



Employee Wellness

A Guide for Employees

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Contents

Page

Introduction	2
Physical wellness	3
Intellectual wellness	6
Social & Interpersonal wellness	8
Emotional wellness	9
Spiritual wellness	10
Occupational wellness	11
Financial wellness	12



“There are many different types of wellness including physical, intellectual, social & interpersonal, emotional, spiritual, occupational and financial wellbeing.”

Introduction

St Vincent’s University Hospital’s Wellness Guide aims to assist in making workplace health information more widely available to employees.

There are many different types of wellness including physical, intellectual, social & interpersonal, emotional, spiritual, occupational and financial wellbeing. I hope that this booklet will help you consider your health and overall wellness through looking at the various different components of wellness. Each section is set out to provide a supportive and helpful starting point for employees to consider their overall level of wellness and, hopefully, provide a useful guide to those employees who wish to take steps to improve wellness.

The booklet is intended to be a guide to achieve the following:

- Inform employees on the health and wellbeing services in the hospital
- Empower employees to choose healthier options and become aware of the positive lifestyle choices available to them
- Encourage employees to take up more physical activities or participate in exercise classes
- Support employees in looking after their personal health; healthcare risks and stress and to take action to build resilience against illness and disease.

I would like to thank all the people and departments that contributed to the booklet and acknowledge all of you involved in supporting employee wellness in the Hospital, either through your role or on a voluntary basis. In particular I would like to thank my colleagues and participants on the Leaders Edge programme who were so insightful and generous with their advice in developing this guide. I would also like to thank Preventive Medicine & Health Promotion Department & Committee, the Human Resources Department and the SVHG Foundation for the support provided in making the wellness booklet become a reality.

On a personal note, I hope you find this guide informative and useful and if even one item in the book strikes a positive chord with you, I believe it will have been worthwhile!

Yours sincerely,

Sandra Murphy

Human Resources Department

St. Vincent’s University Hospital

Physical Health

Physical wellness is the most obvious wellness. It involves a variety of activities that support physical well-being. It is about healthy eating habits, exercise, staying away from harmful habits, having respect for your own body and keeping it out of harms way. It is also about recognising illnesses and seeking medical care when necessary. How you take care of yourself everyday will not only affect your present but your future as well.

Exploring physical wellness is not just about trying to lose weight, although that may be a part of your own Physical Wellness plan. It is about practicing good healthy habits that include eating a balanced diet, participating in regular exercise and getting adequate rest and relaxation.

Physical wellness is also about our ability to maintain a healthy quality of life that enables us to get through our daily activities without undue fatigue or physical stress. The ability to recognise that our behaviours have significant impact on our wellness and adopting healthy habits while avoiding destructive habits all lead to optimal physical wellness.

The following services are provided in or by the Hospital in order to support the physical health of employees:

SPORTS CLUBS & EXERCISE CLASSES

There are a number of sports clubs and exercise classes that you can join in the Hospital, for example:

- Tag rugby
- Tennis
- Pilates
- Yoga
- Hill walking
- Running Club

Further information on these sports clubs and exercise classes is available on the intranet or the notice board located by the canteen.

GYM MEMBERSHIP

The Hospital has negotiated discounts with several local gyms including:

- RTE Gym
- UCD Sportslink
- Westwood gym

Interested employees should contact the gyms directly to enquire about partaking in physical exercise or sporting activities. There are many programmes offered: aerobic classes, tennis, racquetball etc.

Also available within the gym is cardiovascular equipment, weight machines, dietary consultation, free weights etc. There are trained staff available to you in each gym to offer further advice on training programmes available.

LUNCHTIME EXERCISE

Gentle Hatha Yoga sessions are currently available at certain lunchtimes in the Hospital. These are 'non sweat' exercise sessions that are available to Hospital employees for a minimal fee. There are also many lunchtime exercise classes available in the Hospital and the local gyms.

WALKING ROUTES

The Hospital has a 'Sli Na Slainte' perimeter walking route around the Hospital. The walking route is easily assessable for regular exercise.

