

YOUR REWARDS AND BENEFITS

GRADE LEVEL 1-3



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Welcome to Your Benefits



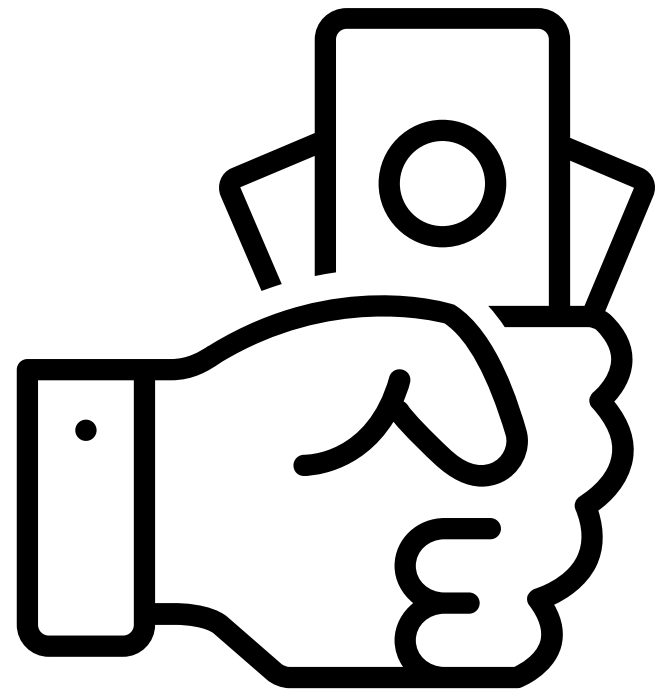
At the CAA, we're committed to supporting your professional growth and personal wellbeing. Our reward and benefits package is designed to reflect our values:

Do the Right Thing, Never Stop Learning, Build Collaborative Relationships, and Respect Everyone.

Whether you're new to the CAA or have been with us for years, these benefits are here to help you thrive both at work and in life.



YOUR REWARD PACKAGE



WHY CHOOSE US?

Salary

Salary Compelling Pay Offer:

Your salary will be reviewed annually as part of the annual pay review process for the CAA, taking into account movements in pay levels in the relevant external environment. Our aim is to ensure that you are rewarded fairly for your contribution and to provide transparency in the determination of your basic salary level.

For detailed information on pay and grading, refer to the CAA Reward Model Handbook.



Annual Leave



Standard Leave: Enjoy 28 days of annual leave plus public holidays. We believe in the importance of time off to recharge, whether that is spending time with family or friends, enjoying your favourite hobby or simply having time to do nothing.

Enhanced Leave: After 8 years of service, your leave entitlement increases to 30 days, and after 10 years, to 33 days. This is our way of acknowledging your loyalty and dedication.

Buy Extra Days: Need more time off? You can purchase up to 5 additional days of leave each year through salary sacrifice, allowing you to tailor your time off to fit your lifestyle.



Pension Scheme

The CAA Personal Pension Plan (CAAPPP) is a defined contribution scheme (DC) provided by Legal and General and offers a flexible approach to saving for your retirement, via salary sacrifice.

Your Contribution	CAA's Contribution	Total Contribution
3%	6%	9%
5%	10%	15%
6%	12%	18%

How our pension scheme works?



The CAA pension scheme provides flexibility to suit your needs throughout your career at the CAA. You can choose how much to contribute, and the CAA will pay up to double your employee contribution, capped at a maximum of 12%. So, the more you contribute, the more the CAA adds, up to the specified maximum 12% threshold, significantly boosting your retirement savings.

By joining the pension scheme, it represents a more tax efficient way to save for your future, as contributions are paid via a salary sacrifice arrangement.

For more detailed information, visit our internal portal or speak with the Resourcing team at HRResourcing@caa.co.uk

myRewardhub

» My Benefits

Build a personalised benefits package that suits your needs. Choose from a variety of options, including health plans, childcare vouchers, cycle scheme more. The platform is intuitive, guiding you through the selection process with ease.

