

ELEMENTS

Bringing together important elements of your reward from J.P. Morgan

J.P.Morgan





Contents

- Welcome to ELEMENTS 3**
- How My Benefits Works 4**
- ELEMENTS at a Glance 5**
- Money. 7**
- Pension 7
- ESPP 7
- Money Extra 8**
- Payroll Giving 8
- Small Change 8
- Money Advice Service 8
- Mortgage Advice Service. 8
- Protection 10**
- Accidental Death and Dismemberment. 10
- Critical Illness Insurance 10
- Dependant’s Benefit 11
- Income Protection 11
- Life Assurance 12
- Life Assurance – Additional 12
- Life Assurance – Partner 13
- Personal Accident Insurance. 13
- Travel Insurance 14
- Will Writing 14
- Health. 16**
- Dental Insurance 16
- GymFlex 16
- Healthcare – UK. 17
- Healthcare – Premier. 17
- Healthcare – Premier Plus 18
- Health Screening 18
- Health Screening – Partner 19
- Onsite Fitness Centre. 19
- Private GP Service 20

- Health Extra 21**
- Barbican Dental. 21
- Employee Assistance & Work-Life Programme – UK 21
- Eye Care Vouchers 21
- Flu Vaccinations 21
- Incorpore (short term gym discounts) 21
- Onsite Private GP Service 21
- Physiotherapist 21
- Practice Nurse 21
- Parental – Benefits for your parents 23**
- Dental Insurance for your Parents 23
- Family Homecare 23
- Health Screening for your Parents 24
- Lifestyle 26**
- Bicycles 26
- Childcare Vouchers. 27
- Restaurant Discount Card 28
- Retail Discount Card 29
- Lifestyle Extra. 30**
- Back-up Childcare 30
- Discount and Concierge Service. 30
- Frequently Asked Questions 31**
- Glossary 33**





Welcome to ELEMENTS

Welcome to ELEMENTS, J.P. Morgan's UK flexible benefits plan. ELEMENTS has five sections: **Money**, **Protection**, **Health**, **Parental** and **Lifestyle** and this guide will provide you with a summary of the benefits available to you. You should access the ELEMENTS website via the intranet > me@jpmc > ELEMENTS for more information about any of the benefits highlighted in this guide.



The **My Benefits** section of the ELEMENTS website is where you make your flexible benefits selections. Here you will find the benefits groups listed. Click on the group name and the benefits within the group are shown. Then click on the Change button and you can amend or select a benefit. If you want to select one of the Parental benefits you must first add your parent(s) to your dependants listed on the website. Once done the Change buttons will appear.

This brochure contains brief details of each of the ELEMENTS benefits. Where appropriate, you will also find the details of benefits which sit outside of the flexible benefits plan at the end of each section.

Annual Enrolment runs from 23rd February to 13th March 2015 for the 2015-16 Benefits Year, with benefits vesting on 1st April 2015. New hires to J.P. Morgan after the Annual Enrolment window has closed will be sent details by the ELEMENTS Helpdesk on how to make their benefits selections.

When making your benefit selections, please remember that you are committing to a change to your Terms and Conditions for the 2015-16 Benefits Year. Unless you

experience a qualifying Lifestyle Event, you will not be able to make changes to your benefit selections until the next Annual Enrolment. Lifestyle Events include getting married, having a baby and moving home. A full list of eligible Lifestyle Events is available on the ELEMENTS website.

We would strongly recommend that you log on to the ELEMENTS website and access the **My Benefits** section to see what is available for the Benefits Year. Think about how you could combine the benefits on offer to better suit the needs of you and your family and to save you money.

All benefits are subject to their applicable terms and conditions, and relevant policy documents, which are available on the ELEMENTS website. You are advised to read all the information available before selecting any benefits.

If you have any questions regarding your benefit selections, please contact

020 7134 0606, option 4, or email jpmelements@vebnet.com

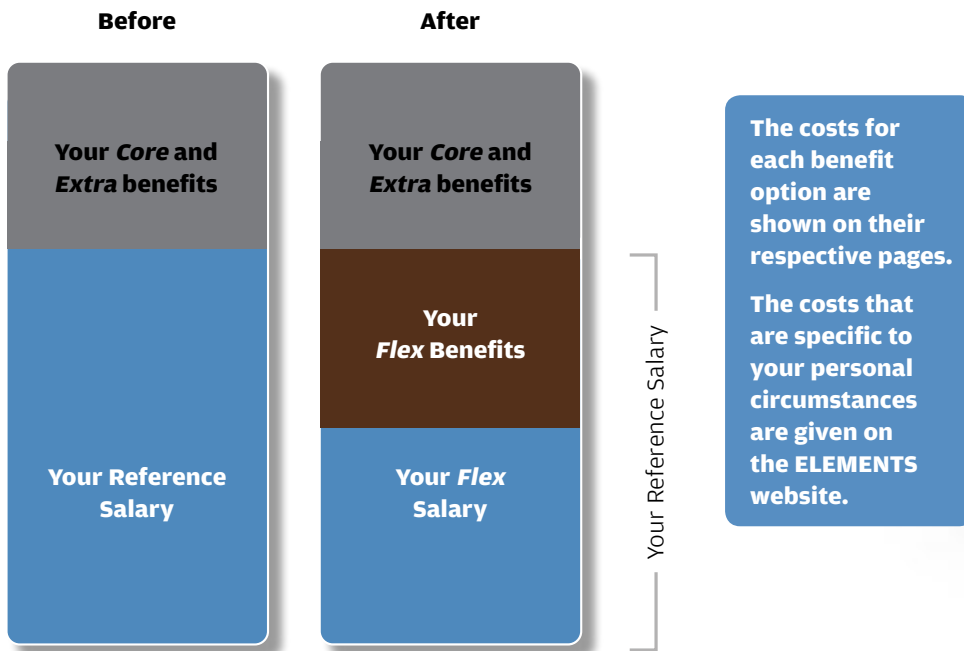


How My Benefits works

When you access this section of ELEMENTS you will see both **Core** and **Flex** benefits listed.

Core benefits are provided to you as part of your overall reward package at J.P. Morgan. If you select **Flex** benefits you will sacrifice part of your monthly salary to pay for these over the course of the 2015/16 Benefits Year (with the exception of the Restaurant Discount Card which is sacrificed in full from your April salary). By paying in this way you will, in a number of cases, benefit from tax and/or National Insurance Contributions savings.

The amount which you receive in your pay each month after making your flexible benefit choices is known as your '**Flex** Salary'. This will vary according to the benefits you select.





ELEMENTS at a Glance








In this guide you will find a summary of the **Core** benefits that form part of your overall reward package at J.P. Morgan and the **Flex** and **Extra** benefits available to you, divided into the following sections:

Money		
Pension	Core & Flex	
ESPP	Flex	
Money Extra		
Money Advice Service	Extra	
Mortgage Advice Service	Extra	
Payroll Giving	Extra	
Small Change	Extra	
Protection		
Accidental Death and Dismemberment	Core	
Critical Illness Insurance	Flex	
Dependant's Benefit	Core	
Income Protection	Core	
Life Assurance	Core	
Life Assurance - Additional	Flex	
Life Assurance - Partner	Flex	
Personal Accident Insurance	Flex	
Travel Insurance	Flex	
Will Writing	Flex	
Health		
Dental Insurance	Flex	
GymFlex	Flex	
Healthcare - UK	Core	
Healthcare - Premier	Flex	
Healthcare - Premier plus	Flex	
Health Screening	Core & Flex	
Health Screening - Partner	Flex	
Onsite Fitness Centre	Flex	
Private GP Service	Flex	

Health Extra		
Barbican Dental	Extra	
Eye Care Vouchers	Extra	
Flu Vaccinations	Extra	
Incorpore	Extra	
Onsite Private GP	Extra	
Physiotherapist	Extra	
Practice Nurse	Extra	
Parental - Benefits for your parents		
Dental Insurance	Flex	
Family Homecare	Flex	
Health Screening	Flex	
Lifestyle		
Bicycles	Flex	
Childcare Vouchers	Flex	
Restaurant Discount Card	Flex	
Retail Discount Card	Flex	
Lifestyle Extra		
Back-up Childcare	Extra	
Discount and Concierge Service	Extra	
Discounted and New Cars	Extra	
Employee Assistance Service	Extra	

Key

These icons indicate where there are savings or actions you need to take.