CYCLING TO WORK

The Hospital provides a number of initiatives in order to facilitate employees who are cycling to work:

A. Cycle To Work Scheme (see Section 7 Financial Health)

B. Bike Parking

A variety of covered & secure bike parking spaces are provided by the Hospital including the following:

1. Catering area - gated & covered bike spaces (swipe card access)
2. Nutley Entrance – covered bike spaces
3. Entrance to HR Portacabins - small gated area; security code required for access
4. Assembly Hall, Nurse Education Centre (NEC) - gated & covered area; security code required for access
5. Education & Research Centre (ERC) - covered spaces available

Please contact Security for the access codes.

C. Bike to Work Day

The 'Bike to Work' day is held in June every year. Employees who have cycled to work are offered a free snack while viewing bike displays.

D. Annual Cycling Lecture

This lecture is held annually during European Mobility week to promote the benefits of cycling.

E. Cycle Challenge

This event is held in June each year. It is a Department of Transport national event, which is co-ordinated by Preventive

Medicine in St Vincent's University Hospital. The team with the highest number of trips wins and the focus is on promoting frequent use of a bike rather than long trips.

PEDOMETER CHALLENGE

In September every year employees from each department can team up to compete for prizes in the 'Pedometer Challenge'. This is a national event which is run by the Department of Transport. The team that walks the most wins prizes for each team member.

SHOWER & CHANGING FACILITIES

There are various shower and changing rooms in the Hospital. The main dedicated facilities are located in the Nurse Education Centre (NEC) & the Herbert Wing.

STAFF REST ROOM

There is a Staff Rest Room available to all employees. This relaxation area has a comfortable seating area, radio, television and computer facilities. It also has vending machines, a small dining area and is swipe controlled.

SMOKING ADVICE SERVICE

The Hospital provides a number of options for employees who wish to quit smoking through:

- One-to-one interventions & follow-up support
- Six - week stop smoking courses
- Nicotine replacement therapy

All of the above Smoking Advice services are offered free of charge. These services are run in a confidential, non-judgemental and supportive environment. Everybody is welcome to attend regardless of how long they have been smoking, how much they smoke or how many times they have tried to give up.

SMOKE FREE CAMPUS

St Vincent's University Hospital has adopted a smoke-free campus policy to encourage smokers to reduce or eliminate the consumption of tobacco, and to protect non-smokers from exposure to second-hand smoke.

VISION SERVICES

Vision testing is available, on request, for employees who use a computer continuously for more than one hour a day.

BREASTFEEDING

The Hospital supports mothers returning to work with facilities to express milk. A room is available on request with fridge facilities.

FLU VACCINATION PROGRAMME

The Hospital supports employee's health and well being by running preventative 'STOP THE FLU, IT STARTS WITH YOU...' anti-flu vaccination programme which offers free seasonal Influenza Vaccinations to hospital employees on an annual basis.

PREGNANCY AT WORK PROGRAMME

The Hospital has developed a 'Supporting pregnant employees at work' Programme. Its aim is to encourage a healthy and safe pregnancy at work. The Occupational Health Department also provide risk assessments for all pregnant women at the start of their pregnancy to ensure a safe working environment.

THE 'WORKING BACKS' PROGRAMME

This service ensures that employees have:

- Easy and early access to appropriate back services
- Facilitate employees who are having difficulty working to full capacity/ returning to work by promoting active self - management

The aim of this programme is to support employees to remain at work. Attendance at Occupational Health will enable employees to be assessed as appropriate and referred, if necessary, to the Hospital's Physiotherapy Department to address musculo-skeletal and ergonomic issues.

The Ergonomic Service in conjunction with Occupational Health provides work place assessments and support.

WORKSTATION ASSESSMENTS

The Hospital carries out risk assessments of VDU workstations for employees, on request, including the keyboard, the VDU Screen, printer, work chair, work desk and VDU environment. Please contact Ergonomics@svuh.ie if you require assistance in assessing your workstation.

'BE SHARP BE SAFE' PROGRAMME

A 'Be Sharp...Be Safe' educational programme is operated in the Hospital by the Occupational Health Department. Its aim is to raise awareness of needlestick and body fluid exposures and to educate staff in prevention and management in the event that these occur. This helps to reduce the risk of contracting blood borne viruses.

PHYSIOTHERAPY SERVICE

The Hospitals Physiotherapy Department accepts referrals for all Hospital employees from GP's, Occupational Health, Emergency Department and the Orthopedic Team. Appointments are scheduled for Physiotherapy according to the clinical priority of the referral.