» myRewardstatement

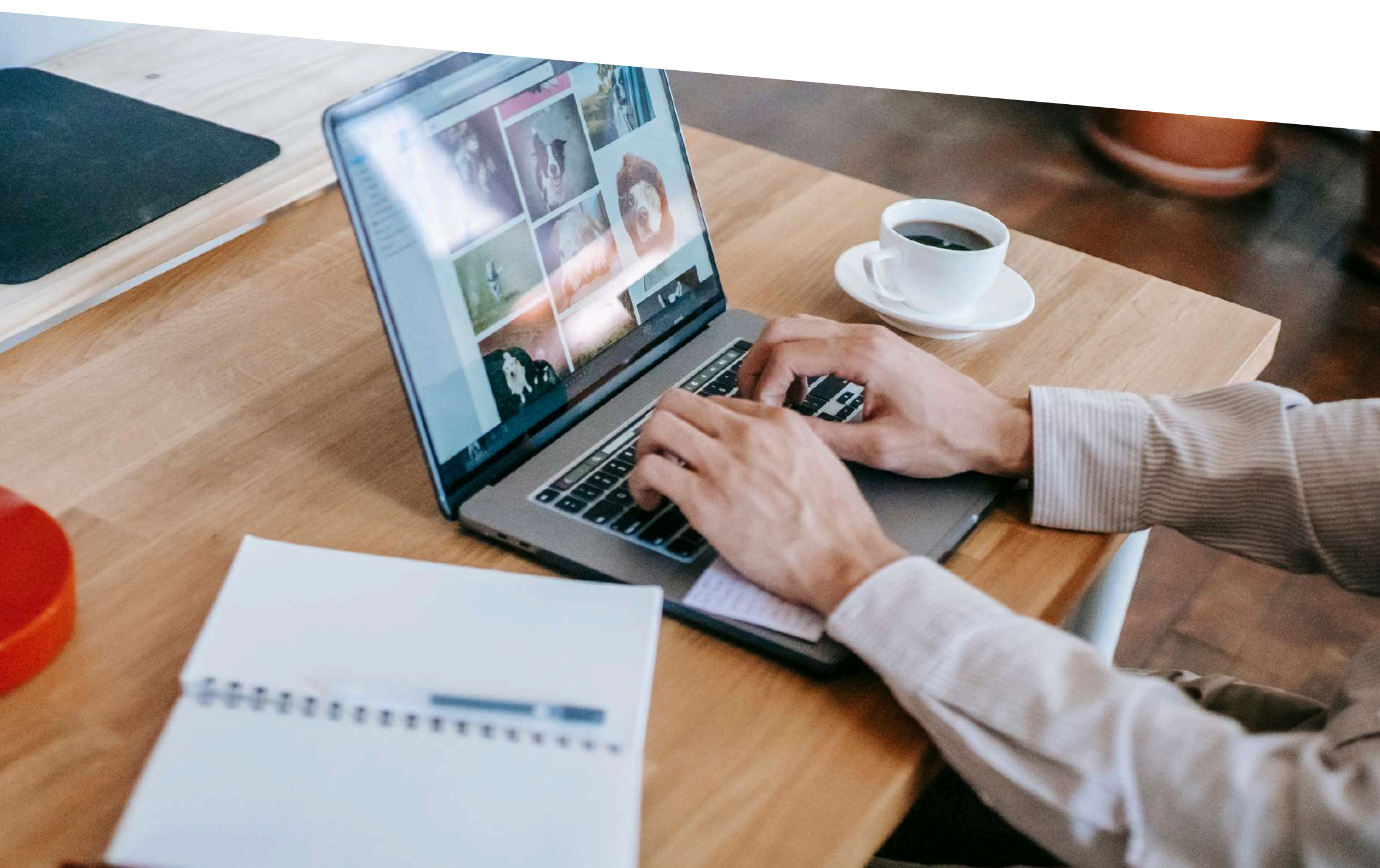
View a comprehensive breakdown of your pay, benefits, and the overall value of your total compensation package. This feature helps you understand the full scope of what the CAA offers, beyond just your salary.

» myDiscounts

Access discounts and cashback offers at over 1,000 retailers. Whether you're shopping for groceries, electronics, or clothing, you can save money through exclusive deals. Shop smarter with options like reloadable shopping cards, cashback offers, and e-vouchers.

» myRecognition

Recognise and be recognised for great work. The platform allows you to send thank you e-cards, nominate colleagues for awards, and track the recognition you receive. This fosters a culture of appreciation and motivates everyone to contribute their best.



For information purposes you will have access to your myRewardhub within six weeks of joining the CAA.

Medical and Dental Insurance



Private Medical Insurance: Managed by AXA. This insurance provides financial support for eligible medical treatments, giving you peace of mind.

Private Dental Insurance: Our Premier Dental Care Plan covers range of treatments, from routine checkups to more complex procedures. This cover ensures you have access to dental care without any financial stress.

For both insurances you can select to include family members.

You will be enrolled in the scheme within 6 weeks of joining and have a window in which to add family, once that window has closed you will have to wait for the Annual Renewal window to open or have a life event change.

NB - any change you make will be live from the following month.

Lifestyle & Benefit Choices

Annual Leave Purchase:

Flexibility to buy up to 5 additional days of leave, helping you to create a work life balance that fits your needs.

Train Season Ticket:

Spread the cost of your commute with an interest free loan for train season tickets, making your daily travel more manageable.

iDrive Car Salary Sacrifice

Scheme: Choose from a range of cars through our salary sacrifice scheme, providing a cost-effective way to access a vehicle.

