



## DBD Staff Perks and Benefits

Category	Perk/Benefit	Details	When is it available to me?
Birthday	Birthday cake	On your special day you will be treated to wild birthday songs - and Colin the cake!	Immediately
Career Development	Appraisals and 1-2-1 meetings	Everyone has a 1-2-1 meeting with their line manager every month, where you can discuss specific work issues, as well as longer term development needs. You will also have an appraisal review after three months, and then annually, to discuss your performance and agree objectives for the forthcoming months.	Immediately
Career Development	BIMA / The Drum / IPA membership	Access to events, talks, webinars, training - and the occasional party!	Immediately
Career Development	Collaboration	We aim to provide a friendly and collaborative work environment, where everyone helps each other out, and no one is afraid to ask questions or admit that they need help with something - whether it be an Excel formula or understanding the implications of the the latest Google algorithm update.	Immediately
Career Development	Conferences and Seminars	Unlike some agencies, who only send their senior people to conferences, we aim to get as many of you out to industry events as possible - so that you get some time out of the office and can stay ahead of the game in your specialist area.	Immediately
Career Development	Director's Lunch	The MD hosts monthly lunches for three to five people at a local restaurant. This is a great opportunity to have a general chat about any subject of your choosing about the business.	Immediately
Career Development	Fame	We have started to regularly enter awards for the great work we do, and if we win or are nominated we can all share a bit of the glory. And we are also very happy to nominate some of you for individual awards, to give you the recognition you deserve!	Immediately
Career Development	HR Clinic	We don't always get everything right, so if you'd like to raise any issues, or just have a confidential chat about your job or your career development, you can book some time with our HR Manager to talk things through.	Immediately



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Career Development	IPA Membership	DBD are members of the IPA, meaning that you have access to a huge range of free training courses, events and professional qualifications.	Immediately
Career Development	MS Office training	You can improve your Excel or PowerPoint skills via our online Filtered courses. These let you choose what level of user you want to be (basic - expert) and learn at your own pace.	Immediately
Career Development	Promotion	Whenever possible we try to promote people from within, rather than recruit from other agencies to fill gaps. So if you're ambitious and are meeting all the expectations in your current role, we hope to be able to promote you to the next level.	Immediately
Career Development	Responsibility and Client Contact	At DBD everyone in the account management teams should be client facing. We try to give people early account management responsibility, and involve our people in client meetings as early as we can. The best way to learn how to deal with difficult business or client issues is through experience, so we ensure that we don't hide our team behind sales people and account directors.	Immediately
Career Development	Salary Transparency	We try to be as transparent as possible in terms of the salary bands for different positions / grades within the company, so that everyone knows what to expect in terms of earnings and benefits as they progress through the company. If you'd like to know where you stand, please just ask.	Immediately
Career Development	Start your own agency!	Some of you would like to start and run your own agency one day. Rather than having to plan everything deep under cover and then leave suddenly, talk to us and keep it open and amicable. We can help with lots of advice, learned the hard way, and may even become your first client. We can also pass business leads to you. Or you can work with us to start a DBD franchise, in say Grimsby, New York, the Seychelles or Sydney!	After 3 years
Career Development	Training and Development	Everyone has a training roadmap, and we aim to get you the technical and softer skills to enable you to thrive at your job. You are encouraged to take ownership of your own career development, and we actively encourage you to gain and maintain professional qualifications with Google, the IPA and other organisations. Wherever possible we will actively support you in progressing your career.	Immediately
Charity	Fundraising days	Every so often we support a charity with a fundraising day - from dressing up in pink for Breast Cancer, to entering a charity endurance event.	Immediately