ERGONOMIC SERVICE

The Ergonomics team provides training in patient handling and avoidance of musculoskeletal injuries. They also provide on-site advice on specific patient handling issues.

NUTRITION AND DIETETIC SERVICE

The Hospitals Nutrition and Dietetic Department accepts referrals for all Hospital employees from Occupational Health. Appointments are scheduled within the general Dietetic Clinic according to the clinical priority of the referral.

STAFF PRESCRIPTION SERVICE

The Pharmacy Department provides a staff prescription service. It is operated under the following terms and conditions, which may be subject to change:


The service is restricted to hospital employees and you are required to produce your hospital personnel number. You submit the prescription placed in the post box, on the wall outside the pharmacy entrance, daily before 11.30 hrs and collected it after 15.30hrs. Your contact details should be included (written on the back of the prescription or on an accompanying note / envelope. Only medicines routinely stocked in the pharmacy are dispensed. A deposit may be required for high-cost items - credit is not extended to employees. The pharmacy does not have a GMS (General Medical Services) contract with the HSE, therefore employees who are registered on any GMS schemes (medical card, DPS, long-term illness) should continue to have their prescription dispensed in their community pharmacy.

WEIGHT LOSS PROGRAMME

There is a Weight Loss Programme available for employees in the Hospital on request. The programme is run on a group basis. The aim of this programme is to provide you with the right tools to assist you to learn healthy habits to achieve weight loss and to maintain a new healthier lifestyle.

HEALTH FAIR

A Health Fair is run by the Department of Preventive Medicine & Health Promotion where representatives from national health organisations and hospital departments attend the event and provide employees with a variety of leaflets, posters and demonstrations on health issues.



“How you take care of yourself everyday will not only affect your present but your future as well.”

Intellectual Wellness

Essentially intellectual wellness focuses on learning. Any activity that helps you explore the world around you, learn more about yourself, or expand your mind supports healthy intellectual wellness. Intellectual wellness can be accomplished in a number of ways. Reading, learning new skills or pursuing personal interests are some of the ways to support your intellectual wellness.

Intellectual wellness is also the ability to open our minds to new ideas and experiences that can be applied to personal decisions and group interaction. It can help you live a more fulfilling life as you feel stimulated and engaged with the world around you. So, if you're learning something new, you're focusing on your intellectual wellness!

LEARNING & DEVELOPMENT OPPORTUNITIES

St. Vincent's University Hospital is committed to investing in our employees so as to enable the provision of excellent patient care and to support each employee in realising their potential. Our learning philosophy is to provide a range of relevant learning opportunities that support and develop employees at different stages of their career. A calendar of events is available on the intranet or on the notice board outside of the staff cafeteria which gives the details of all training programmes currently being run in the Hospital. There are a range of programmes available such as:

- Accredited Leadership & Management Development Programmes
- Short programmes to develop personal effectiveness
- IT skills training

NEWSLETTER

The Hospital newsletter is called 'Newsround' and carries a range of news and views from hospital management and employees. The purpose of the newsletter is to keep all employees informed through highlighting Hospital news and developments across a range of areas. Contributions or suggestions from employees for the newsletter are always welcome.

EXTERNAL TRAINING COURSES

Where possible the Hospital aims to support individuals undertaking third level education by granting funding, study leave or exam leave.

CONTINUOUS PROFESSIONAL DEVELOPMENT

There is Continuous Professional Development (CPD) available to all employees in the Hospital. The process involves evaluating your current performance, setting objectives for your future performance and development and allows you to receive formal feedback on your performance.

LIBRARY

The Hospital's Library and Information Service is located on the first floor of the Education and Research Centre. It supports the information needs of all employees for patient care, quality improvement, research, education and so on. The majority of resources – journals and databases are available electronically via the Hospital's network of PC's and are also available remotely (e.g. from home). Training on searching, critical appraisal, etc, is provided on request. The Library provides access to study carrels, PC workstations, and a WiFi network, and houses a collection of printed books and journals.

NOTICE BOARDS

There are official notice boards in various locations throughout the Hospital. They provide information on a variety of items of importance to employees, including job advertisements, training programmes, health and safety information, sports and social events and other advertisements which may be of interest to employees.

TRAINING FORUMS

Training sessions which are topic-based are available to all employees e.g.

