Pensions Policy

Any relevant Statutory Scheme will be observed. The company has not contracted out of the State Second Pension Scheme (S2P).

The Workplace Pension Scheme requires all companies to enrol job holders into a qualifying pension scheme.

The scheme requires contributions from both employee and employer, and it is possible for employees to opt out of the scheme if they wish.

The company has decided to have **Nest Peoples Provider** as its supplier. Further details about how the scheme will affect you and of the relevant start date for our company are obtainable on request.

3 Periods Of Notice Policy

To be given by the company to the employee in accordance with statutory minimum requirements, according to the period of service completed: -

- Up to 4 weeks employment — NIL
- 4 weeks to one year's completed service — 1 week
- Then for each extra year — 1 week per year of service - up to a maximum of 12 years.

The employee must in turn give at least one week's notice of intention to terminate employment with the company, once the initial 4-week period has been completed. The notice will not vary with length of service, though both parties may agree more if mutually beneficial to do so. The company reserves the right to make payment in lieu of notice.