



Welcome to RELX

UK Benefits Programmes Overview

This document is a benefits summary for employees with employment contracts issued after September 2018 and is subject to change. Please refer to your employment contract for more details.



We are glad
you are here!

Because your work is
important—to us and the
world—we need to be sure
you're healthy and happy,
plus provide a path for you
to secure your future.



Welcome

Additional information

RELX's benefits represent a partnership between RELX employers and their employees, to help employees protect their health, accumulate wealth and secure their future. These benefits are subject to the applicable policies, which may be found here:

<https://peoplehub.relx.com/> > Benefits > Benefits by Country > UK Benefits

Further details of these benefits may be found in your employment contract or on the PeopleHUB page above.

Core Elements

- Private Medical Benefit
- Health Screening
- Holiday Entitlement
- Holiday Buy



Core Elements

Medical and health benefits

Private medical benefit

Provided you are in employment with a RELX employer at the time and RELX continues to operate a private medical benefit which applies to your role, you will be automatically enrolled in the benefit from your commencement date. You will have the ability to opt out of this benefit. The PMB currently provides medical benefits for you subject to and in accordance with the rules of the PMB from time to time in place.

In order to participate in the benefit, you are asked to pay a participation fee which is collected via a salary sacrifice arrangement for each benefit year during which you participate. This is £129.30 (or 15% of the value of the single member rate) for the 2020/21 benefit year. Additional salary sacrifice amounts apply for adding dependants to your PMB as the principal member for benefit year. Your PMB is taxable and will be reported monthly to HMRC.

This benefit is discretionary and we may decide to discontinue provision of private medical cover for future years or vary or amend the provision of private medical benefit in any way from year to year, including changing the benefit provider and/or the extent or type of the benefit and / or the annual fee payable by you which applies.

Health screening

After both six months' service and successful completion of probation, employees are eligible for health screening, currently provided by Nuffield Health, and thereafter on the third anniversary of the last assessment. If employees wish to have a health screen more frequently and /or undergo additional screening / testing, they may purchase this at any time on preferential rates negotiated by RELX.

Annual Holiday Time

RELX employers provide time away from work, plus the chance to purchase additional time each year.

Holiday entitlement

25 days' holiday plus bank/public holidays (pro-rata for part-time employees) in a complete calendar year. Up to three additional discretionary days of holiday may be given around the year-end holiday period at business discretion, for example, to take account of office closure.

Holiday buy

Employees, except senior executives eligible to participate in the RELX Long-Term Incentive Plan, may buy up to an additional five days' holiday per year (pro-rata for part-time or, where relevant, fixed-term employees). The opportunity to buy holiday is available annually during an enrolment window and if employees choose to buy holiday, the payroll deduction is spread over the remainder of the calendar year. The approval process for taking the additional leave follows the regular annual leave approval process.

Holiday is bought with applicable base salary deductions only.

Financial Investments

- Pension
- Employee Stock Purchase
- Service Awards



Investing in You

RELX invests in you today through your annual salary and in your future through pension contributions.

Pension

The RELX UK DC Plan is a group personal pension arrangement provided by Scottish Widows Administration Services Limited.

Employees will be automatically enrolled to contribute 4% of their base salary to the plan through the RELX Smart Pension salary sacrifice arrangement unless they decide to opt out.

RELX will match employee contributions up to a maximum of 5% of base salary. After completing one month of plan membership, it is possible for employees to reduce their level of contribution to 3% of their annual basic salary within the first two months of plan membership. Detailed instructions are available during the online on-boarding process.

Alternatively, as a member of the RELX Smart Pension, contributions can be changed during the annual Open Enrolment window in March each year.

Enhanced Employer Contributions

Once employees complete three years of continuous service in the Plan, they will be eligible to receive enhanced employer contributions into the Plan in accordance with the table below:

Employee pays (%)	Employer pays (%)	Total contribution (%)
3	3	6
4	5	9
5	7	12
6	9	15
7	11	18

Employee Stock Purchase and Service Awards

Investing in You

Save as You Earn – Share Option Scheme

Employees can buy RELX PLC shares at a discounted price using money saved from your net monthly pay. Sharesave is open to permanent employees of UK participating companies who are UK residents.



Service Awards

RELX recognises and rewards long service for all permanent employees by providing the following monetary amounts (net of tax and National Insurance Contributions):

- 10 years = £500
- 20 years = £1,000
- 30 years = £2,000

Employees may choose to waive receipt of their award in return for their RELX employer matching the award and making a payment to a RE Cares supported charity.

Family Benefits

- Family Leave
- Adoption / Surrogacy
- Childcare Scheme



Maternity and Paternity Leaves

RELX is excited to help you welcome a new child into your family.

