

# PEARSON UK BENEFITS SUMMARY

Pearson is pleased to offer you a comprehensive benefits plan to help you meet your health and wellness, financial and lifestyle needs. This document sets out all the benefits available to you, giving you the freedom to build a package that works best for you. For more information please visit the Pearsons Benefit website.

## Do I need to select this benefit?

- P Provided:** This benefit will be provided to you automatically. Pearson funds the cost of your cover
- O Optional:** You can choose to opt in to this benefit, and any cost increase will be deducted directly from your salary

## When can I change this benefit?

- A Annual:** This benefit is only available to modify during the open enrolment window in March each year
- M Monthly:** This benefit can be selected on a monthly basis. Minimum membership terms may apply

## HEALTHCARE PLAN

*Provided by Aviva*

Your health is one of our most important concerns. Pearson's Healthcare Plan allows members to obtain treatment for injuries or acute medical conditions through private consultants and hospitals.

It covers a wide range of medical treatments such as **in-patient** and **out-patient** treatment, **home nursing**, **psychiatric care** and **surgery**.

### MAKING A CLAIM

Claims are **pre-approved**, administered and managed by an exclusive **Healthcare Concierge** service, manned by qualified nurses.

Contact the **Healthcare Concierge** to obtain approval before undergoing any treatment to ensure your medical costs are covered. In most cases you may need to visit your GP for a referral as part of this process.

### Do I need to select this benefit?

- P Provided:** Pearson funds the cost of your cover
- O Optional:** Add your spouse or partner and/or any children up to age 21 (or 24 if they remain in full-time education)

### When can I change this benefit?

- A Annually**



## EMPLOYEE ASSISTANCE PROGRAMME

*Provided by Workplace Options*

From time to time, we all have issues and concerns that impact upon our general wellbeing. Sometimes we may need some support on certain issues, or just someone to talk to. To help with this, Pearson provides all employees with membership of the Employee Assistance Programme ("EAP").

The EAP is available 24/7 and provides you and your immediate family with a variety of practical information and counselling.

### KEY FEATURES OF THE EAP

- Confidential:** any personal information is not shared with Pearson and no one will know that you have used the service
- Always Available:** the service is available 24 hours a day, every day of the year
- Unlimited:** access the service as often as you wish
- Convenient:** information is available over the phone, online or by post
- Flexible:** counselling is available over the telephone and face-to-face, near the office or home
- Expert advice:** the service covers a wide range of work and personal issues, from relationships problems and childcare to financial and legal issues

You can access the EAP by calling **0800 243 458** or by visiting the **EAP website**.

### Do I need to select this benefit?

- P Provided:** Pearson funds the cost of this service



# PENSION

Provided by the Pearson Pension Plan



There are two sections available for your pension:

Money Purchase 2003 (MP03) Section	Auto Enrolment (AE) Section
Must Opt-In	Automatically Enrolled
<b>Requirements</b> Age: Over 22 but under State Pension Age Salary: Over £10,000	<b>Requirements</b> Age: Over 22 but under State Pension Age Salary: Over £10,000  If you don't meet these requirements but are aged 16-74 you can choose to join this section
<b>You Contribute</b> 3% to 8% of your salary, depending on your age	<b>You Contribute</b> Fixed 5% of Qualifying Earnings*
<b>Pearson Double Matches</b> 6% to 16% of your salary, depending on your age	<b>Pearson Contributes</b> Fixed 3% of Qualifying Earnings*

\*Qualifying Earnings is a range of earnings with a lower and upper threshold. It is always less than your salary, thereby reducing the amount pensionable if you choose to enroll, or are automatically enrolled, into the AE Section. QE is set by the Department for Work and Pensions (DWP) each tax year.

Each section provides different benefits to your loved ones in the event of your death; please see details in the Life Insurance section.

**Do I need to select this benefit?**

**Optional:** You can choose a level of pension contribution to suit you

**When can I change this benefit?**

**Monthly**

# LIFE INSURANCE

Dependent on your participation in The Pearson Pension Plan



In the event of your death whilst employed by Pearson, the life insurance cover will help support your dependents financially. The level of cover depends on your membership of the Pearson Pension Plan:

Membership of The Pearson Pension Plan	MP03	AE	Not a member
<b>Lump sum</b> as a multiple of salary	4x	3x	2x
<b>Annual</b> income to your spouse or civil partner	33%	✗	✗
<b>Annual</b> income to dependent children (up to 4 maximum)	8.5% each	✗	✗
<b>Refund</b> of pension savings	✗	✓	N/A

**Do I need to select this benefit?**

**Provided:** Your life insurance benefits will depend on your membership of The Pearson Pension Plan



# SAVE FOR SHARES

Save between £5 and £500 a month for 3 years to purchase Pearson shares at a discount. The price you will pay for the shares at the end of the 3 years is set at a 20% discount to the market price at the start of the plan.

