



Maritime &
Coastguard
Agency

Staff Benefits Brochure

Our People, Your Benefits



Welcome

I am delighted to introduce you to our Staff Benefits Brochure.

At the MCA, we are passionate about our people and how we work together, and we take pride in being an inclusive, equal opportunities organisation where everyone is treated fairly.

We are pleased to be able to offer benefits ranging from enhanced discounts, technology purchase and cycle to work schemes. We also offer flexible working and development opportunities to get the most from your career with us. We understand that a career is about more than just the time you spend at work and so we aim to provide a flexible and supportive environment for our staff. This comprehensive brochure details a series of schemes to support the dedication and commitment of our staff, as well as recognise and reward their contribution to the work of the Maritime and Coastguard Agency.

We value and encourage teamwork, and we are gaining a reputation for being able to work really well with other organisations, thanks to driving innovation and delivering safety in a highly professional way.

Our vision, 'The MCA Way', has been created to highlight how we want to work together, and those who want to join us will consistently demonstrate great behaviours in what they say and what they do, to reinforce our goal of being a world leading organisation in maritime safety.

*Thank you
Virginia*

Cycle to Work

Boost your health, save money and help the environment through the Cycle to work scheme

Cycle to Work is a government initiative which offers the most cost-effective way to get new cycling equipment. If you join the scheme, you can save on a bike and cycling accessories by making monthly payments from your salary before you're taxed. This is called 'salary sacrifice'.

You can make up to 47% tax and national insurance savings on the cost of your new cycling equipment – but the actual amount you pay depends on your personal tax band.





Payroll Giving

Give to the causes that you care about with Payroll Giving

- It costs you less to give more – as donations are deducted from your gross pay (before tax is calculated), this gives immediate tax relief, meaning it costs you at least 20% less
- You decide how much you want to give and to which causes, safe in the knowledge that all charities on our database have been fully vetted

Payroll Giving, through Charities Trust, is a smart way to give to the causes that you care about, allowing you to donate direct from your pay to any UK registered charity or good cause. It's easy to set up, safe, secure and tax-friendly.

Charities Trust is a HMRC approved Payroll Giving agency and leading donations management organisation, committed to growing charitable giving since 1987.

We can also offer you the option to pay your funds into a My Giving Account, which gives you extra flexibility.

MyDiscounts

Save more, spend less with MyDiscounts

Whether you're shopping for groceries, clothes, the latest tech, booking a holiday or activity, MyDiscounts provides a fast and easy way to save money. Most of these discounts can be used in conjunction with existing in store promotions.

There are a range of discount options on the platform:

- Buy a physical gift card at a discounted price and keep the card topped up to make regular savings
- Save anytime, anywhere with eGift cards. You'll receive your discounted eGift card instantly to your email address
- Copy and paste offer codes when you're shopping online to apply the discount to your online basket
- Enjoy discounted retailer websites, allowing you to purchase items and days out at exclusive reduced prices



mylifestyle

Login now to save
more, spend less

www.edenred.uk.com/signin/ccsmylifestyle



Reward and Recognition

When you want to give recognition or simply say 'Thank You'

- Send someone a thank you if they've done something great or in line with our values
- Get rewarded by your colleagues or give recognition to your colleagues through MyRecognition

Managers will see your note and can attach a monetary value to the recognition if they've truly gone above and beyond.

If you've been recognised, you'll get an email to let you know what someone's said and if there's a reward for you.

You can then log into the online reward catalogue using your account balance to select a gift voucher, card or digital eGift card for a retailer of your choice. The catalogue contains a huge range of rewards from over 120 top brands, allowing you to instantly pick something which suits your own wants and needs.

Blue Light Card and Tickets

Card

Blue Light Card provides the biggest and best discounts for Emergency Services, NHS and Armed Forces and is the service that supports and recognises the Maritime and Coastguard Agency's employees and volunteers.

Expect discounts for everything, from grocery shopping to restaurants and holidays.