- Mindfulness – Applications for stress reduction
- Managing complex, difficult or challenging behaviour
- Conflict resolution
- Managing change
- Dealing with loss and grief (clinical and non-clinical group work)

Workshops for groups and teams are tailored to specific needs and concerns. Services are also provided to staff to manage in the event of a critical or traumatic incident.

CITIZENS INFORMATION

Citizens Information attends the Hospital on a weekly basis to provide employees with free and confidential advice on subjects such as Employment law, Housing, Social Welfare, Family Matters, Migrant Workers, Health Services, Education and many other issues. A representative from Citizens Information is in attendance in the hospital every Monday and Wednesday from 10.00am to 4.00pm situated in centre point, close to the St Vincent's Foundation office.

A middle-aged man with dark hair, wearing a blue sweater and a grey bag, is looking down at a tablet computer in a library. Bookshelves filled with books are visible in the background. The image has a warm, slightly blurred aesthetic. There are several overlapping circular graphic elements in shades of blue and grey. A quote is centered within one of these circles.

“Reading, learning new skills or pursuing personal interests are some of the ways to support your intellectual wellness.”



“The Hospital’s Intercultural Working Group organises a number of events annually to celebrate the diverse range of people working within the organisation.”

Social & Interpersonal Wellness

Social and interpersonal wellness refers to your ability to interact with the people around you, having meaningful relationships and respecting yourself and others. It involves good communication skills, respecting yourself and others and creating a support system of friends and family.

Social & interpersonal wellness covers:

- Being active in a club, group or organisation
- Cultivating new friendships
- Maintaining regular contact with family and friends
- Volunteering within your community

SPORTS & SOCIAL CLUB

The Hospital’s Sports & Social Club promote and organise a number of activities and events throughout the year such as the Children’s Christmas party, quiz nights etc so keep an eye on the notice-boards and intranet for your next event.

VOLUNTEERING

The personal benefits of volunteering are well known. Giving something of ourselves to a cause that matters to us contributes to our own well-being and the well-being of those around us. There are various volunteering opportunities available in the Hospital and within our community.

INTERCULTURAL WORKING GROUP

The Hospital’s Intercultural Working Group organises a number of events annually to celebrate the diverse range of people working within the organisation. Each celebration takes place over lunchtime in the hospital cafeteria and offers a range of ethnic foods related to the country of celebration.

LONG SERVICE AWARDS

For any employee who has 20 or 30 years service a ceremony to acknowledge their service is arranged on a regular basis where they are presented with a small gift as a token of appreciation from the Hospital for their long service. Any hospital employee who has 10 years service receives a personalised letter from the Hospital’s Group CEO to acknowledge their service.

CHOIR

There is a Church choir that is free for anyone to join.

Emotional Wellness

Emotional wellness encompasses how we feel. Whatever we feel has a direct impact on how we perceive challenges and stress in our lives. Being emotionally well is more than just managing stress; it involves being attentive to your thoughts, feelings and behaviours whether positive or negative.

Emotional wellness like physical wellness can affect your everyday life. It will either make your day more pleasurable or more difficult depending on your circumstances. So, for emotional wellness it is important to participate in activities that will aid in reducing stress in your life. The following are options provided by the Hospital that are available to employees:

EMPLOYEE SUPPORT SERVICE

A confidential service is provided for staff by the Occupational Health Psychologist. A wide range of issues are addressed including:

- Stress at work
- Difficult relationships in work (including bullying / harassment)
- Traumatic events (e.g. workplace incident, assault, suicide)
- Addictions (alcohol, drugs)
- Personal issues outside of work (e.g. bereavement, relationships)

The services provided on a confidential basis are:

- Professional assessment
- Personal support
- Counselling
- Trauma support
- Referral onwards to other professional resources where appropriate

MANAGER SUPPORT SERVICE

A consultation service is provided by the Occupational Health Psychologist to support Managers in their role. The service offers:

- An opportunity to discuss work-related or personal difficulties that may be affecting or having a negative impact on health, wellbeing, attendance or fitness to work.
- Support in the management of staff who: may be experiencing stress, mental health or other health conditions; who have experienced a traumatic event; may be undergoing an investigation; are undergoing rehabilitation following ill-health or who are adjusting to a return to work following ill-health; may be experiencing interpersonal or team conflict.
- A review of coping skills or support needs.

- Assistance and appropriate interventions to support Managers in the management of a critical incident or traumatic event.
- Training or other interventions to staff and managers to resolve difficulties that may have had a negative impact on staff wellbeing.