-  **Core** - benefits offered to you by J.P. Morgan
-  **Flex** - benefits you can choose through salary sacrifice
-  **Extra** - benefits and resources available to you throughout the year
-  You save UK **income tax** on the cost of this benefit.
-  You save **National Insurance** on the cost of this benefit.
-  You will need to complete an additional **form(s)** for this benefit: available through the ELEMENTS website.
-  If you want to cover your dependants then you need to make sure you have added their details and then allocated them to your chosen benefit.



Be Safe

Smart ways to look after your money

Money7
Pension7
ESPP7
Money Extra	8
Money Advice Service	8
Mortgage Advice Service	8
Payroll Giving	8
Small Change	8



Pension



As part of your **Core** benefits, J.P. Morgan pays contributions towards the J.P. Morgan UK Pension Plan on your behalf. In addition, you can also make contributions which are matched by J.P. Morgan on a 1:1 basis up to 6%. These are known as 'Employee Flex Matched Contributions'.

You may also make additional contributions above 6% but these will not be matched by the Company.

Employee Flex Matched Contribution % of pensionable salary	J.P. Morgan's matching contribution % of pensionable salary
1%	1%
2%	2%
3%	3%
4%	4%
5%	5%
6%	6%

Contributions are invested in your pension account which may grow over time, built up by further contributions and investment returns. When you retire there is flexibility around how you access your retirement savings.

Please note that you can start, stop or change matching or additional pension contributions once every three months during the 2015/16 benefits year.

ELEMENTS > My Benefits > Pension

Helpdesk

020 7134 0606, option 3

Website

me@jpmc > My Pension

Forms to complete:

Nomination of Beneficiaries form available via me@jpmc > My Pension > My Beneficiaries

As a member of the Plan your dependants have an entitlement to the following if you die whilst in service:

- Life Assurance of four times your pensionable salary
- Dependant's Benefit for your partner and children.

Life Assurance benefits are normally paid free of Inheritance Tax, provided that the Trustee exercises discretion.

Therefore, you must complete a Nomination of Beneficiaries form so that the Trustee can consider your wishes in the event of your death. You can complete the Nomination of Beneficiaries form online via me@jpmc > My Pension > My Beneficiaries. You should make sure you keep this up to date. (For information, if you select Life Assurance - Additional you will also need to complete a separate Nomination of Beneficiaries form for that benefit.)

ESPP Share Scheme



- The ESPP allows you to purchase J.P. Morgan common stock at a 5% discount through monthly payroll.
- All permanent employees who are eligible for UK cash benefits and have a total cash compensation of less than \$250,000 can participate in the scheme.
- Enrolment for the scheme usually takes place in December. Your next opportunity to join will be December 2015.
- You can choose to contribute from \$240 up to \$25,000 a year (£13 to £1,290 a month).
- If selected, you can make changes to your monthly contributions (within scheme limits) by calling the Helpdesk telephone number.
- J.P. Morgan common stock is denominated and traded in US Dollars, therefore you should be aware there is a potential exchange rate gain or loss between Sterling and US Dollars.

ELEMENTS > My Benefits > ESPP Share Scheme

Provider

J.P. Morgan

Helpdesk

020 7134 0606, option 4





Money Advice Service

- Access to free, unbiased, independent financial advice.
- It covers specific topics such as saving and investing, managing debt, the financial implications of having a baby, homes and mortgages and many more.
- Online tools are available for help with budgeting and debt calculation.
- Visit www.moneyadvice.org.uk for full details.

ELEMENTS > Money > Money Advice Service

Provider: Money Advice Service

Helpdesk: 0300 500 5000

Monday to Friday – 8:00 a.m. to 8:00 p.m.

Saturday – 9:00 a.m. to 1:00 p.m.

Web chat:

Monday to Friday - 8:00 a.m. to 10:00 p.m.

Saturday – 9:00 a.m. to 10:00 p.m.

Sunday – 10:00 a.m. to 10:00 p.m.

Mortgage Advice Service



- Access free impartial mortgage advice.
- Charles Cameron & Associates specialise in finding the most appropriate mortgage products for Employees whether you are a first time buyer, looking to Re-mortgage, purchase an Investment Property or purchase a holiday home overseas.
- For mortgages over 1 million GBP, employees meeting certain asset and income requirements may qualify for Mortgage Advisory Services provided directly by J.P. Morgan Private Bank, which has a dedicated team in

1 Knightsbridge. If you would like to know if you qualify or have specific questions about this service please contact:

– Robert Evans, Mortgage Advisor: **020 7742 9882**

– Neil Hill, Banker: **020 7742 3880**

– Melanie Mareuge-Lejeune, Banker: **020 7742 8466**

ELEMENTS > Money > Mortgage Advice Service

Provider: Charles Cameron & Associates

Helpdesk: 020 3145 3300

Payroll Giving



- Payroll Giving is a simple, tax effective way to donate to causes you care about through your salary.
- There are three ways in which you can donate: Regular Payroll Giving, a Freedom Account, or a One-Off Charitable Donation. Full details are available on the ELEMENTS website.

- If you make regular donations to charity through Payroll Giving, your Freedom Account, or nominate an annual donation through your IC, providing you are paid via the UK Payroll, your donation will be automatically matched through the J.P. Morgan Matched Giving Scheme.
- Visit www.charitiestrust.org for full details.

ELEMENTS > Money > Payroll Giving

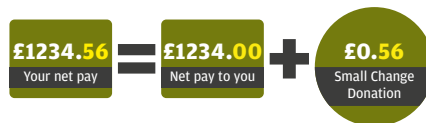
Provider: Charities Trust

Helpdesk: 0151 286 5129

Small Change



- Small Change is part of the firm's GeneroCITY initiative and has been developed in collaboration with EMEA Philanthropy and U.K. Payroll. It allows you to donate the "small change" from your monthly pay to the firm's chosen corporate charity, WaterAid.
- This voluntary monthly donation will always be less than one pound, and will be taken from your net income. In other words, your net pay will be rounded down to the nearest pound, with the pence given to WaterAid. Here's an example of how Small Change works:



- The Small Change initiative is currently running in the U.K. and is open to J.P. Morgan U.K. based full-time permanent employees only. For more information on how to opt in, go to: go.jpmchase.net/SmallChange via the intranet.
- The current Small Change cycle is from April 2014 - March 2015, with the next cycle running April 2015 - March 2016. You will be given the opportunity to select to opt in/out during March 2015. **Please note:** When the firm changes its official corporate charity, all Small Change participants will be notified via email.
- The firm's chosen corporate charity for 2015-16 will be WaterAid. WaterAid is an international organisation that works to provide sustainable sources of safe water, effective sanitation and hygiene education to the world's poorest people.

ELEMENTS > Money > Small Change

Helpdesk: 020 7134 0606, option 0



Be Smart

Protect yourself and your family

- Protection 10**
- Accidental Death and Dismemberment 10
- Critical Illness Insurance10
- Dependant's Benefit 11
- Income Protection 11
- Life Assurance 12
- Life Assurance - Additional 12
- Life Assurance - Partner 13
- Personal Accident Insurance. 13
- Travel Insurance 14
- Will Writing 14



Accidental Death & Dismemberment

CORE

- J.P. Morgan provides you with Accidental Death and Dismemberment (AD&D) cover of two times your Reference Salary, subject to acceptance by the Insurer.
- Cover provides a lump sum payment if you die or suffer a permanent disability such as loss of a limb, loss of sight, loss of speech or loss of hearing, or total permanent disablement as a result of an accident. There is also a lump sum death benefit should you die as a result of an accident.
- Other permanent injuries are also covered and will attract a proportion of the total benefit. The amount of the payment will be dependent on the severity of the injury.

