Discover
your benefits, your way
Your guide to your flexible benefits plan
Welcome to your benefits, your way

Through your benefits, your way, using your base pay and allowances, you can design a flexible benefits package specific to you. At the same time, you could make valuable income tax and National Insurance savings.

If you’re new to your benefits, your way, start your journey here and find out about:

• The benefits on offer and how they work.
• How to make your benefit choices.

If you’re an existing member, you can explore the latest benefits on offer and ways to make your choices.

Each year you can choose your benefits for the next year during a period called ‘annual enrolment’. It usually opens in mid-November and runs for about 4 weeks. Your benefit choices take effect from 1 January and will usually stay in place until 31 December. This is known as the ‘plan year’.

When you join, we will send you an enrolment invitation telling you:

• When and how to choose your benefits.
• When your choices will come into effect.

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5 reasons to choose your benefits, your way

1 It’s your choice
Using your benefits, your way gives you the flexibility to tailor a benefits package to suit your individual needs.

2 You can save money
Through your benefits, your way you could make valuable income tax and National Insurance savings.

3 Quality products at your fingertips
Using our purchasing power, you can access goods and services at competitive prices compared to what’s available on the high street.

4 It’s all in one place
Deciding what benefits to choose couldn’t be easier; it’s all in one place. Once you’ve logged into your benefits, your way online, you will have access to all the information you need to make your choices. If you can’t find what you’re looking for, you can call the your benefits, your way helpline on +44 (0)20 3435 7821 from Monday to Friday 8.30am to 6pm (UK time, excluding UK bank holidays) or email BPyourbenefits@thomsons.com.

5 We value what’s important to our employees
We are always reviewing what’s on offer and making improvements to ensure you get the best benefits and experience. A part of that is making it easy for you to access the information you need during enrolment. Everything you need to make your benefit choices can be found at your benefits, your way online. Just follow the link to your benefits, your way from the My HR home page (in the bottom right-hand corner).
# Your benefits, at a glance

## Your benefits package is made up of 3 elements:

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<th>1</th>
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<tbody>
<tr>
<td><strong>Core benefits</strong></td>
<td><strong>Flexible benefits</strong></td>
<td><strong>Voluntary benefits</strong></td>
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<tr>
<td>We pay for these benefits and you get them automatically from the day you join.</td>
<td>Use your base pay and allowances to take advantage of these benefits.</td>
<td>Enjoy discounts on a wide range of goods and services all year round.</td>
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Flexible benefits lets you choose between the benefits you need and those you don’t. You can boost some of your core benefits or add flexible benefits or both. You can change your benefits mix over time, to ensure you always have what’s right for you.

When you first join your benefits, your way you can choose the starting cover levels of your core and flexible benefits. After that, there may be limits on how much you can raise your cover levels or how often you can add other benefits to your mix. You can take advantage of voluntary benefits all year round.

## 1 Core benefits
- Retirement.
- Health assessment.
- Private medical insurance.
- Wellness checkpoint.

## 2 Flexible benefits
- Life assurance (for your spouse/partner).
- Critical illness insurance.
- Dental insurance.
- Personal accident insurance.
- Holiday flex.
- Childcare vouchers.
- Cycle to work.
- Personal travel insurance.

## 3 Voluntary benefits
- Employee assistance programme (EAP).
- Employee charitable giving and company matching programmes – you give and we match.
- Employee car plan.
- Discounted reloadable gift cards.
- Discounts on products and services, including:
  - BP regular or ultimate petrol and diesel.
  - Ford car purchase discount.
  - Ford and Volvo car lease scheme.
  - Electronics, clothes, shoes and jewellery.
  - Books, entertainment, sports and fitness.
  - Food, drink and eating out.
  - Insurance cover such as home, motor and breakdown cover.
How your benefits, your way works

There are 3 types of benefits: core benefits that you get automatically, and flexible and voluntary benefits that let you choose benefits to meet your needs.

You use your base pay and allowances to choose different benefits and cover levels. Some benefits also make cover available for a spouse or partner and children.

The overall value of your base pay, core benefits, and other allowances stays broadly the same before and after you choose your mix of flexible benefits. You decide how much of this overall value to take as taxable cash and how much of it to take in the form of benefits. In most cases, choosing to get benefits instead of cash will let you save income tax or National Insurance or both.

No matter what flexible benefits you choose, we will always use your base pay as it was before you chose your benefits, to work out your bonus and Life assurance cover.