Dining Discounts: Enjoy dining out with discounts at numerous restaurants via Taste card and Gourmet Society, making eating out more affordable.



Head Space: Headspace access for you and five dependents. Meditation, sleep, stress, and mindfulness support.

Cycle to Work Scheme:

Get a bike and safety equipment in a tax efficient way, promoting a healthier commute and lifestyle.

Gym Membership: Stay active with discounted memberships at PureGym and other fitness centres. We also have an onsite gym at our Gatwick location available for your convenience.

EV Charging Points: Enjoy the convenience of EV charging points at Gatwick, supporting our commitment to sustainability.



Additional Benefits

Wellbeing Room at Gatwick: A dedicated space where you can relax, recharge, and focus on your mental and physical health.

Therapy Support: Available via Occupational Health, with access to Headspace for you and up to five dependents.

CAA Social: Connect and collaborate with colleagues beyond the workplace through subsidised trips and events. This dynamic and inclusive membership group is open to all, offering a range of activities from theatre outings to sports clubs, promoting a sense of community and enjoyment within the organisation. CAA Social also provides funding and support for creating your own unique events. Join as a member and purchase your ticket for the CAA End of Year Party!

Professional Growth: Take advantage of various internal training programs and external learning opportunities, including coaching, mentoring, and STEM (Science, Technology, Engineering, and Mathematics) initiatives, all fully funded by the organisation to support your ongoing skill development and career advancement.

Diversity and Inclusion



The CAA is committed to fostering a diverse, inclusive environment where everyone feels respected, valued, and empowered to be their authentic selves. Our aim is to create a sense of belonging and ensure our practices reflect the interests of our colleagues, consumers, the public, and the global aviation and aerospace community.

We support safe spaces for colleagues to share experiences, lead change, and encourage open dialogue through role modelling, event promotion, and advocacy. Multi-faith rooms are also available at our Westferry and Aviation House offices for religious observance.

We all have a part to play and the CAA values unique contributions of our colleagues with many ways in which you can contribute to the D&I plan including attending or organising events or engaging with the Business Disability Forum, of which we are members. Here are just some of the things we do throughout the year at the CAA to recognise our diverse workforce; Lunar New Year, International Women's Day, Pride Month, Ramadan, Black History Month, National Careers Week, National Inclusion Week, UK Disability History Month, World Religions Day. We also shine a light on Welsh and international languages, British Sign Language (BSL), and religious observances such as giving to charity, fasting, Easter, Passover, Eid-ul-Adha, Diwali, and more.

We are on an evolving journey to understand, raise awareness and support colleagues that are Neurodivergent so that we can create a culture that fosters and develops people to be the best they can be.

Wellbeing and Work life Balance

Flexible & Hybrid Working: Enjoy the flexibility to work from different locations, whether it's the office, home, or the field. Adjust your working hours and patterns to achieve a balance between work and personal life.

Parental and Carer's Leave: Our enhanced maternity, paternity, and adoption leave policies ensure you have the support you need during these important life events.

Employee Assistance Program (EAP): Access confidential counselling, financial advice, and support services for you and your family. The EAP is available 24/7, offering help whenever you need it.

Mental Health and Suicide First

Aiders: Our trained first aiders are available to provide immediate support for mental health crises, including suicide prevention.





Recognition Programme

At the CAA, we believe in celebrating achievements:

Thank You eCards: Show your appreciation by sending personalised eCards to colleagues or teams. A simple thank you goes a long way in recognising effort and celebrating great work.

Quarterly & Annual Awards: Recognise individuals and teams who go above and beyond through our awards programme, aligned with the CAA's strategic priorities. Winners receive meaningful rewards, which may include experiences, vouchers, or the opportunity to donate to a charity of their choice.

Annual Recognition Event: Quarterly award winners are honoured at our Annual Recognition Event. An inspiring celebration of excellence across the organisation. This event highlights exceptional achievements and showcases the positive impact of our colleagues' contributions.

Contact Information

For more details or questions about your benefits or navigating available options, reach out to our team at:

HRResourcing@caa.co.uk

myRewardhub: Visit myRewardhub for a comprehensive view of all your benefits and to manage your selections. The platform is user friendly, designed to help you get the most out of what the CAA has to offer.

LOCATION

Head Office: Aviation House Beehive Ring
Road Crawley West Sussex
RH6 0YR

London Office: Westferry 11 Westferry
Circus Canary Wharf London E14 5EY

Regional Offices: Stirling and Manchester

For Information: The CAA will be relocating from Aviation House to new premises, unlikely before 2028 and up to a 15-mile radius from where we are now.

Contact Us:

HRResourcing@caa.co.uk

www.caa.co.uk