ELEMENTS > My Benefits > Accidental Death & Dismemberment

Provider

AIG

Helpdesk

020 7134 0606, option 0



Critical Illness Insurance





- Critical Illness Insurance pays out a lump sum if you are diagnosed as suffering from certain serious illnesses which are insured under this policy.
- You can choose to cover: yourself or you and your partner.
- Cover is available in units of £25,000 up to a maximum of £500,000 or five times your Reference Salary (whichever is the lower).
- Cover for your partner is available in units of £25,000 up to a maximum of £250,000. You cannot select a benefit for your partner that is higher than your own.
- Your children are automatically covered free of charge from age 6 months up to age 18 provided they are unmarried. Benefits are based on 25% of your cover, subject to a maximum of £20,000.
- Payment of any Critical Illness benefit will be subject to the survival of the person covered for a period of at least 14 days from the earlier of date of diagnosis or operation.
- Pre-existing and related conditions are not covered under this policy.
- A specific definition of partner applies to this benefit.

ELEMENTS > My Benefits > Critical Illness Insurance

Provider

Legal & General

Helpdesk

020 7134 0606, option 0





Dependant's Benefit

CORE

- As a member of the J.P. Morgan UK Pension Plan, your dependants have an entitlement to a death-in-service pension should you die whilst in service.
- A benefit of 25% of your pensionable salary would be payable as a monthly income to a surviving spouse or partner (in accordance with the rules of the Plan).
- Additionally, your children would be provided with an annual income in line with the following percentages, up to the age 18 (or 23 if in full time education):
 - For one dependent child, an annual income of 12.5% of your pensionable salary would be payable.
 - For up to three additional children, an annual income equal to 6.25% of your pensionable salary would be payable per child.
- An income will be paid for life in respect of disabled children.

ELEMENTS > My Benefits > Dependant's Benefit

Provider
J.P. Morgan

Helpdesk
020 7134 0606, option 3



Income Protection

CORE

- J.P. Morgan offers Income Protection cover which provides a regular income should you be unable to work as a result of long-term illness or injury, on acceptance of your claim by the insurer. This cover will commence once you have completed two years' continuous service with J.P. Morgan, provided that you are actively at work on that date.
- If you have unable to work your contractual hours as a result of illness for 26 weeks, discretionary company sick pay will end and your usual base salary will no longer be payable. At the discretion of the insurer you may be eligible to receive up to 65% of your Reference Salary until:
 - You return to work;
 - You no longer satisfy the medical definition for payment of benefit;
 - You reach your State Pension Age;
 - You leave service;
 - Your death.

ELEMENTS > My Benefits > Income Protection

Helpdesk
020 7134 0606, option 0

- If you leave the J.P. Morgan, your cover will cease on your last day of employment.
- You will be expected to give consent for the insurers to review medical information and, on request, undergo any medical examinations, both in respect of the provision of cover and payment of any claim. You will be notified if you need to provide medical information and, based on the medical evidence, the insurer may restrict the level of benefit to a maximum amount each year and/or may impose exclusions for certain conditions.
- If you do not provide the requested medical information, the insurer will restrict your benefit entitlement to their policy limit or any level that has been previously accepted for you specifically. Payments under the scheme are governed by the appropriate insurance policies.
- The maximum salary insured for the purposes of Income Protection is £275,000.





Life Assurance

CORE

- J.P. Morgan provides you with **Core** Life Assurance of four times your pensionable salary.
- If you leave J.P. Morgan, your cover will cease on your last day of employment.
- This benefit is fully insured and you may have to provide the insurer with medical information. Should your total benefit exceed the free cover limit then you will need to undergo medical underwriting.
- Based on the medical evidence, the insurer may restrict the benefit entitlement to a maximum amount or may impose exclusions.
- The policy is written under a discretionary trust which may mean that your beneficiaries are not subject to UK inheritance tax on the lump sum paid.

ELEMENTS > My Benefits > Life Assurance

Helpdesk

020 7134 0606, option 0



Life Assurance - Additional

£ NI FLEX

- In addition to your **Core** Life Assurance, you also have the option to purchase additional cover via the Life Assurance - Additional benefit.
- Cover is available in multiples of £25,000 up to a maximum of £250,000. This benefit is medically underwritten. You are required to complete an Application Form if you are selecting this benefit for the first time or increasing your cover as part of the underwriting process. In these circumstances, the insurer will provide temporary restricted cover for a period of 120 days.
- The cost of this benefit is based on both your age and the number of units you select.
- The policy is written under a discretionary trust which may mean that your beneficiaries are not subject to UK inheritance tax on the lump sum paid.

ELEMENTS > My Benefits > Life Assurance - Additional

Provider

Canada Life

Helpdesk

020 7134 0606, option 4

Forms to complete:

1. Application Form (download from ELEMENTS)
2. Nomination of Beneficiaries Form (download from ELEMENTS)

You will not need to complete forms if you are keeping your current level of cover.



Life Assurance – Partner



- Life Assurance – Partner benefit provides a tax-free lump sum payment to your partner’s beneficiaries in the event of your partner’s death up to age 75.
- You can choose to cover your partner in units of £25,000 up to £250,000. This benefit is medically underwritten. Your partner is required to complete an Application Form if you are selecting this benefit for the first time or increasing your partner’s cover as part of the underwriting process. In these circumstances, the insurer will provide temporary restricted cover for a period of 120 days.
- If your partner is keeping their current level of cover, they will not have to complete any new forms.
- The cost of this benefit is based on your partner’s age and the number of units you select.
- If both you and your partner are employees of J.P. Morgan, you will not be able to select Life Assurance – Partner. Your partner must select their own additional cover via the Life Assurance – Additional benefit.
- The policy is written under a discretionary trust which may mean that your partner’s beneficiaries are not subject to UK inheritance tax on the lump sum paid.
- A specific definition of partner applies to this benefit. Full details can be found on the ELEMENTS website.

ELEMENTS > My Benefits > Life Assurance – Partner

Provider
Canada Life

Helpdesk
020 7134 0606, option 4

Forms to complete:

1. Application Form (download from ELEMENTS)
2. Nomination of Beneficiaries Form (download from ELEMENTS)



Personal Accident Insurance



- Personal Accident Insurance provides you with a cash lump sum payment if you are injured as a result of an accident. The payment is intended to help you cope with the consequences of the injury. The benefit also includes coverage for Permanent and Total Disability or death as a result of an accident.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- This cover is available in units of £25,000 up to a maximum of £250,000. Each unit provides an amount of cover for particular incidents with some conditions attracting a proportion of these amounts.
- Children’s cover is restricted to 50% of adult cover and additional restrictions may apply. Children’s Death Benefit is limited to £7,500 regardless of the number of units.
- To be covered, children must be aged under 18 years or under 23 years, if in full time education, and unmarried.

ELEMENTS > My Benefits > Personal Accident Insurance

Provider
ACE European Group Limited

Helpdesk
01293 726060





Travel Insurance



- This benefit provides Travel Insurance for personal holidays overseas and pre-booked accommodation in the UK. Business travel is not covered under this policy.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- Your partner and your children are also covered whilst travelling independently.
- You must be a UK resident and have a UK address to be covered by this policy.
- There is no limit to the number of trips you make, provided each trip lasts no longer than 60 days.
- You can choose European or Worldwide cover and you can choose to include winter sports.
- The excess payable on claims is £50.
- You have access to a 24 hour emergency medical assistance Helpdesk on **01992 444 337**.