For illustrative purposes only

Before choosing flexible benefits

Core benefit package

Allowances

Base pay (received monthly)

Increase your benefits package

Core benefit package

Allowances

Your flexible benefits

Base pay (received monthly)

Some benefits are not subject to tax or NI deductions
Core and flexible benefits

On the following pages you will find an overview of the benefits available for the 2016 plan year. You will see at a glance if you can make National Insurance or income tax savings. More detailed information on each benefit can be found at your benefits, your way online.
Retirement and savings

Retirement

- A non-contributory pension scheme that provides:
  - A pension based on a 60th of final pensionable salary for each year of pensionable service.
  - The option to take a cash lump sum and a reduced pension when you retire.
  - Spouse/partner and dependant’s pensions.
  - Ill-health benefits.
  - Life assurance of 4 times your base pay.
  - You can increase the rate at which your pension benefits build up by choosing one of the available contributory options.
  - The BP Pension Scheme meets the government’s auto enrolment requirements as a qualifying workplace pension scheme.

* Annual and Lifetime allowances apply.
Insurance and protection

Life assurance (for your spouse/partner) 
• Pays a lump sum if your spouse or partner dies.
• To begin with, you can choose from a range of cover levels from £25,000 to £250,000. So long as your spouse or partner can satisfy a short online questionnaire, they won’t have to show extra evidence of their health.
• After that, if you haven’t already chosen the maximum level of cover, you can only increase cover by 1 step of £25,000 (for example from £50,000 to £75,000) during the annual enrolment and if you experience a relevant life event (within 2 months of the event taking place). This means you can at most increase your cover by 2 steps in any given plan year. For any increase your spouse or partner would need to satisfy a short online questionnaire.
• You can lower the level of cover by any number of steps during the annual enrolment and if you experience a relevant life event (within 2 months of the event taking place).
• Due to insurer limits, cover is not available if your spouse or partner also works for us.
• If you don’t make a choice during the annual enrolment period, your current level of cover will continue.
• Provided by Friends Life.

Critical illness insurance
• Pays a tax-free lump sum of up to £250,000 if you’re diagnosed with a specified serious illness or permanent disability, including cancer.
• Once you’ve chosen this benefit, you can only increase cover by 1 step of £25,000 at each following annual enrolment period and relevant life event. You cannot have more than 2 increases in total in any plan year.
• You can cover your spouse or partner up to £100,000 (or your own cover level if lower), but you must cover yourself first.
• Children aged from 30 days up to age 18 (or up to 21 if in full-time education) are automatically covered up to £20,000 (or a quarter of your cover if less), at no charge.
• Certain illnesses, as well as pre-existing and related conditions, are not covered by this benefit.
• If you don’t make a choice during the annual enrolment period, your current level of cover will continue.
• Provided by Friends Life.
Insurance and protection

**Personal travel insurance**
- Provides year-round cover for a range of specified losses that may happen while you travel on holiday.
- Once you’ve chosen your cover level, you can only change it during the next annual enrolment period.
- You can choose:
  - Worldwide or European cover.
  - With or without winter sports cover.
- You can also choose cover for:
  - Your spouse/partner and children.
  - Your spouse/partner only.
  - Your children only.
- Your family members will be covered, even if you’re not travelling with them.
- This benefit also covers leisure travel in the UK as long as:
  - The trip involves a flight or at least 1 night away from your home.
  - You stay in pre-booked accommodation.
- If you have just joined us, and your current insurance policy expires within the next 12 months, you will be able to choose this benefit instead. You will need to register a relevant life event through your benefits, your way to choose Personal travel insurance before your existing insurance expires.
- Provided by Sutton Winson. The insurance is underwritten by Aviva.

**Personal accident insurance**
- Pays a lump sum if you are in an accident that causes certain injuries (for example broken bones), disabilities or death.
- You can choose cover for yourself in steps of £25,000 up to £500,000 at most.
- You can also get spouse or partner cover, but this cannot be higher than your own level of cover.
- Children up to age 18 (or up to 23 if in full-time education) at the effective date are also covered for free at the same level as you, with the exception of the amount payable for death, which will be limited to £25,000.
- Provided by Sutton Winson. The insurance is underwritten by Aviva.
Health and wellness

**Health assessment**

- You **C** **NI** **T** and your **spouse/partner** **NI**

  - A face-to-face health assessment, paid for by us, that can be taken once every 3 years.
  - The type of health assessment available to you depends on your age and grade.
  - It is designed to evaluate your current state of health and provide advice on maintaining and improving a healthy lifestyle.
  - It includes a face-to-face consultation with a healthcare professional and various tests.
  - Depending on your age and grade, you may also have the option to enhance the level of health assessment.
  - You can choose this benefit for your spouse or partner at a cost, but only during the annual enrolment period.
  - Your spouse or partner must take their health assessment before the end of the plan year.
  - Provided by Bupa.