COMPASSIONATE LEAVE

Compassionate leave may be granted to supplement an employee's annual leave on the death of a family member.

DIGNITY AT WORK

The Dignity at Work policy supports employees that may feel that they are not being treated with dignity or respect by another person(s). The hospital is committed to creating and maintaining a positive work environment where the right of each individual to dignity at work is recognised and protected. There are a number of support contact people located in different departments across the hospital who are trained and available to speak to you about any dignity at work issue where you may need some advice. Their contact information and the Dignity at Work policy are available on the hospital intranet.

EQUAL OPPORTUNITY / DIVERSITY POLICIES

The Hospital promotes equality opportunities for all employees in the workplace and strives to accommodate diversity. All persons regardless of marital status, family status, race, religion, age, disability, sexual orientation, gender and membership of the Traveller community will be provided with equality of access to employment. The Equal Opportunities policy is in place and available from your HR Department. It tells employees what they can do if they believe they are not being treated fairly.

GRIEVANCE PROCEDURE

This health services policy allows employees to raise any concerns or grievances that they may have and to have them dealt with in a timely manner. A copy of the Grievance and Disciplinary policy for the health services is available from your HR Department.



Spiritual Wellness

Spiritual wellbeing is a personal matter involving values and beliefs that provide a purpose in our life. While different individuals may have different views of what spirituality is, it is generally considered to be the search for meaning and purpose in life. It is about making choices in your life that fit with your values.

REMEMBRANCE SERVICE

A remembrance service is held annually specifically for employees who have had a bereavement in the previous year.

MASS

Catholic religious services are held in the Chapel daily. The Chapel is open to say private prayer and reflection.

MISSION & VALUES

The Hospital provides on going education sessions to introduce employees to the Hospital's History, Mission and Values.

CHAPLAINS

Our Chaplains are experienced at listening and offering spiritual guidance, prayer, support, and friendship. The Chaplains are:

- Available to meet with employees during difficult times for spiritual and pastoral support.
- Can provide liturgical service in clinical areas in clinical areas on request.
- Can liaise with other faith traditions or faith leaders on your behalf for information on liturgical celebrations in parishes.

ORATORY

There is an oratory beside the shop in Centre-point which is a resource for employees for quiet periods and is open 24 hours a day.

RAMADAN

An area is assigned annually to facilitate a prayer room during Ramadan. These facilities are available 24 hours a day, 7 days a week during that period.

“While different individuals may have different views of what spirituality is, it is generally considered to be the search for meaning and purpose in life.”

Occupational Wellness

Occupational wellness is the ability to achieve a balance between work and leisure time, building relationships with co-workers and focusing on personal satisfaction and enrichment in one's life through work. It is about the ability to get personal fulfilment from our work while still maintaining balance in our lives.

The Hospital recognises the importance of a healthy work / life balance for its employees and therefore has a number of options that can aid employees in achieving this balance through various forms of flexible working arrangements.

FLEXIBLE LEAVE ARRANGEMENTS

There are a variety of leave options available to employees to support work / life balance, including:

- Annual leave
- Adoptive leave
- Career break
- Carer's leave
- Compassionate leave
- Force Majeure
- Maternity leave
- Parental leave
- Paternity leave
- Study leave
- Unpaid / Special leave

FLEXIBLE HOURS ARRANGEMENTS

Flexible hour's arrangements and reduced working are other non statutory arrangements, which may be granted with the permission of your Head of Service / Line Manager and are dependent on departmental requirements and patient service needs. These arrangements include flexi-time and flexible working arrangements i.e. reduced working hours.

FLEXITIME

Flexi time is available to employees in a number of areas in the Hospital. Due to the nature of the work flexi time may not be permissible in certain areas / department. Flexi-time involves defining 'core' hours when all employees must be in work. This is decided by the relevant Head of Service / Line Manager and approved by the HR Department. The flexible period during which staff may start / finish work is at any time of their choosing is outside of those 'core' hours.

FLEXIBLE WORKING ARRANGEMENTS (REDUCED WORKING TIME)

The agreement on Flexible Working in the Health Service provides for the implementation of permanent and pensionable part-time working arrangements. It ensures that part-time employees are entitled to all the same benefits as their full-time counterparts on a pro-rata basis. Flexible working hours are conditional on there being no adverse affect on the hospital service and the Departments commitment to meeting its operational requirements.