ELEMENTS > My Benefits > Travel Insurance

Provider
Crispin Speers & Partners

Helpdesk
020 7977 9380

Website
flex@cspinsurance.com



Will Writing



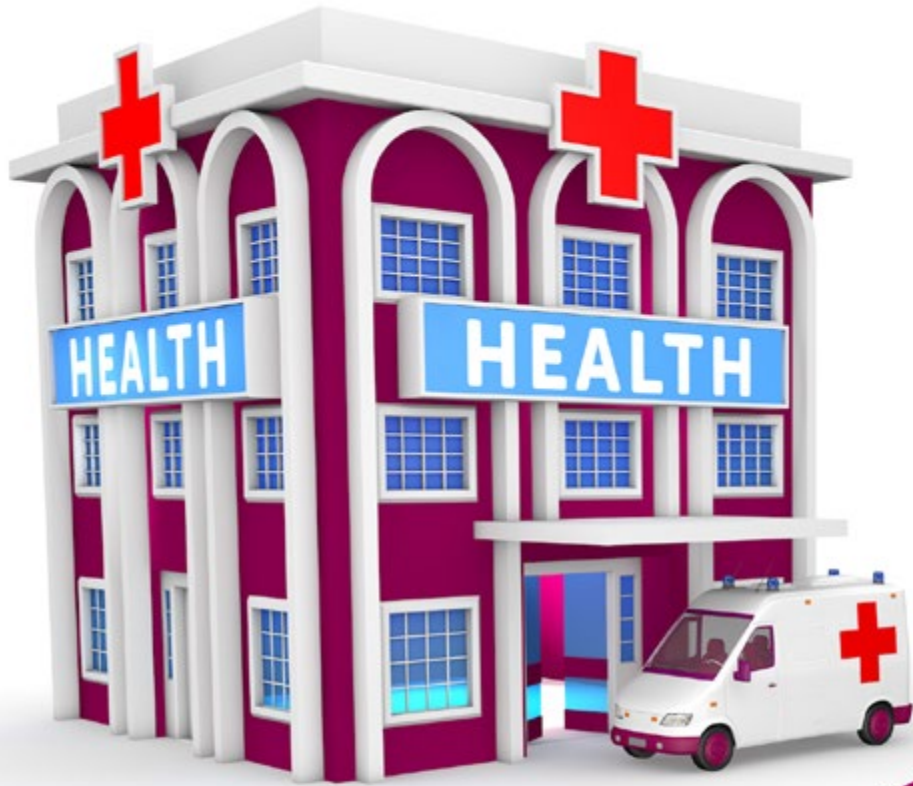
- You can select either the Standard or Advanced service for you or you and your partner.
- The Standard service includes: appointment of Executors, Trustees, Guardians, the distribution of your estate through the provision of legacies and residual gifts, simple trusts for minor children, funeral requests and generic Inheritance Tax advice.
- The Advanced options include all elements of the Standard options but with the inclusion of more in-depth trusts giving you greater control over what happens to your assets after your death.
- You will be contacted by James McKenzie to arrange a suitable time to discuss your Will. This will either be a visit to your office, a confidential phone call, or a home visit should you select the Advanced service.
- Visit **www.james-mckenzie.co.uk** for full details.

ELEMENTS > My Benefits > Will Writing

Provider
James McKenzie

Helpdesk
020 7193 2060





Be Wise

Looking after your health and wellbeing

Health 16

- Dental Insurance 16
- GymFlex 16
- Healthcare - UK 17
- Healthcare - Premier 17
- Healthcare - Premier Plus 18
- Health Screening 18
- Health Screening - Partner 19
- Onsite Fitness Centre 19
- Private GP Service 20

Health Extra 21

- Barbican Dental 21
- Eye Care Vouchers 21
- Flu Vaccinations 21
- Incorpore 21
- Onsite Private GP 21
- Physiotherapist 21
- Practice Nurse 21





Dental Insurance



- The Dental Insurance benefit offers you five flexible dental plans that suit your dental needs and allow you to visit the dentist of your choice, whether a Denplan, private or NHS dentist.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- If you choose Essential or Extensive Dental Cover levels, for yourself or your partner, you will receive free Key Dental Cover for your children.
- Dental Insurance will cater for occasions when you may experience a dental accident or emergency, as well as the provision of your regular dental care.
- The cover excludes certain services, including treatment that is already underway or prescribed when first joining the plan, and there is a waiting period for oral cancer cover and implant cover.
- Dental implant insurance is included at no extra cost.

ELEMENTS > My Benefits > Dental Insurance

Provider
Denplan Ltd

Helpdesk
0800 838 951

Website
www.denplan.co.uk

Forms to complete
Claim form (download from ELEMENTS)
You must complete a claim form for each claim submitted



GymFlex



This benefit is available at Annual Enrolment for 12 month memberships only and during a mid-year enrolment (September) for 6 month memberships.

- GymFlex offers you a discount on gym membership for thousands of private and public sector clubs around the UK, including: David Lloyd, LA Fitness, Fitness First, Nuffield Health, Bannatyne's and Virgin Active.
- If you chose this benefit last year, and wish to continue with your gym membership, you must reselect it.
- You will be able to view participating clubs in your area by going on to the GymFlex website.
- Once you have made your selection on the GymFlex website, you will receive an email from GymFlex confirming your selection, along with instructions for completing the process and your personal identification details to be presented at your selected health club. **Please note:** You must enter the full cost of the membership you have selected on the ELEMENTS website and then submit your benefit selections to complete the process.
- J.P. Morgan pay for your 6 or 12 month membership and you repay J.P. Morgan in either 6 or 12 equal instalments. You are unable to cancel this arrangement even if you leave J.P. Morgan during the Benefits Year. Any outstanding balance will be deducted from your final net salary payment.

ELEMENTS > My Benefits > GymFlex

Provider
Incorpore

Helpdesk
0845 300 6474

Website
www.gymflex.co.uk

Company Login
JPMC

- If you are an existing member at a participating health club part way through a fixed term contract, provided you are currently paying by Direct Debit, it may be possible to swap over immediately to the GymFlex rate without penalty. Even if they are in a fixed term contract, it may still be possible to transfer the membership. This will be highlighted on the GymFlex website at www.gymflex.co.uk. If you are a member, simply select 'existing member' during the GymFlex registration process, enter your current health club membership number when prompted. You do not need to contact the club.
- Membership options vary and may include peak and off-peak rates or reciprocal arrangements that allow you to use multiple health clubs within the chain.
- If the club you wish to join is not available, please contact GymFlex and they will make every effort to agree a rate.



Healthcare - UK



- J.P. Morgan pays the cost of your **Core** private healthcare cover (including cover for eligible dependants). However, you will pay tax on the value of the benefit which is deducted from your salary through payroll.
- A benefit limitation (excess) of £100 is payable for each person claiming under the plan during any rolling 12-month period.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- Cover under this benefit includes out-patient, day-patient and in-patient.
- Pre-existing conditions are covered subject to plan rules.
- Conditions deemed to be chronic are not covered.
- You must pre-authorise all treatment by contacting AXA PPP Healthcare.
- A comparison of the level of cover provided under the three Healthcare benefit options can be found on the ELEMENTS website.

ELEMENTS > My Benefits > Healthcare - UK Plan

Provider
AXA PPP Healthcare

Helpdesk
0800 132 594



Healthcare - Premier



- You receive private healthcare cover as part of your **Core** benefits. However, you can choose to opt out of this **Core** cover and, for an extra cost, upgrade to the Healthcare - Premier, which provides additional cover both in the UK and worldwide (excluding USA) for you and your family.
- The cost you pay for this benefit will be offset by the value of your **Core** Healthcare - UK cover entitlement. However, you will pay tax on the full value of this benefit and this is deducted from your salary through payroll.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- This benefit covers you for acute and chronic conditions, private GP fees, prescription drugs, chiropractic treatment, osteopathy, homeopathy and acupuncture, nursing at home and rehabilitation treatment with treatment available worldwide (excluding USA), subject to the plan rules. Full details are available on the ELEMENTS website.
- Pre-existing medical conditions are covered.
- You must obtain pre-authorization for treatment from AXA PPP International.