**Wellness checkpoint**

- A free, confidential, online self-assessment that provides a tailored personal profile.
- It suggests appropriate lifestyle changes according to the information you provide about your health.
- It’s available all year to help you monitor and manage your health and provides individual advice on maintaining and improving your health.
- It complements your Health assessment and Private medical insurance.
Health and wellness

Private medical insurance

- Personal private healthcare paid for by us. You only pay an income tax charge*.
- Provides fast access to the diagnosis and treatment of an illness.
- No medical history is taken into account if you join at your first opportunity.
- This benefit covers the cost of inpatient treatment for acute conditions, and up to £1,000 of outpatient costs.
- There’s an excess of £100, so you will need to pay the first £100 that you claim each year. Each person covered under your policy has their own excess.
- It supports medical issues discovered as part of the online Wellness checkpoint and Health assessment.
- You can cover a spouse or partner or children too. If you cover them at your first opportunity, their pre-existing conditions will also be covered.
- You can also increase cover to include a full refund for any outpatient cover.
- If you need treatment, Bupa will give you a choice of the most appropriate consultants and facilities at convenient locations.
- Provided by Bupa.

*Tax on Private medical insurance

- The tax you pay on this benefit is very low, especially compared to the cost of buying private medical insurance yourself or paying for private treatment.
- The single core cover cost for the 2016 plan year will be £538.32. We pay for this cover on your behalf, but HM Revenue & Customs (HMRC) expects you to pay for the taxable element of this cover.
- The cost to you is based on your income tax rate. This tax is collected through payroll by adjusting your tax code.
- For the 2016 calendar year a 45% tax payer would pay £242.24 in tax, while a 40% tax payer would pay £215.33. The cost to a 20% tax payer would be £107.66.
- HMRC may change these amounts, so please see your benefits, your way online for the latest amounts.
Health and wellness

Dental insurance 🌈
- This insurance helps cover the cost of dental treatment, whether you are a private or NHS patient.
- Covers you for pre-existing dental conditions and you can stay with your current dentist.
- Emergency treatment is covered when you’re abroad.
- Cosmetic treatment is not covered.
- Spouse/partner or family cover is also available at the level you have chosen for yourself.
- You can choose from 4 levels of reimbursement for specified treatment, up to defined limits:
  - NHS level reimburses 100% of NHS treatment fees.
  - Level 1 helps pay for low levels of private dental treatment fees.
  - Level 2 helps pay for typical mid-range private treatment fees.
  - Level 3 reimburses treatment fees at higher levels than Level 2.
- Children, pregnant women and women with children under 1 year old currently receive free NHS dental treatment. If this applies to you and you opt out of the plan, your partner’s cover will also stop.
- If you don’t make a choice during the annual enrolment period, your current cover level will continue automatically.
- Provided by Bupa.
Work-life

**Holiday flex**

- You can increase the total holiday you can take in a holiday year by 1 or 2 days (the ‘holiday year’ runs from 1 January to 31 December).
- If you work part-time, providing you work more than 2 days a week you can buy up to 2 days’ extra holiday. If you work 2 days a week or fewer you can only apply for 1 Holiday flex day.
- You can only buy whole days of holiday.
- You can only choose this benefit once a year, during the **annual enrolment period**.
- If you decide to increase your holiday, you should agree this with your manager before you confirm your choice.
- You can’t carry Holiday flex days over from one year to another so make sure you can take it during the coming year.
- Even if you’re planning to carry holiday over from your current holiday year, you can still choose this benefit.