Maternity Leave	
Service	Benefit
All	52 weeks' maternity leave and statutory maternity pay of 39 weeks, if eligible
Over 12 months at 15 th week before expected week of childbirth	Leave above includes 22 weeks paid at full base salary during maternity leave

Paternity Leave	
Service	Benefit
26 weeks at 15 th week before expected week of childbirth	Up to 2 weeks' ordinary paternity leave and 2 weeks' statutory paternity pay
52 weeks at 15 th week before expected week of childbirth	Up to 2 weeks' ordinary paternity leave and up to 2 weeks' full base salary by way of paternity pay (including statutory paternity pay)

Parental Leave and Childcare Scheme

Balancing work and family can be hard, so we have benefits to help you face those challenges.

Parental Leave

RELX employers follow statutory parental leave arrangements, which allow up to 18 weeks of unpaid leave to care for each child at any time before the child's 18th birthday once the employee has one year's continuous employment.

The maximum period of parental leave that can be taken in any one year is four weeks.

Shared Parental Leave

RELX operates a discretionary shared parental leave and pay policy which follows the statutory shared parental leave and pay requirements, and in addition, enhances shared parental pay to reflect discretionary enhanced maternity pay.

Childcare Scheme

Eligible employees may wish to take up the tax-free childcare support offered by the UK Government. The support is available to eligible employees and applies up to 1 September following a child's 11th birthday, or up to the age of 17 if the child is disabled.

www.gov.uk/help-with-childcare-costs/tax-free-childcare.

Adoption and Surrogacy Leave and Pay

Benefits to support the expansion of your family.

Employees who are adopting a child, fostering to adopt, or are having a child through a surrogate are eligible for adoption leave, subject to the eligibility and notification requirements.

Service	Pay
26 weeks at the end of the matching week	Entitled to statutory adoption pay
12 months at the end of the matching week	Eligible for enhanced adoption pay of 22 weeks of full basic pay

More Benefits for Your Family – Bright Horizons

RELX has lots of resources for you, and for your family.

Enhanced Family Supports

Help finding regular care for your children and adult/elder dependants including:

- Waiting list priority and waived registration fees at selected Bright Horizons nurseries and preschools
- Exclusive discounts at participating holiday camps
- Free access to an on-demand platform of trusted babysitters
- Access to a wide range of discounted adult care packages to suit your family needs
- Free memberships and exclusive discounts on life skills coaching, tuition support and exam preparation

Backup Child and Elder Care

**10 days per year of backup
child or elder care**

- Back-Up Child Care: Next time schools are closed, your regular caregiver is on holiday, or you're between childcare arrangements, high-quality back-up care is just a click or call away.
- Back-Up Adult and Elder Care: If you are injured, Mum's had a fall, Dad's recovering from surgery, or the regular caregiver is unwell, Bright Horizons will arrange back-up care.

<https://clients.brighthorizons.com/RELXUK>

Username: **RELX** Password: **Benefits4You**

Financial Protection

- Life Assurance
- Sick Pay



Protecting You

RELX offers benefits for your protection, just in case.

Life Assurance

Employees who are a member of the RELX UK DC Plan are eligible for four times their gross basic annual salary by way of life assurance cover. This is payable to their elected beneficiaries if employees die whilst in employment.

Employees who choose to opt out of the RELX UK DC Plan will be provided with two times their gross basic annual salary as life assurance cover.

For Plan members, employees may purchase additional cover of up to a further two times basic annual gross salary (in increments of one times salary) at preferential rates negotiated by RELX.

Sick Pay

For when time away from work is required due to sickness or injury.

Sick Pay

During the probationary period and for employees who have less than six months' service, employees will be eligible for up to one week's discretionary enhanced sick pay (including statutory sick pay).

Employees who have less than two years' service and are unable to work due to sickness or injury, after six months and successful completion of their probationary period, they are eligible to receive up to 13 weeks' base salary by way of discretionary enhanced company sick pay (including statutory sick pay) and a maximum of a further 15 weeks' statutory sick pay. Employees who have two or more years' service are eligible to receive discretionary company sick pay increases to 34 weeks' full base salary, inclusive of statutory sick pay.

All sick pay is subject to notification requirements.

More Benefits

- Other Types of Leave
- Employee Assistance Programme
- Study Assistance
- Employee Discounts
- Transportation Benefits
- Professional Memberships
- Charities and Recruitment



Other Leaves

Public Duties	Pay
Jury Service	You will receive full pay and benefits, subject to any reimbursement for time off paid by the courts.
Other Public Service	You are eligible for up to three days' leave per year (pro-rata for part time employees) on full pay
Reservist Duties / Military	You are eligible for up to one week's leave (pro-rata for part time employees) on full pay and benefits, subject to taking the first week out of your annual leave entitlement.

**Further details and eligibility requirements are set out in the Public Duties Policy*

Sabbaticals

After a minimum of five years' continuous service, you may make a request for unpaid sabbatical leave to your manager.

More Benefits

You work hard to get ahead. Let RELX help.

