience.

## PureCard

Purecard is a pre-paid Mastercard® debit card that can be used to spend and save up to 15% in over 70 retailers. The savings can be made instore and with some retailers online and you save even if what you are buying is already discounted. Following an initial set up fee you can start to receive your rebates in the many retailers you regularly visit.

## Edenred My Work/Life solutions

Employees can take advantage of free access to discounted cards and vouchers for top retailers as well as discounts for days out and much more.

## Gym membership

My Gym Discounts is a self-paid gym membership scheme where the you pay the club directly. Discounts are available at many local gyms. The large number of health clubs, leisure centres and fitness studios ensures you are catered for no matter where you live. A great benefit if you are looking to improve your health and wellbeing.



## Cycle2Work scheme

As an employee, the 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. Cycling takes the stress out of your commute and means you can get to work in a cheap and environmentally-friendly way. Plus, you'll be keeping fit and healthy at the same time.

## Social events

As a company we celebrate our success together. Twice a year (usually Christmas and in the summer) we get together and socialise outside of working hours in an informal setting. We also support a number of charities and organise activities across the year to raise funds.

## Costco cards

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

## Staff recognition and engagement

Chaired by the CEO, 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 discuss 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.

At Houghton International we recognise that people are our most important asset and as such we employ for attitude and train for skill. We aim to be the employer of choice for talented people and invest in them to ensure that they have the opportunities to develop and grow.

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



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

**Michael Goble, HVC Operative, 30 years.**



**"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 sites."**

**Caroline Blackett, EMS Administrator, 1 year.**



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