**Childcare vouchers**

- A tax-efficient way to pay for childcare.
- Provided by Allsave.
- You can use vouchers to help pay for registered and approved childcare providers, as well as registered after school care and holiday clubs.
- Vouchers will be valid up to the September following your child’s 15th birthday (or 16th birthday if your child has a disability).
- Vouchers can only be used for your own child or a child living with you for whom you have parental responsibility.
- Vouchers up to a certain amount are tax free. You can get more information on the current HMRC limits from your **benefits, your way** online.
- You can choose and make changes to Childcare vouchers at any time up to 31 October by visiting your **benefits, your way** online.
- You can manage your Childcare vouchers through the Allsave app for Android and iPhone.
- The government is introducing a new provision for tax-efficient childcare early in 2017. Once this scheme is up and running, you can’t join our existing childcare voucher scheme so make sure you’ve looked at your options before then.
- You can’t get any refunds once you’ve selected the vouchers so make sure you get the right amount for your needs.
Work-life

**Cycle to work (NI T)**

- A tax-efficient way to hire a bike for 12 months through a Government scheme.
- Provided by Cyclescheme.
- You choose up to £1,000 worth of Cycle to work vouchers, which you can spend at any Cyclescheme partner store.
- To choose the right voucher amount, you are encouraged to visit a store and get a quote for the bike, as well as any bike safety accessories you would like.
- You will need to complete a hire agreement form to take up this benefit.
- By choosing this benefit, you agree to join the Cycle to work scheme for a 12-month period.
- At the end of the 12 months, you may be given the opportunity to buy the bike and accessories or to extend the period of hire.
Voluntary benefits

In addition to your core benefits and the benefits available through your benefits, your way, you have access to a wide range of voluntary benefits which you pay for yourself. These can be accessed all year round, when the time is right for you.
Voluntary benefits

Discounts and savings

• Visit bp.com/voluntarybenefits for savings on a variety of everyday purchases.

• Here are just some of the offers you have access to through the voluntary benefits website:
  
  • Discounted reloadable gift cards and hundreds of everyday savings – including food, wine, flowers, gifts, insurance, fashion and jewellery, electronics and gadgets, home and garden, travel and more.
  
  • Our staff fuel card, which saves you money on BP fuel – petrol or diesel, regular or ultimate – as well as M&S goods at BP petrol stations.
  
  • A choice of the Ford car purchase discount or the Ford and Volvo car lease scheme.

• You can even invite friends and family to enjoy the savings.

• Provided by Next Jump.

Employee car plan

• Our Employee car plan, provided by Zenith, offers you exclusive discounts when you buy from leading car manufacturers.

• The plan features:
  
  • Monthly repayments which cover all necessary servicing, tyres, MOT and road fund licence renewal (road tax).
  
  • Comprehensive insurance and breakdown cover.
  
  • The choice of contract length and annual mileage that are right for you.
Voluntary benefits

Employee assistance programme (EAP)
- Our Employee assistance programme (EAP) provides a free, confidential counselling and referral service, by telephone and face-to-face.
- Provided by Optum, the EAP is available 24 hours a day, 7 days a week and is staffed by professionals.
- You can get information and advice on a range of services including:
  - Legal information.
  - Financial information.
  - Debt counselling.
  - Specialist information (for example finding a suitable childcare provider).
- Learn more at livewell.optum.com (access code: BP) or call +44 (0)808 100 2051.

Charitable giving
- The BP Foundation supports worldwide humanitarian aid, as well as activities in the community.
- We value your energy, enthusiasm and time working with schools, charitable organisations and community groups, and want to reward these efforts.
- We will match your time, effort and gifts to your favourite UK charity to the value of $5,000 a year.
- It’s easy to donate with Give As You Earn (GAYE), a programme that lets you contribute, before income tax, directly from your base pay.
- BP Foundation employee matching programme website: employeematchingfund.bpweb.bp.com.
Getting started
Getting started

Logging on
It’s easy to access your benefits, your way and choose your benefits. Just follow the link to your benefits, your way from the My HR home page (in the bottom right-hand corner).

You’ll be taken straight to the your benefits, your way home page. You won’t need to enter a separate username or password. There you will be able to see the total value of your benefits and get information about your choices.

Welcome to your benefits
After agreeing to the terms and conditions, the first page that you see on your benefits, your way shows your benefit statement. This is also known as your home page. It shows you what proportion of your overall flexible benefits package from us is made up from your base pay, plus your benefits. You can switch between showing the value in pounds or as a percentage of pay. ‘Show Detail’ reveals all the parts that make up your flexible benefits package.
Getting started

Making your benefit choices
To make your benefit choices, simply:

1. Use the ‘Benefits’ tile, or follow the ‘Select Benefits’ link under the countdown clock.

2. This opens a new page where you can make your choices and instantly see the effect on your pay. *You can find more information under the ‘i’ symbol next to each of the benefits.*

3. You must ‘Confirm Selection’ when you are happy with your changes.

4. As your benefits are paid for through salary sacrifice, you will need to accept the ‘salary sacrifice agreement’.

5. Complete your benefit choices with ‘Commit My Selections’.

Adding your dependants
1. Hover over your name (at the top right-hand corner of the home page) to open the dropdown menu.