SUPPORTING EMPLOYEES WITH A DISABILITY

Where a disability is identified during the recruitment process or during employment, the Hospital will ensure appropriate reasonable adjustments are made in order to support individuals with their application and / or continued employment

SHORT - TERM ACCOMMODATION

The Hospital provides a limited amount of short - term accommodation in St Rita's for employees who wish to avail of it due to shift times or proximity to work. Rooms are booked through housekeeping and are charged at a minimal rate.

Financial Wellness

The financially well person has an understanding of their financial situation and takes care of it in such a way that they are aware of his or her own financial state and prepared for financial changes.

CYCLE TO WORK SCHEME

St. Vincent's University Hospital employees can avail of the national Cycle to Work Scheme – a tax incentive scheme which aims to encourage employees to cycle to and from work. The employee fills out two forms and chooses a bike from a participating shop. The shop must enter some information on one of the forms. Both forms are brought to Finance and when they approve the purchase, the bike can be collected. The hospital pays the bike shop for the bike, and for a year the cost is deducted from the salary each month. The cost is taken from the gross salary so the employee pays less tax. Full details and both forms can be found by clicking on 'Cycle to Work Scheme and General Cycle Information list of participating shops please click on Cycle to Work Tax Relief Information' under 'quick links' on the home page of the intranet, or are available from the Finance Department.

In addition the Bicycle User Group has negotiated a discount of 10% off all sales, services and repairs for hospital employees at certain shops.

BANKING FACILITIES

An ATM is located in the Main Hall of the Hospital. The closest bank to the Hospital is the Bank of Ireland on the Merrion Road.

HEALTH SERVICES CREDIT UNION

The Health Services Credit Union is available to join for all individuals working in the Health Services. It offers a range of services to its members including shares, loans, budget accounts, foreign exchange and insurance services. The Hospital is able to facilitate deductions directly from your salary to your credit union account.

The credit union also supports its member's educational pursuits through giving certain applicants a bursary or monetary award to assist with their education fees through the Betty Noone Memorial Bursary.

PENSION

The Voluntary Hospitals Superannuation Scheme (VHSS) is the public service pension scheme in operation in the Hospital and it provides a wide range of benefits to its members. Details in relation to the benefits of the scheme are available from the Hospital's Intranet or by contacting HR at pensions@svuh.ie.

TAXSAVER BUS & RAIL TICKETS

The Hospital is situated in close proximity to Dublin city centre and is easily accessed by public transport and only five minutes walk from Sydney Parade DART Station. You can avail of the 'TaxSaver' scheme public transport commuter tickets if you are travelling for work by public transport bus or rail. The scheme involves employers providing employees with bus and rail commuter tickets while saving on employer PRSI payments. Employees participating in the scheme benefit from reduced tax and PRSI payments. Bus Éireann provides a similar scheme called the Employer Travel Pass Programme.

LOCAL BUSINESS DEALS

Check out the intranet / About Us / Staff Discounts to see details of discounts from shops in the Merrion Shopping Centre, Donnybrook and Blackrock, hotel deals and any other discounts available to Hospital employees.

GROUPSCHEME DISCOUNT SCHEME

St Vincent's University Hospital has teamed up with groupschemes.com to provide you and your family with access to a series of ever expanding offers. There are offers available in many different areas such as retail / financial / motoring / music. Some of the companies offering discounts include Topaz fuel (fixed and discounted prices on your fuel), Newbridge Jewellery, Amazon, Mc Guirks golf shop, Meteor, Hotels.com and many more. To avail of these discounts and offers all you have to do is register your name and e-mail address at www.svuh.groupscheme.com.

SALARY DEDUCTION SCHEMES

The following companies have a salary deduction scheme in place for employees of the Hospital and deductions can be made through your salary:

- Health Service Credit Union
- VHI - medical insurance
- AVIVA – medical insurance
- Laya Healthcare – medical insurance
- Hospital Saturday Fund – medical & dental insurance
- Cornmarket Financial Services – pension and income protection schemes
- New Ireland Assurance – pension AVC's
- Marsh Financial Services – pension, income protection schemes, serious illness cover & life cover
- AXA – motor & home insurance
- UCD gym
- Trade union deductions



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