ELEMENTS > My Benefits > Healthcare - Premier

Provider
AXA PPP International

Helpdesk
0044 1892 556107

- The cost of emergency inpatient treatment in USA is covered up to a maximum of £100,000. You should ensure that you have worldwide travel insurance if you travel to the USA. This can be selected through My Benefits or privately.
- A comparison of the level of cover provided under the three Healthcare benefit options can be found on the ELEMENTS website.





Healthcare – Premier Plus



- You receive private healthcare cover as part of your **Core** benefits. However, you can choose to opt out of this **Core** cover and, for an extra cost, upgrade to the Healthcare – Premier Plus, which provides additional cover both in the UK and worldwide for you and your family.
- The cost you pay for this benefit will be offset by the value of your **Core** Healthcare – UK cover entitlement, however you will pay tax on the full value of this benefit and this is deducted from your salary through payroll.
- You can choose to cover: yourself, you and your partner, you and your children, or you and your family.
- This benefit covers you for acute and chronic conditions, private GP fees, prescription drugs, routine maternity care, nursing at home and rehabilitation with treatment available worldwide, subject to the plan rules. Full details are available on the ELEMENTS website.
- Pre-existing medical conditions are covered.
- You must obtain pre-authorisation for treatment from AXA PPP International.
- A comparison of the level of cover provided under the three Healthcare benefit options can be found on the ELEMENTS website.

ELEMENTS > My Benefits > Healthcare – Premier Plus

Provider

AXA PPP International

Helpdesk

0044 1892 556107



Health Screening



- Designed for the early detection and prevention of health problems, these sessions provide an in-depth and personal profile of your health, fitness and general wellbeing.
- To book your Health Screening, you must contact Nuffield on **0845 230 2040**.
- There are three levels of Health Screening available: Lifestyle, 360 and 360+.

As a **Core** benefit you are entitled to the following:

Age	Health screen
39 or under	Biennial J.P. Morgan funded Life-style Screening
40 to 49	Biennial J.P. Morgan funded 360 Screening (with resting ECG and a mammogram for females)
50 or over	Annual J.P. Morgan funded 360+ Screening (with resting ECG or aerobic fitness test and a mammogram for females)

- If you are aged 49 or under and would like a Health Screen in the year in which you are not eligible for a J.P. Morgan paid screen, you can purchase a screen through flex and you will not pay income tax or National Insurance Contributions on the cost.



ELEMENTS > My Benefits > Health Screening

Provider

Nuffield Health

Helpdesk

0845 230 2040

Website

<http://www.nuffieldhealth.com/health-assessments>

- The assessments available do contain some tests that are tailored to gender and age. For example, mammograms are not considered clinically necessary for those under the age of 40.
- If you are entitled to a **Core** Health Screening in this Benefits Year and you do not take it, you will automatically be opted in for a Health Screen in the 2015 Benefits Year.



Health Screening – Partner



- Designed for the early detection and prevention of health problems, these sessions provide an in-depth and personal profile of your partner's health, fitness and general wellbeing.
- If you choose to purchase a Health Screen for your partner, you have the choice of three Health Screening options: Lifestyle, 360 and 360+.
- If your partner is over age 40 and you select a 360 or 360+ Health Screen, you can also opt to pay for a mammogram for females. The partner Health Screens available do contain some tests that are tailored to gender.

ELEMENTS > My Benefits > Health Screening – Partner

Provider

Nuffield Health

Helpdesk

0845 230 2040

Website

<http://www.nuffieldhealth.com/health-assessments>



Onsite Fitness Centre



- Memberships will typically be for 12 months unless you are eligible to join during the Benefits Year, i.e. new joiners, in which case your membership will be until 31 March 2016.
- If you selected this benefit last year, your membership will automatically renew unless you deselect it during Annual Enrolment.
- Membership of the centre at Bank Street is available to employees only.
- Members will also be able to select an upgrade ('Top Up') to a Nuffield Health "connections" membership which allows access to all other gyms in the Nuffield Health Network.
- In the event that the gym membership capacity is oversubscribed, a waiting list will be operated.

ELEMENTS > My Benefits > Onsite Fitness Centre

Provider

Nuffield Health

Bank Street

J.P. Morgan Fitness and Wellbeing Centre
Bank Street (7th Floor)

Helpdesk

Email:

jpmfitnessandwellbeing@nuffieldhealth.com

Tel: 020 7134 9777

Website

<http://jpmorgan.mynuffieldhealth.info>





Private GP Service



- Private GP services are for acute (short term), non-emergency care and are not suitable for chronic (long term/recurring) conditions. This service is not intended to replace your NHS GP; it should be considered a complimentary service and you may be referred back to your NHS GP for chronic conditions.
- Employees can select and purchase access to the Private GP for themselves or for themselves and their partner. The annual fee provides for up to 12 consultations per person covered.
- The 15 minute consultations may include: minor sickness and ailments, private prescriptions, family planning services, help and advice / specialist help, cervical smears, ear syringing, HPV vaccinations, radiology, nutritional advice, exercise referral, minor surgical procedures and travel vaccinations - where additional charges will apply.
- You can attend an appointment at the following Nuffield Health locations:
JP Morgan Bank Street & Victoria Embankment (from 2nd quarter 2015)
Medical Centres (employees only) plus:

Provider

Nuffield Health

Helpdesk

0207 236 2832 - option 1

London

- Canary Wharf
- City
- Paddington
- West End

Nationally

- Aberdeen
- Bournemouth
- Bristol
- Edinburgh
- Glasgow
- Manchester
- Nottingham





Barbican Dental	<ul style="list-style-type: none"> Through ELEMENTS you can now receive 10% off routine dental appointments for you and your family and 25% off home teeth whitening. Barbican Dental have a number of practices in London including Moorgate, Canary Wharf and the West End. 	<ul style="list-style-type: none"> Visit www.barbican dental care.com for full details. Quote 'J.P. Morgan' when booking an appointment to take advantage of the discount. Please note that this discount can be used in conjunction with Denplan membership. 	Barbican Dentalcare www.barbican dental care.com
Employee Assistance & Work-Life Programme - UK	<ul style="list-style-type: none"> The Employee Assistance programme (EAP) is a professional counselling, consultation and referral service to help you, your partner and your dependants with issues related to: <ul style="list-style-type: none"> Life challenges: Issues related to family conflict, parenting, maternity coaching, work-related conflicts, financial stress and traumatic loss Emotional health: Help with depression, anxiety, difficulty controlling anger, alcohol or drug abuse, and grief Legal and financial issues: Help finding legal and financial information and consultation Referrals: Help finding childcare facilities, elder care services and physical health and wellness resources Resources: Assistance in finding general community resources to support other family needs 	Optum International	https://www.ppconlineinfo.com/public/welcome.asp Username and Password: jpmuk
Eye Care Vouchers	<ul style="list-style-type: none"> The Eye Care Voucher scheme entitles J.P. Morgan permanent employees to a sight test voucher every twelve months, plus one spectacles voucher, subject to conditions. Barbican Dentalcare 		To request a voucher go to the intranet: me@jpmc > Health & Life > UK Eye Care Vouchers
Flu Vaccinations	<ul style="list-style-type: none"> On an annual basis, J.P. Morgan provides you with the opportunity to have a free flu jab. Details of the programme and booking instructions are usually available in the fourth quarter of every year. In the meantime, if you require any further information, please contact 020 7134 0606, option 0. 		
Incorpore	<ul style="list-style-type: none"> This benefit is provided by Incorpore who are part of the same group that provide us with GymFlex. It gives employees who either didn't select GymFlex during our Flexible Benefits enrolment, or who join the firm during the year, the opportunity to take advantage of gym discounts until GymFlex is available to them again at the next Annual Enrolment. 	Incorpore	Tel: 0845 6024601 www.incorpore.co.uk Company Reference: JPMC
Onsite Private GP	<ul style="list-style-type: none"> This service is available to all employees and consultants, and is provided at a discounted rate, currently £45 per 15 minute appointment. 	Nuffield	Bank Street Medical Centre, Bank Street (7th Floor) Email: jpmorgan@nuffieldhealth.com Tel: 020 7134 9787
Physiotherapist	<ul style="list-style-type: none"> This service is available to all employees and consultants and is provided at a discounted rate. 	London Nuffield Health	Bank Street Medical Centre, Bank Street (7th Floor) Email: jpmorgan@nuffieldhealth.com Tel: 020 7134 9787
		Bournemouth BWT Physiotherapy	Chaseside The Atrium Tel: 8731 4976
Practice Nurse	<ul style="list-style-type: none"> The Practice Nurse can be consulted as a point of reference for general health information and provides services such as basic health checks including cholesterol checking, business travel vaccinations and referrals for physiotherapy. 	Nuffield	<ul style="list-style-type: none"> This service is available to all employees and consultants. Bank Street Medical Centre, Bank Street (7th Floor) Email: jpmorgan@nuffieldhealth.com Tel: 020 7134 9787 Bournemouth Littledown House Email: jpmorgan@nuffieldhealth.com Tel: 020 7134 9787