Employee Assistance Programme

The Employee Assistance Programme (EAP) is a service offering free and confidential telephone or online support 24 hours a day, 7 days a week, The EAP is currently provided by AXA.

Off-site or virtual professional counselling and referral service which is offered on an entirely voluntary basis.

Did you know?

AXA provides **Confidential** counselling for:

- Employment Issues
- Work Pressures
- Family Management
- Relationship Management
- Legal
- Financial stress

Study Assistance

RELX supports employees with reasonable time off and payment for relevant and appropriate training, courses and qualifications which enhance their business knowledge and are relevant to their role. Further details, including eligibility requirements, are contained in the Study Assistance Policy.

Employee Discount Programmes

Employees may benefit from a wide selection of specially negotiated discounts on a host of products and services which are currently operated and provided by Perks at Work.

More Benefits

You work hard to get ahead. Let RELX help.

Transportation Benefits

RELX provides interest-free loans to enable employees who have successfully completed their probation period to buy a season ticket for travelling to and from work. The loan is repaid over 10 or 12 months by monthly deductions from their salary and processed via payroll.

At present, the interest-free loans are not a taxable benefit up to a limit of £10,000. If this changes, any income tax and National Insurance Contributions due will be their responsibility.

Cycle to Work

RELX also offers employees the opportunity to take advantage of the RELX Cycle to Work Scheme. This is a salary sacrifice arrangement facilitated by a third-party provider which enables employees to obtain a bicycle (pedal bike or electric bike) at a savings off of the retail cost, through a tax efficient scheme via reductions to gross base salary, spread over a choice of a 12- or 18-month period.

Other Benefits for You (and Others)

Help others (and yourself) and get ahead by participating in the following benefits.

Charities – Give as You Earn (GAYE)

Employees who wish to make regular donations to a charity of their choice are able to do so by making tax efficient payments through the Give As You Earn scheme operated by the Charities Aid Foundation.

In accordance with the employee's instructions, monthly deductions will be made from their salary and these will be paid over to the charities of their choice, provided they are recognised by HM Revenue and Customs and have charitable status.

A Charities Trust Payroll Giving Authorisation Form is available on PeopleHUB.

Social Committees

Social committees run at some office locations, organising events and sporting activities.

Recruitment Introduction Reward

When employees introduce their friends and acquaintances to an employment vacancy and it leads to a successful appointment, they may receive a discretionary reward from their RELX employer in recognition for this, as appropriate to the nature of the introduction.

This will be given after the new employee has successfully completed 30 days of employment and provided other conditions are also met.

Membership of Professional Bodies

RELX supports employees with their membership of professional institutes and bodies, where membership enhances their business knowledge and is relevant to their role. Further details, including eligibility requirements, are contained in the Membership of Professional Bodies Policy.

Wellbeing

- Eye care vouchers
- Gym facilities or discounts



Wellbeing Benefits

RELX provides discounts and vouchers to keep you healthy.

Eye Care Vouchers

Employees are eligible for eye care vouchers currently provided annually or as recommended by their optician, to allow them to undergo an eye test with participating practitioners.

Employees may also be eligible for a contribution towards basic frames and lenses if they are specifically needed for VDU use.

Gym Facilities or Discounts

Certain offices have free in-house gym facilities which are available once employees have undertaken a fitness test. Employees may also take advantage of negotiated discounts arranged with vendor-operated gyms (20% discount for RELX employees and dependants living at the same address).

Please see below for gym locations:

www.nuffieldhealth.com/gyms#locations

Other Important Information

- Overtime and on-call
- Redundancy



Overtime and On-Call

Employees who are not line managers, and whose department operates overtime arrangements, may be eligible for paid overtime and / or an on-call allowance.

Overtime must be authorised in advance and is paid at either 1.5 times or two times base salary, depending on timing and duration of the overtime.

Certain roles require employees to be available to be on-call. This requirement, including any eligibility for an On-Call Allowance, will be set out in employment contracts.

Full details are set out in the Overtime and On-Call Guidelines.

Redundancy

Where a RELX employer determines that an employee's role is redundant and neither that RELX employer, nor another employer within RELX, considers that there is a suitable alternative employment vacancy for the employee to fulfil, the employee will be eligible to receive a discretionary enhanced redundancy payment as follows:

- Up to one year of service (regardless of precise length of service) - 1 month's base salary
- Between one- and two-years' service – 5 weeks' base salary
- Two years or more of service - one month's base salary plus 2.5 weeks' base salary, and thereafter a further 2.5 weeks' base salary for every year of service. If the termination date is not the anniversary of start date, service of 6 months or more on the termination date will be rounded up, and service below 6 months will be rounded down.

This discretionary amount is capped at 12 months' base salary and includes any statutory redundancy payment. Distinct provisions apply for those within the Long Term Incentive Plan.

The logo for RELX, featuring a stylized orange 'Q' followed by the word 'RELX' in white, bold, uppercase letters.