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Charity	Sponsorship	The company will always try to sponsor you when you're raising funds for a good cause	Immediately
Charity	Volunteering	If you would like to spend time volunteering (for charities etc.) we will support you by giving you up to 1 day per year to do this.	Immediately
Culture	Music	We play cool tunes (as well as some of dubious taste) all day long on the company Sonos system. Requests welcome.	Immediately
Culture	Office politics	Compared to many other agencies, DBD tries to offer a non-political, open and collaborative work environment. No backbiting, or pushing other people down to get a step up yourself.	Immediately
Culture	People that fit in	We work together all day Monday to Friday so it's critical that we all get along well, and are part of the DBD family. We try really hard to recruit people who share our values, really fit in with the rest of the team and can contribute to the life of the agency.	Immediately
Culture	Relaxed dress code	As long as you're decent and not offending anyone, you can wear what you like to work. Of course, if you have a meeting with clients we expect you to dress appropriately and smartly...	Immediately
Culture	Soho	The best work location in London. Full stop. Bars, cafes, restaurants, clubs, street food, shops, tattoo parlours - all on your doorstep. It could be so much worse - a staff canteen, the sandwich trolley etc. on an industrial estate in the middle of nowhere.	Immediately
Culture	Suggestion Box	Share your ideas to help make DBD a better place to work. Prizes for the best ideas.	Immediately
Family	Childcare vouchers	Childcare vouchers can be provided to help with the cost of providing nursery or other child care via a salary sacrifice scheme. The payment will be paid directly to your provider free from tax or national insurance contributions.	Immediately



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Family	Family friendly policies	If you have kids, we try to make sure you don't miss the school play, parents' evenings, sports days etc. Wherever possible, we will try to let you do the school run, and arrange your day around your childcare support if you need to.	Immediately
Financial	Bonus scheme	Everyone is part of the company bonus scheme, which rewards great performance from you, your department and the company.	After 3 months
Financial	Company Pension Scheme	We have a stakeholder pension scheme which means you can make whatever contribution to your pension you wish through the company. We will contribute 1% of your salary to your pension initially, and this will increase to 2% of your salary in 2018 and 3% in 2019.	After 3 months
Financial	Cycle2Work scheme	We can arrange a tax free purchase of a bicycle or bicycle equipment via the Cycle to Work scheme, saving 20%-40% of the cost of the bike or equipment. This is arranged through salary sacrifice and the cost of the bike is deducted from your gross pay monthly, spread over 12 months	After 3 months
Financial	Financial Advice	We have arranged for an independent financial advisor to provide anyone in the team with impartial advice on financial matters - from mortgage advice to pensions, savings, investments and insurance.	Immediately
Financial	Flexible Benefits	You may use your Mind Body and Soul allowance to join our flexible benefits scheme (healthcare, dental care etc.). Please ask for more details.	After 3 months
Financial	Recruitment Bonus	Recommend a friend, or someone from your network, and we'll pay you a £1,000 recruitment bonus - £500 when they pass probation, and £500 three months after that.	Immediately
Financial	Salary benchmarking	Of course all of us would like to earn more, and we try to balance the needs of the overall business with paying competitive salaries. We benchmark your salaries and benefits against other London digital agencies, using data from the annual surveys conducted by the IPA, Econsultancy and some of the top recruitment consultancies. We aim to be competitive, provide regular salary progression, and reward everyone fairly for the work they do.	Immediately



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Financial	Salary review	We review your salary regularly, at least every year, something that not all larger or network agencies have the flexibility to do this. And in some cases, where we feel you have developed strongly and taken on more responsibility, we will make interim salary increase awards. Everyone is made aware of our salary bands, and should be able to see how they can expect their remuneration to progress during their career at DBD.	Immediately
Financial	Sales Bonus	If you refer or recommend some new retainer business to us, we will pay you £500 once the new client has paid their first invoice, and then 3% of the first year's fee income from that client.	Immediately
Financial	Share option scheme	Our EMI approved share option scheme is designed to recognise and reward employees who we feel have made a significant contribution to the growth and development of the business over a significant period of time. We see it as rewarding ABCD - going Above and Beyond the Call of Duty. The share options could become very valuable if we hit our growth targets and sell the agency in future.	After 2 years staff are eligible
Health	Eye tests	We encourage everyone to get their eyes tested regularly and will reimburse you for a standard eye test. HR can arrange for vouchers for you.	Immediately
Health	Gym ball	We provide gym balls to sit on for those who fancy an alternative to your office chair.	Immediately
Health	Mind Body & Soul	£500 a year to spend on your passion or interest - from pottery to photography courses, gym membership to yoga, trapeze lessons to scuba diving - we will help to fund an activity or course of your choice. Alternatively, you can use your allowance to opt into our flexible benefits scheme (health insurance, dental insurance etc.).	After 3 months
Holiday	Additional Annual Holiday	Once you have been with the company for 2 years your annual holiday entitlement will increase by an additional day to 26 days. And once you have been with us for 5 years you will earn an additional day a year up to a maximum of 30 days per year.	After 2 & 5 years
Holiday	Annual Holiday	You are entitled to 25 days holiday per calendar year plus Bank Holidays. Our internal system PeopleHR system will help you to book them and tell you how many days you have left.	Immediately