Tickets

Blue Light Tickets provides the Blue Light community with the chance to receive free tickets from venues, sport teams, attractions and festivals. Powered by Blue Light Card, Blue Light Tickets allows you to easily enter ballots or access first-come-first-served tickets to events across the UK.

**BLUE
LIGHT
CARD**





Make every second of
your free time count

Civil Service Sports Council

Membership
only £4.99
a month

An exclusive card that gives you
savings and discounts

The CSSC are a not-for-profit organisation who love providing fantastic sports, leisure offers, member benefits and discounts to their ever-growing community of over 150,000 members working within the civil service and public sector organisations. The CSSC are part funded by the Cabinet Office and their vision is to inspire members to explore new ways to be active while maintaining and developing their physical and mental health.

For just £4.99 a month, you get:

- Huge savings on dining out and cinema tickets
- Money off sport events and gym memberships
- Exclusive discounts on days out across the UK
- Health and wellbeing advice and support
- Opportunities to try new activities for less
- Access to a huge active community of like-minded people and much more.

boundless

BY
CSMA

Working or retired from the
public sector or Civil Service?

It's time for fun and new experiences.

Join today
for only £40
a year

An exclusive club that gives you savings and discounts

As one of the largest membership clubs for civil servants and public service employees, Boundless is a club that focuses on making the most of spare time and saving money along the way, encouraging members to share good times and new experiences. Membership offers great value for money, including free entry to some of the UK's best attractions and up to 20% off at Boundless-owned holiday properties.

For just £40 per year, you get:

- Access to Boundless holiday properties with a saving of up to 20%
- Access to member run groups, where you can enjoy days out and favourite hobbies with other like-minded members
- Free membership to Tastecard and Coffee Club
- Exclusive member events and master classes
- Free 12-month membership with Kids Pass
- Unlimited access to all 10 Wildfowl & Wetlands Trust sites
- Unlimited access to Royal Botanic Gardens, Kew

Home and Technology Benefit



An easy way to pay for all your home and technology needs

We are pleased to have recently launched Technology Benefit, a platform that allows the purchase of multiple items through a net pay deduction scheme. Spend up to £3000 and repay monthly directly from your salary over 24 months, interest free.

Access the latest consumer technology from leading brands such as Apple, HP, Microsoft, Nintendo, Samsung, Sonos, Sony and many more. The latest specifications are always offered, so you can be sure your new tech will be up-to-date.

We also offer extended warranty and/or insurance included on some main packages. Our wide range of product categories includes Apple products, smart TVs and projectors, laptops, domestic appliances, outdoor and gardening equipment, and much more.

Our United Networks

More than just Pay and Reward

We know pay and reward is important, but we also understand our staff want to feel part of something more.

All our networks are run by MCA staff members for MCA staff members and they all offer friendly advice, support and guidance. The networks are robustly supported by our CEO Virginia and the Executive team, meaning that they are truly in a position to make a difference.

We currently have the following active networks:

- Women's Network
- Multi-Faith Chaplaincy Network
- Respect Ambassadors
- LGBT+
- Carers Network
- Employee Engagement Network
- Positive Support Network



Employee Wellbeing



A focus on wellbeing

We understand the importance of good health and wellbeing for our team. A range of workplace wellbeing initiatives and networks are provided across the MCA to help everyone remain healthy and provide a safe and supportive environment for all.

We offer:

- Display screen equipment
- Access to financial wellbeing resources
- Workplace adjustments
- Flu vaccination vouchers
- A dedicated 'Speak Up' function
- Access to internal mediation to help resolve work related matters



More information on the types of wellbeing support are available overleaf.

Employee Wellbeing

Respect Ambassadors

Creating an organisation where you feel you can highlight any issues and know who to talk to.

Health & Safety

The Health and Safety team provides an advisory service to all directorates, managers and staff to help them comply with relevant health and safety legislation and to provide a safe workplace.