2. Choose ‘Your Profile and Dependants’ and then ‘Edit your profile details’.

3. Use ‘Add a dependant’ at the bottom of the page to complete the details for each dependant you wish to add.
Important information

What happens if you do nothing?
At your first enrolment, if you do nothing, you will only receive your core benefits, including Private medical insurance, which requires you to pay the income tax on the cost of the benefit (see page 11).

At future annual enrolment periods, if you do nothing your existing benefits and levels of cover will usually continue (with some exceptions).

You may not want to make any changes, however you are encouraged to review your benefits yearly to ensure that they continue to reflect your needs. Annual enrolment is also a good time to check your details, and those of your spouse or partner, children or dependants to make sure they are recorded correctly.

Relevant life events
These are certain times in your life when something important happens, like getting married, having a child or moving from full to part-time employment.

When these events occur, you may be able to change some of your benefits. You can change your childcare vouchers and the level of your pension contribution at any time of the year up to 31 October through your benefits, your way online.

You must use your benefits, your way online within 60 days of the event if you wish to consider making a change when you experience a relevant life event.

Before, during or after an international assignment
If you are a UK employee on an international assignment (including international rotator assignments), you can take part in your benefits, your way. Some benefits, however, will not apply to you and others won’t be needed until you repatriate to the UK. Some income tax and National Insurance savings explained in this guide cannot be offered for those paid on overseas payrolls.

If you are a non-UK employee on assignment to the UK, you cannot take part in your benefits, your way as you will remain in your home country’s local benefit plans.

For more information, please read the ‘Expatriate and international rotator supplement’ on your benefits, your way online or contact your international mobility adviser.
Enrolment timeline

The annual enrolment period opens in November and you have around 4 weeks to choose your benefits for the following year. Your benefits and revised base pay will come into effect from 1 January and stay in place until 31 December.

When you join, we will send you an enrolment invitation telling you:
• When and how to choose your benefits.
• When your choices will come into effect.

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| ‘Welcome to your benefits, your way’ leaflet  
• Outlines how to access the your benefits, your way online.  
• Summarises the benefits available, along with any changes. | New joiner | Existing employee |
| | Sent to your home address within the first couple of weeks of joining us. | Sent to your home address when the annual enrolment period opens in November. |
| Enrolment  
Now is the time to go online and make your choices. | First enrolment opportunity: an email will tell you when to make your choices. | Around 4 weeks: November to December. |
| Confirmation statement  
• Confirms your benefits.  
• If you are an expatriate, you must update your home mandate now. | Emailed to you once you’ve made your choices. | Emailed to you. |
| Your benefit choices take effect | The first day of the month after you submit your choices. | 1 January. |
More help and information

How to make a claim
If you need to make a claim on any of your insurance benefits, please visit your benefits, your way online. For information on how to make a claim, go to the ‘Benefits’ page and use the ‘i’ symbol next to the relevant benefit.

your benefits, your way helpline
From your benefits, your way online you can get comprehensive information on the benefits available. If you still have a question about your benefits, your way, contact the dedicated helpline on +44 (0)20 3435 7821 from Monday to Friday 8.30am to 6pm (UK time, excluding UK bank holidays) or email BPyourbenefits@thomsons.com.

Independent financial advice
If you would like financial advice or are unsure about participating in salary sacrifice, you should speak to an independent financial adviser (IFA). You can find an IFA in your area by visiting unbiased.co.uk.

Tax credit helpline
For more information about whether salary sacrifice would affect your tax credits, please call 0345 300 3900 (or +44 (0)289 053 8192 if you are calling from overseas).

State pension advice helpline
Visit gov.uk/contact-pension-service for more information, or you can call the Pension Service on 0800 731 7898 (or +44 (0)191 218 7777 if you are calling from overseas).
Don’t miss out

From your benefits, your way online you can get in-depth information, and it should give you everything you need. If you still have a question, you can contact the helpline on +44 (0)20 3435 7821 from Monday to Friday 8.30am to 6pm (UK time, excluding UK bank holidays) or email BPyourbenefits@thomsons.com.

The details provided in this summary are only an overview. Full details, as well as terms and conditions, are provided on your benefits, your way online. Certain benefits are subject to income tax and National Insurance and are subject to the prevailing legislation at any time. We reserve the right to change or amend the benefits and providers from time to time.