Be Prepared

Benefits for your parents

- Parental23**
- Dental Insurance for your Parents . . .23
- Family Homecare23
- Health Screening for your Parents . . .24





Dental Insurance for your Parents



Under this Dental Insurance policy you can choose between five levels of cover for up to four parents: Key, Essential, Essential Plus, Extensive and Extensive Plus. Through the Denplan arrangement they can access a dentist of their choice, whether a Denplan, private or NHS dentist

Provider
Denplan Ltd

Helpdesk
0800 838 951

Website
www.denplan.co.uk

- Dental Insurance will cater for occasions when you may experience a dental accident or emergency, as well as the provision of your regular dental care.
- The cover excludes certain services, including treatment that is already underway or prescribed when first joining the plan, and there is a waiting period for oral cancer cover and implants.
- Dental implant insurance is included at no extra cost.
- You pay tax, but not National Insurance Contributions, on the taxable value of this benefit dependent on the level of cover you choose.
- **Please note:** You must add the parents you want to cover to your dependants on the ELEMENTS website before you will be able to select this benefit.



Family Homecare



Family Homecare provides you with the opportunity to cover yourself, your partner and both sets of parents for up to 12 weeks homecare, depending upon the level of cover selected, should an unforeseen accident/illness happen.

Provider
Allianz Global Assistance

Helpdesk
020 8666 0629

- You will be provided with the following services: personal assistance, help getting dressed, domestic assistance/ household duties, ironing and laundry, preparation of meals, assistance getting in and out of bed, travel home from hospital, weekly agreed care plan and shopping.
- Assistance is provided by a comprehensive homecare provider network with fully trained, experienced and professional care staff.
- There is no maximum age limit for parents covered.
- Underwriting is completed at the time of a claim and all pre-existing conditions are covered as long as they are under control. The key point of this benefit is that it covers unexpected events i.e. not pre-planned operations.
- You pay tax, but not National Insurance Contributions, on the taxable value of this benefit which will depend on the level of cover you choose.





Health Screening for your Parents



Designed for the early detection and prevention of health problems, these sessions provide an in-depth and personal profile of health, fitness and general wellbeing. They are available for you to buy for up to four parents (this can include your partner's parents or a partner of a parent)

Provider

Nuffield Health

Helpdesk

08452 30 20 40

Website<http://www.nuffieldhealth.com/health-assessments>

- There is no company funding for this benefit.
- There are two levels of Health Screening available: 360 and 360+ which are tailored to gender.
- Should you leave J.P. Morgan during the Benefits Year, the outstanding cost of this benefit will be taken from your final net salary payment, whether or not your parent(s) has/have taken their Screening(s). Your parent(s) will still be able to take the Screening before the end of the Benefits Year if they have not taken it at the point you leave J.P. Morgan.
- **Please note:** You must add the parents you want to cover to your dependants on the ELEMENTS website before you will be able to select this benefit





Enjoy Life

Getting the most out of your free time

Lifestyle26

Bicycles26

Childcare Vouchers27

Restaurant Discount Card28

Retail Discount Card29

Lifestyle Extra30

Back-up Childcare30

Discount and Concierge Service30



Bicycles



This benefit is only available during Annual Enrolment

- You have access to a Cycle to Work scheme offering a tax-efficient way of leasing a bicycle.
- You pay the monthly lease cost of the bicycle over a 12 month period, free of Income tax and National Insurance Contributions. If you selected this benefit at either the 2013 or 2014 Annual Enrolments you will not be able to select this benefit this year.
- There are tax advantages for taking up this benefit. To qualify, at least 50% of the use of the bicycle must relate to travel to and from work (or for work purposes). However, you do not need to keep mileage records.
- Visit your local partner shop to choose your bicycle and any safety equipment you require. You will be given a paper quote for your chosen bicycle and equipment. You can locate your nearest partner shop at www.cyclescheme.co.uk using the search facility.

ELEMENTS > My Benefits > Bicycles

Provider

Cyclescheme

Helpdesk

0844 879 5101

Website

www.cyclescheme.co.uk

- Choose an amount from £100 to £1,000 that is closest to the paper quote you were given in the shop from the amounts displayed. This amount must be equal to, or more than, the actual cost of the bicycle and any associated equipment (including safety helmets, lights and reflective clothing).
- Shortly after Annual Enrolment closes, you will receive an email from Cyclescheme instructing you to complete your Hire Agreement on their website. Upon completion of the Hire Agreement an e-certificate will be sent to your work email address.
- At the end of the 12 month lease period ownership of the bicycle and safety equipment will be transferred to Cyclescheme and you will receive a written explanation from them of the options available to you.
- Your voucher must be exchanged for a bicycle and any related safety equipment at your local partner shop within four months of receipt. You may be asked to provide photographic ID when collecting your bicycle and associated equipment.
- If you select this benefit, you will need to arrange your own insurance but you must advise the insurer that J.P. Morgan has an interest.
- Cyclescheme have partnered with Cycleguard to provide cyclists with an insurance policy which covers amongst other things, the theft of a bicycle, accidental damage, personal accident and public liability. The policy offers the option for coverage in the UK and overseas and you may cover up to 3 bicycles under the policy. To obtain a quotation go to www.cycleguard.co.uk/cs.





Childcare Vouchers



ELEMENTS > My Benefits > Childcare Vouchers

Provider

care-4 by Grass Roots Group

Helpdesk

0844 800 1444

Website

www.care-4.co.uk

- Childcare Vouchers are an ideal way of meeting some of your childcare costs in a tax efficient way. On selecting this benefit, you will be given access to the electronic 'care-4' childcare voucher scheme, enabling you to make payments directly to your childcare provider through an electronic account which you have to set up on the care-4 website.
- The maximum amount of vouchers you can select is £243 per month (£2,916 per year) for the 2015/2016 Benefits Year.
- Your selected monthly voucher amount will be credited to your care-4 account on or shortly after pay day.
- Your childcare provider must be 'registered' or 'approved' childminders, nurseries and after school clubs, and you will need to add their contact and bank account details to your care-4 account.
- The care-4 website provides more information as to what types of childcare are considered to be 'registered' or 'approved'. The website also explains what you need to do if your current childcare provider is not approved for these purposes.
- Once you have registered your childcare provider's details, and your first payroll deduction has been credited to your care-4 account, you then just need to agree a date for payment to be made to your carer's bank account.
- To authorise payment to your carer's bank account, visit **www.care-4.co.uk** or telephone **0844 800 1444**. If you make regular payments to your carer, you can set up scheduled payments to be made on a monthly basis when you join the scheme.
- You must be the parent, or step parent, of the child in order to purchase childcare vouchers and receive the tax savings.
- If you receive tax credits, your entitlement may be affected by selecting childcare vouchers and we would recommend that you consult your local tax office for guidance.