Mental Health Wellbeing Support Network

Mental Health Buddies have volunteered to support staff in need of an independent, empathetic ear, so you feel you can highlight any issues and know who to talk to. The role of our Occupational Health provider is to provide an independent and confidential health service that supports our staff and volunteers to perform their duties.

Employee Assistance Programme (EAP)

A 24-hour counselling service, which is free and confidential.

Financial Wellbeing

We provide multiple resources for financial wellbeing, some of which are provided by our benefits partners.

Occupational Health

The role of our Occupational Health provider, is to provide an independent and confidential health service that supports our staff and volunteers to perform their duties.

Pension

More than just a standard pension scheme

In the Civil Service, we are renowned for how great our pension is. Our pension administrator, MyCSP, offers an industry leading pension scheme. As a new starter, you are automatically enrolled into the 'Alpha' scheme but can move to an alternative scheme if requested.

The employer contribution towards your pension is extremely generous - on average 27% of your pay.

But what does this actually mean?

Let's say your salary is £22k pa (per annum). If you retire after 20 years' service you could receive an annual pension of £10,208 or a pension of £6,562 pa and a tax-free lump sum of £43,748.

Looking for more information? [Search Civil Service Pensions](#)



Career Development and Training

Learning, development and more

We're passionate about developing our staff and enabling them to reach their full potential. We offer a variety of different opportunities:

- Training requests
- Civil Service employees can have up to 5 days away from work for training/college days per year
- Apprenticeship opportunities
- Not had the time or budget to get a professional qualification? Not a problem! The MCA can help you focus on your professional development with funding and support whilst earning
- Apprenticeships are available for all ages and all experience levels from A-Level to Masters
- Professional and technical training schemes
- Internal development and progression
- Coaching and mentoring



Work-Life Balance

At the MCA we are a community and we understand that creating a good balance between work and personal life is important. We offer a number of attractive options to help promote a positive balance between the two.

Generous parental leave arrangements

Subject to meeting eligibility criteria, the primary carer is eligible for 52 weeks of leave comprising of 26 weeks full pay, followed by 13 weeks statutory pay and 13 weeks unpaid leave. The secondary carer is eligible for 2 weeks of full pay on Paternity leave. Shared parental leave – up to 24 weeks full pay – is also available for eligible employees.

Generous holiday allowance

25 days of annual leave, increasing by 1 additional day for each year of service up to a maximum of 30 days after 5 years of service. Plus 8 bank holidays (based on the England and Wales dates only) and a Privilege day for His Majesty the King's birthday.

Flexible Working

Alternative working patterns, which include full time, part time and shift working, including:

- Flexi-time
- Flexible retirement
- Career breaks



Our Vision and Values

Our Vision

"To be a world-leading organisation, accelerating the transition to sustainable shipping with non-negotiable safety standards.

We put our people, our customers and our planet at the heart of everything we do"

Our Values

At the Maritime and Coastguard Agency we take great pride in our organisation and the service we provide to the public and the wider maritime community. Our behaviour is guided at all times by our values, which are:

Safety

We lead by example in promoting safe working practices that protect our people, assets and all those at work/leisure in the maritime environment.

We embed safety awareness in our own culture and through partnership working, education and regulation.

Professionalism

We take personal responsibility and accountability for team excellence, learning, innovation and the sharing of best practice.

We apply our knowledge and skills consistently and impartially. We are committed to improving performance through continuous professional development.

Trust

Trust underpins everything we do.

We behave in an honest, considered and consultative manner and can be relied on to honour and deliver our commitments.

Respect

We treat everyone fairly and with dignity.

We encourage and value everyone's contribution.



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Coastguard
Agency



At the MCA,
Our People Matter

 www.gov.uk/mca

 [@MCA_media](https://twitter.com/MCA_media)

 [@MCA](https://www.facebook.com/MCA)

 [linkedin.com/company/maritime-and-coastguard-agency](https://www.linkedin.com/company/maritime-and-coastguard-agency)

Contact us

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