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Holiday	Holiday Buyback	After you have been with the company for one year you will be entitled to "buy" an extra 5 days holiday per year. This is taken in the form of unpaid leave.	After 1 year
Holiday	Christmas Holiday	If the company closes the office over Christmas or New Year, this will not count as part of your annual holiday allowance.	Immediately
Life Balance	Backpacking / travel support / career break	It's a big world, and if you want to take some time out to go backpacking or exploring (or take a career break), talk to us when you start planning, rather than just hand in your notice. Advance notice helps your colleagues plan for while you're away, and lets everyone know exactly where they stand. We can help with your planning in several ways, and may even be able to contribute to the cost of the trip if you return to us afterwards.	Immediately
Life Balance	Doctor, Dentist, Plumber	We understand that everyone occasionally needs to make appointments to see their doctor or dentist, or to let a plumber or electrician in at home - and we are happy to give you the time off for this as long as you make up the time. For obvious reasons, we prefer it if you can arrange your appointments at the start or end of the day.	Immediately
Life Balance	Early finish Fridays	So long as there are no big deadlines, and if everyone has finished their work, we try to knock off early at 5.00 on Fridays, to get a head start on the weekend.	Immediately
Office facilities	Bike storage	You don't have to risk leaving your bike locked up on the street - there's space in the office for your pride and joy. First come, first served.	Immediately
Office facilities	Kitchen	Not every office has a kitchen. Yes really! Feel free to bring your breakfast and lunch in, store your food in the fridge or cupboards. And we have a dishwasher to wash up your cups and dishes afterwards!	Immediately
Office facilities	Parcel deliveries	Many larger agencies don't allow their staff to have parcels delivered to work, as receptions get overloaded. We have no problem with it, meaning you should never have to spend your weekends queuing up at a post office to pick up that undelivered package.	Immediately
Refreshments	Fresh coffee	Save over £500 a year compared to buying your morning coffee at the local café. We provide delicious fresh ground coffee and a variety of different ways to brew it. And if coffee's not your thing, we also provide both real and herbal teas.	Immediately



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Refreshments	Fruit	Every week fresh fruit is delivered to the office. Help yourself.	Immediately
Refreshments	Nescafe	For the die-hards who can't be doing with fresh ground coffee, there's a large tin of instant coffee - just for you!	Immediately
Social	Breakfast Club	On the last Friday of most months we get together at The Breakfast Club for a chat and free breakfast on the company.	Immediately
Social	Christmas Party	On the last Friday before Christmas we have our annual Christmas party - lots of food and drink, and usually some entertainment! All rounded off with a trip to a club for those with the stamina.	December
Social	Free Beer	The beer fridge is open every Friday afternoon - and on other days if there's a burning need! And on lots of Thursday's or Friday's the company gets the beers in at a local pub or bar.	Immediately
Social	Fun	The Department of Fun is responsible for keeping the beer fridge stocked, and organising company social events - from comedy clubs to karting, cocktail-making to karaoke, and laser quest to bowling. Usually every couple of months. All suggestions welcome, and please feel free to get involved.	Immediately
Social	Lunch & Learn	One lunchtime a month we bring our lunch and get together to discuss issues, share ideas etc.	Immediately
Social	Pool Table	Relax with a game of pool over lunch or at the end of the day. Or just come and watch with a drink from the beer fridge. Pool tuition available from one of our in-house experts!	Immediately
Social	Skint Drinks	On the last Thursday before payday, when funds may be running low, the company buys a few rounds at a local pub	Immediately
Social	Sports Day	A picnic after work in Hyde Park every summer. Rounders, frisbee, sunshine, open space etc.	Immediately
Social	Summer Party	Celebrate the middle of the year with DBD's summer party. Usually on a boat around the time of the summer solstice.	Immediately