Tax and National Insurance Contributions

- The amount of relief from tax and National Insurance Contributions depends on when you joined the scheme.
- If you joined the scheme on or before 5 April 2011, you can select tax efficient childcare vouchers of up to a current maximum of £243 per month and you will receive marginal rate tax relief regardless of your tax rate.
- If you joined the scheme from 6 April 2011, you can select up to £243 per month, but the level of tax saving you can make is based on your marginal tax rate.



The current limits are outlined below.

Taxpayer	Maximum voucher amount per month	Level of tax saving based on your marginal tax rate
Basic rate taxpayer (20%)	£243 per month	£55 per week (max £243 per month)
Higher rate taxpayer (40%)	£243 per month	£28 per week (max £124 per month)
Additional rate taxpayer (45%)	£243 per month	£25 per week (max £110 per month)



Restaurant Discount Card FLEX

This benefit is only available at Annual Enrolment

- This card entitles you to discounts at over 6,500 restaurants nationwide ranging from award-winning eateries to quality independents to popular chains. Discounts vary and can include 2 for 1 offers and 25% discount off the total bill.
- To view participating restaurants, please visit **www.gourmetsociety.co.uk**
- Annual subscription to the Gourmet Society usually costs £69.95 but, if selected, you will only pay £25.
- You can purchase up to a maximum of 4 cards.
- Full payment for this benefit will be taken from your April net pay and is not deducted monthly over the Benefits Year.
- If selected, you will receive a membership card and booklet highlighting all of the restaurants covered and the offers available.
- Advanced bookings may be required at some restaurants. Restrictions may apply and individual restaurant discounts may vary. Gourmet Society offers are not available in conjunction with any other promotion or offer.

ELEMENTS > My Benefits > Restaurant Discount Card

Provider

Gourmet Society

Website

www.gourmetsociety.co.uk

Gourmet Society members also benefit from the following discounts:

- Up to 40% off cinema tickets at major UK cinemas – 7 days a week.
- Amazing discounts at top attractions including Legoland, SeaLife, The Dungeons, Madame Tussauds, Thorpe Park, Alton Towers, and more
- 2-for-1 on afternoon tea at 100+ venues across the UK
- 2-for-1 airport lounge entry
- Annual Hush Hush Hotel Club membership (2-for-1 hotel stays)





Retail Discount Card



- The Retail Discount Card is a pre-paid debit card with the added benefit of getting a percentage rebate on all purchases from a range of high street retailers, including: ASDA, Boots, Debenhams, House of Fraser, John Lewis, Marks & Spencer, Toys R Us and WHSmith. A full list of the participating stores can be found on the ELEMENTS website, together with the respective rebate rates.
- You decide on the monthly deduction from your salary - minimum £25 to a maximum £1,000.
- You will be issued with a personal debit card, which you will need to activate before you can start spending on your card. An email will be sent to you advising you of the activation process.
- The purecard operates as a pre-paid card, which means that you can spend only the available balance on your card at any time.
- You will have a personal log-in for the purecard website, from which you will be able to check your balance and your spend.

ELEMENTS > My Benefits > Retail Discount Card

Provider

Purecard by Grass Roots Group

Helpdesk

0844 800 6436

Website

www.purecard.com

- The rebate will be credited back onto your card within the first two weeks of the following month of spend.
- An administration fee of 90p will be added to the monthly deduction that you select. For example if you select £100, you will have £100.90 deducted from salary.
- You can also select a card for your partner at a cost of £7 via the Purecard website. This will allow your partner to access the funds on your account.





Back-up Childcare

- You have access to Bright Horizons Family Solutions, a national network of nurseries and play schemes, providing back-up childcare to help cover those days when usual childcare arrangements are unavailable.
- The back-up childcare programme runs from July to June each year. The first 10 days are free and you will pay a co-payment for the second 10 days in each programme year.
- You will need to register online for the programme. You will then be able to make reservations up to four weeks in advance of the childcare needed. Once you are registered and wish to make a reservation you will need to contact Bright Horizons free phone on 0800 247 1101.
- This scheme provides back-up childcare and is not designed to be used as the primary source of childcare.

ELEMENTS > My Benefits > Back-up Childcare

Provider: Bright Horizons

Helpdesk: 0800 247 1101

Website: www.brighthorizons.com/advantage
(username: JPMorgan / password: backup).

Discount and Concierge Service

- You have access to an online lifestyle management and discount service, provided by Xexec, throughout the year. The website highlights hundreds of discounts and access to a wide range of services.
- You can discuss your requirements by contacting the helpdesk on **0845 230 9393** or you can email: **contactus@xexec.com**

Discounts

The discounts are listed in the following categories:

- Automotive
- Financial & Professional
- Food & Entertainment
- Gifts
- Home & Garden
- Family & Kids
- Shopping
- Sport, Health & Beauty
- Travel

There are a very wide range of services for which you can get a discount, ranging from airport parking to car purchase or leasing, insurance services to energy bill savings and activity experience days to sporting goods.

You can access Xexec from work or from home and purchases can be made online or over the telephone.

Disclaimer: Please note that J.P. Morgan does not endorse, support or favour any supplier, service or product available to you through the Xexec website.

ELEMENTS > My Benefits > Xexec

Provider: Xexec

Helpdesk: 0845 230 9393

Website: www.jpmorgan.xexec.com





Frequently Asked Questions

What happens if I do not make selections by the deadline provided?

With the exception of additional and matching pension contributions (which you can now change once every three months) you can only make changes to your **Flex** benefits during Annual Enrolment (typically February/March), unless you experience a qualifying Lifestyle Event. Lifestyle Events include:

- Birth of a child;
- Marriage;
- Moving home and returning from maternity leave.

Please refer to the Lifestyle Event guide, which can be found in the Information tab on the ELEMENTS website.

What happens if I join J.P. Morgan after Annual Enrolment?

If you join J.P. Morgan after Annual Enrolment, you will be sent an email from the benefit administrator (Vebnet) within your first couple of weeks inviting you to make your selections for the remainder of the Benefits Year. If you make any selections, you will be notified when your benefits will be effective from. If you do not make any selections, you will receive your **Core** benefits only.

Please note that the Bicycle, Health Screening - Parent, Health Screening - Partner and Restaurant Discount Card benefits can only be selected at Annual Enrolment. The GymFlex and Onsite Fitness Centre benefits are available during Annual Enrolment for 12 month memberships and during a mid-year enrolment (September) for 6 month memberships.

How do I make changes to my Flex benefits if I experience a Lifestyle Event?

Some Lifestyle Events will be driven by data supplied by J.P. Morgan and you will receive an email from the ELEMENTS Helpdesk advising that the event has been opened for you. For some other events you will be able to open them yourself via the new self-service facility.

Please refer to the Lifestyle Event guide, which can be found in the Information tab on the ELEMENTS website.

How do I make changes to my Flex pension contributions outside of Annual Enrolment?

You are able to make changes to your **Flex** matched and additional pension contributions outside of Annual Enrolment on a quarterly basis. To make a change you simply need to contact 020 7134 0606, option 4 and request that your Enrolment Form is 'opened' for you to make a change to your **Flex** pension contributions. Once SUBMITTED, the change will take place from the next available payroll period.

