



28 December 2024

### **Working Week**

5000 is an Artist Management company, not an emergency service; nothing we do is so important that someone can't wait a while for a response to an email. We don't communicate our colleagues working hours (though they are at liberty to do so if they wish) and there is no expectation that colleagues be responsive outside their agreed hours and days. If they *are* responding outside working hours, we'll check in with them and suggest a conversation about boundaries to see if we can find a format that works better for them

All colleagues work eight hour days across a four day week, with the frequency and duration of breaks at their discretion. With notice and consultation, the day off can be adjusted to suit each colleague's needs, and daily adjustments can be made on an ad hoc basis and only require notification, not consultation. For example:

- "I'm going to start at 1100 tomorrow, finish at 1900"
- "I'm jet-lagged so I'll work/sleep as I need to until my body adjusts"
- "I just can't focus right now. I'm going for a long walk / to the cinema / to sleep"

We ask that this freedom is used responsibly and respectfully. The company does not monitor it in any structured way

5000 is also happy to entertain adjustments to the work day based on useable daylight. For example, in Winter, colleagues could choose to work 0800-1200, then 1600-1900 or similar, allowing for more time to spend outdoors. We ask that this adjustment is discussed and planned, but as with other adjustments, no advertising is required (such as through an out-of-office message)

### **Holiday Entitlement**

Colleagues on four day weeks are legally entitled to  $4 \times 5.6 = 22.4$  paid days per calendar year, plus paid Bank Holidays. We round this up to 25 days plus Bank Holidays. If they are in England, for example, during a Bank Holiday, they're welcome to take that day off, and seven days of unused entitlement can be carried into the next year

### **Working Location**

With consultation and planning, and after six months employment, colleagues are welcome to work from anywhere in the world for up to three months. Once located, they should work on their own timezone; there is no expectation that they should adjust their day to fit in with the company's home timezone, though occasional adjustments for critical meetings is welcomed. A consultation will be needed for requests for relocations longer than three months in any twelve month period

### **Working practices**

Work under prolonged pressure is not permitted. If a colleague feels under pressure for more than one day in any twenty working days, analysis of the structures that led to it will take place and the cause of the pressure removed from their working day. Remote working can mask these issues so we ask that colleagues make us aware if they feel under pressure

5000 has in place Flexible Working for Periods\* where we allow colleagues to take up to two (paid) days off in any four weeks if they are struggling with period pain

Personal Days\* (up to two in any four weeks) can be taken if a colleague is struggling with their physical or mental health and need time out to focus on rest and recovery

Common Appointments\* in relation to health or wellbeing (doctor, dentist, health specialist) can be taken as and when needed. These are not monitored and the company asks that the flexibility is not abused

*\*for full details, please read our Physical & Mental Wellbeing Policy*

## **Working Tools**

All full-time colleagues receive:

- Mac laptop which becomes colleague's property after twenty-four months. Repairs/replacements at 5000's cost
- Noise-cancelling headphones (up to £300) which become colleague's property after twenty-four months. Repairs and replacements at 5000's cost
- A pair of hearing protectors (from ACS or similar), colleague's property immediately. Replacements at 5000's cost
- Mobile phone bill paid by company after nine months employment
- Travel and Liability insurance cover, including Leisure travel

## **Material support\***

- A contribution of up to £600 in any twelve months toward talking therapy
- A contribution of up to £1,000 in any twelve months toward private medical costs
- Subscription to popular meditation apps, up to £100 per year
- Payment for attendance at mental health-focussed courses/workshops, up to £700 per year, plus associated costs
- Payment for attendance at work-focussed industry events, festivals and such, up to a total of two per year

*\*for full details, please read our Physical & Mental Wellbeing Policy*

## **Financial Compensation**

Per the wishes of its colleagues, salaries and details of bonuses are confidential but are generally greater than those paid by other Artist management companies hiring for similar roles in the music industries

Colleagues are enrolled in the UK Government's NEST pension scheme, or another pension scheme of their choosing. 5000 will contribute 4% of each colleague's salary toward their pension

Full-time colleagues are paid a £500 GBP 'signing-on' fee when employment commences

## **Statutory Sick Pay**

5000 is legally obliged to pay £99.35 per week for up to 28 weeks. Instead it pays - pro-rated per day and net of all taxes and deductions - as follows

Days 1-7: full salary  
Days 8-21: 70% of full salary  
Days 22-30: 60% of full salary  
Days 31-60: 20% of full salary  
Days 60-196: Statutory Sick Pay of £99.35

## **Significant Material Change Payment**

If 5000 is closed down by its Directors for any reason, excluding bankruptcy, or it becomes financially unviable, it will pay colleagues the following on contract termination:

- 1-3 years of service: 3 months' salary
- 4-5 years of service: 4 months' salary;
- More than 5 years, but less than 6 years of service: 5 months' salary
- 6 years of service or more: 6 months' salary