The examples below are based on a fictional share market price of £6.25 (discounted by 20% to £5.00) and a share price at the end of the savings period of £7. These values are for illustration only.

Savings			Choices		
Chosen Monthly Amount	Periods	Total Contribution at end of Period	Buy and Keep Shares	Buy + Immediately Sell Shares	Take Back Savings Only
£10	3 Years (fixed)	£360	72 shares (360÷5)	Return of £504 (gain of £144)	Return of £360
£200	3 Years (fixed)	£7,200	1,440 shares (7,200÷5)	Return of £10,080 (gain of £2,880)	Return of £7,200
£500	3 Years (fixed)	£18,000	3,600 shares (18,000÷5)	Return of £25,200 (gain of £7,200)	Return of £18,000

**Do I need to select this benefit?**

**Optional:** You can choose whether you wish to participate, and how much you wish to save per month

**When can I change this benefit?**

**Annually**

## DENTAL PLAN

Provided by Unum Dental



There are three levels of dental cover to choose from, with different monthly costs and reimbursement limits to suit your needs.

### MAKING A CLAIM

There is **no need to obtain pre-approval** for treatments. You can make claims **online** or submit a completed **claims form** by **email**.

To check the amount you are entitled to claim for under your chosen cover level, contact Unum by **phone** or **email**.

Do I need to select this benefit?

**Optional:** Add your spouse or partner and/or any children up to age 21 (or 24 if they remain in full-time education)

When can I change this benefit?

**Annually**

## EMPLOYEE DISCOUNTS

Provided by Sodexo (MyDiscounts)

You can access a wide range of discounts, cashback and discounted vouchers for a range of retailers through **MyDiscounts**.

To access MyDiscounts, click on the **Discounts** tab from your Pearson Benefits page. Then click **join** and enter your **name** and **employee number**.



Do I need to select this benefit?

**Provided:** Pearson funds the cost of this service

## ANNUAL LEAVE TRADING

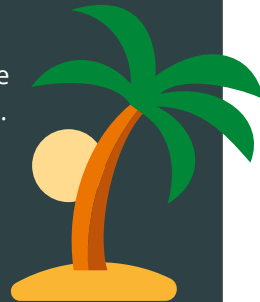
If you are eligible, Pearson provides you with the flexibility to change your annual leave entitlement:

**Increase** by up to 5 days (up to an overall maximum of 35 days)

**Decrease** by up to 5 days (not applicable for employees who are Grade E and above)

Each day that you buy or sell is valued at  $\frac{1}{260}$ th of your annual salary (pro-rated if part-time or working a non-standard weekly pattern). Your salary is adjusted for 9 months (April to December) to reflect your chosen entitlement.

You must seek approval from your line manager prior to making any changes.



Do I need to select this benefit?

**Optional**

When can I change this benefit?

**Annually**

## CYCLE TO WORK

Provided by Cyclescheme

You can lease a bicycle (including qualifying equipment) and spread the cost over 12 months. You can request a value to suit your needs. The lease is paid via **salary sacrifice**, so you benefit from income tax and NI savings.



Do I need to select this benefit?

**Optional**

When can I change this benefit?

**Monthly**

## CONTACT INFORMATION

**Healthcare Concierge:** +44 (0)1606 354 040  
**EAP Helpline:** 0800 243 458 (open 24/7, 365)  
**EAP Info:** [ear.powerflexweb.com](http://ear.powerflexweb.com)

**Pearson Pension Info:** [pearson-pensions.com](http://pearson-pensions.com)  
**Save for Shares Info:** [www.pearsonshareportal.com](http://www.pearsonshareportal.com)  
**Save for Shares on Neo:** [neo.pearson.com/saveforshares](http://neo.pearson.com/saveforshares)

**Life Insurance Info:** [pearson-pensions.com](http://pearson-pensions.com)  
**Unum Dental Claims:** <https://mypolicy.unum.co.uk>  
**Unum Dental Helpline:** +44 (0)20 7265 7111

The information in this document is provided for your general information only and is no way a guarantee or contract of employment. All benefits are governed by rules and policies as set out in their respective policy documents, contracts and agreements. If there is any discrepancy between the information in this document and the policy documents, the policy documents shall prevail.