What happens during a period of unpaid leave?

For periods of unpaid leave (except for maternity and shared parental leave which is covered further below) the following **Flex** benefits will cease from the date you go onto unpaid leave: Pension Contributions, Personal Accident Insurance, Dental Insurance - Employee and Parent, Childcare Vouchers, Onsite Fitness Centre and Private GP Service.

The following benefits will continue (the cost will accumulate and will be sacrificed as soon as you start to receive pay again): Bicycles, Critical Illness Insurance, Health Screening - Employee, Partner and Parent, Life Assurance - Additional and Partner, GymFlex and Will Writing.

If you have selected either the Healthcare - Premier or Healthcare - Premier Plus options, then this benefit will cease at the point at which you go onto unpaid leave. You will be automatically transferred onto Healthcare - UK Plan with the same cover option.

With the exception of Pension contributions, all **Core** benefits remain in place during any periods of unpaid leave. These are: Accidental Death & Dismemberment (AD&D), Income Protection, Life Assurance, Healthcare - UK Plan and Health Screening.

During Statutory, Shared Parental and Unpaid Maternity Leave, the **Flex** benefits you have (at the point you went onto maternity leave) will continue, with the exception of Retail Discount Card which will cease. Please note that as J.P. Morgan will cover the cost of your flexible benefits, with the exception of the Retail Discount Card, during this period, the salary sacrifice arrangements cease to be legally effective. Income tax on benefits is normally collected through your pay, but during this period benefits will be reported on P11D forms to ensure that you pay the relevant tax.

When you return to work from unpaid leave you will be able to make changes to your benefits. Please refer to the **Lifestyle Event guide**, which can be found in the Information tab on the ELEMENTS website.



What if I leave J.P. Morgan?

If you leave J.P. Morgan, your **Core** benefits will cease on your termination date and your **Flex** benefits will cease on the last day of the month in which you leave. The outstanding balance of any benefits that you have selected will be deducted from your final net salary payment. Payroll will contact you directly regarding repayment if there is a residual balance.

Do Flex benefits affect my employment contract?

Yes, your selections form an amendment to your contract for the forthcoming Benefits Year.

What is Salary Sacrifice?

If you select **Flex** benefits, with the exception of the ESPP (Share Scheme), Restaurant Discount Card and Retail Discount Card, your Gross Salary is reduced as you are effectively agreeing to 'sacrifice' part of your salary in exchange for the benefit(s).

In the majority of cases, you will save tax and /or National Insurance Contributions if you select benefits through My Benefits. For each benefit there is an icon showing where there are tax and / or NI savings.

There are some situations where a Salary Sacrifice arrangement will have an impact on certain State benefits such as Child Tax Credits, or on employees whose earnings are close to the Lower Earnings Limit. You should refer to the Childcare Vouchers page on the website and you should also check with your local tax office.

As a result of participating in a Salary Sacrifice arrangement, you effectively pay less National Insurance Contributions. With effect from 6 April 2012, employees were contracted into the State Second Pension ('S2P'). Therefore, if you earn less than £40,040 your S2P pension could be affected by any Salary Sacrifices you elect. As an example, if you earn below £40,040, for a £100 reduction in gross earnings you would lose approximately 20p a year in State pension. That is based on an S2P accrual of 10% at that band of earnings divided by 49. The 20p would be re-valued by an inflationary factor up to State Pension Age. If your earnings drop below £15,100 (but above £5,772) then for S2P purposes you will be treated as if your earnings are £15,100 and you will be credited with the flat rate S2P accrual for that year.

Your Reference Salary will be used to determine pensionable salary which is then used to calculate pension contributions. Therefore, a Salary Sacrifice arrangement will not affect the amount J.P. Morgan contributes towards your pension.

Generally, earnings would need to fall below the Lower Earnings Limit (LEL) in order to negatively affect your entitlement to State benefits. The LEL is £111 per week for the tax year. The amount of pension you receive from the State will depend on the National Insurance Contributions paid during your working life.

How are the benefit costs calculated?

The costs are set by the benefit providers and may, depending on the benefit, take into account a number of factors including your salary, age and medical circumstances amongst others.

What if J.P. Morgan make changes to the Benefits?

For each Benefits Year, J.P. Morgan reviews the options available and as a result J.P. Morgan reserve the right to:

- Change the benefits, options and costs offered;
- Amend or withdraw benefits;
- Change benefit providers;
- Exclude you from selecting a benefit if the provider refuses to provide that benefit to you and/or your dependant(s);
- Require you to abide by the provider's rules and requirements for the provision of benefits once you have selected a benefit;
- Discontinue any benefit should the take up be particularly low, or alter the rates of discounts offered, if applicable.

In the event of the plan terminating, or as a result of your participation in the plan ending for whatever reason, J.P. Morgan will, where applicable, provide you with the **Core** benefit offering and your take-home pay will be adjusted accordingly.

Who do I contact if I have any questions?

For general questions please contact **020 7134 0606**, option 4 or you can email **jpelements@vebnet.com**.

Should you wish to speak to a benefit provider, you will find their contact details on respective page in this guide.

Should you wish to provide feedback, please email **jpelements@vebnet.com**.



Glossary

Annual Enrolment

This is the time during which you make your benefit selections. Annual Enrolment takes place in February/March each year (if you joined J.P. Morgan after Annual Enrolment closed then you would have been advised separately of your 'Open Enrolment' and therefore the deadline you need to submit your benefits by). With the exception of Pensions, you can only change your benefit selections outside of Annual Enrolment if you experience a qualifying Lifestyle Event. If you join during the Benefits Year, you will be unable to select Bicycles, Restaurant Discount Card and GymFlex, which are limited to Annual Enrolment.

Benefits Year

This is the period during which your benefit selections are effective. The Benefits Year runs from 1 April to 31 March. With the exception of flex pension contributions (which you can change once every three months), you can only change your selections during the Benefits Year if you experience a qualifying Lifestyle Event.

Child

Generally, this means your dependants over whom you and/or your partner are parents or legal guardians. For certain benefits, further provisions may apply, including age limits up to which children can be covered. If your child reaches an age limit then this may qualify as a Lifestyle Event.

Civil Partner

This means your Civil Partner from your current registered Civil Partnership.

Flexible Benefits

These are the benefits you select in the My Benefits section of the ELEMENTS website. Flexible Benefits are highlighted to you as '**Flex**'.

Flex Salary

Whilst your Reference Salary will not change because of your Flexible benefit selections, the amount you receive in your pay each month will change. This is known as your **Flex** Salary. Changing your benefit selections as a result of a qualifying Lifestyle Event may cause your **Flex** Salary to change.

Lifestyle Event

This is a significant change in your personal or family circumstances that may allow you to change some of your benefit selections.

Parent

This is your father, mother, father in law, mother in law or their legal partners.

Partner

This is your current spouse, Civil Partner or partner with whom you are co-habiting and with whom you are financially inter-dependent and with whom you are living together in a similar relationship as husband, wife or Civil Partner. For certain benefits, further provisions may apply. Changing your partnership status (for example co-habiting, getting married or divorced) may qualify as a Lifestyle Event.

Pensionable Salary

This is your annual reference basic salary up to the Plan Earnings Cap (currently £141,000).

Reference Salary

This is the annual salary currently notified to you in your contract or pay review letter. It will not change as a result of your benefit selections and will continue to be used to calculate items such as Life Assurance cover and pension contributions.

Salary Sacrifice

This means that you agree to give up part of your salary in return for an employee benefit. As a result, you can make National Insurance Contributions savings as well as benefit from certain tax advantages. The tax treatment varies from benefit to benefit and you should refer to each individual benefit description on the ELEMENTS website for more details on how each benefit is treated.