



# Benefits Policy

Version 1.0

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## Version Control

Version	Owner	Reviewer	Changes	Approval date	Next Review
1.0	Monica Whitefield	Lyca Amichia	Initial version or first version uploaded on portal - see ESG share for historical information	07/2021	03/2022

## Principles

The Company designs its rewards and benefits to attract and retain employees. Eligibility for statutory rights, contractual and non-contractual benefits is identified in individual employment contracts, company appendix and the Group employee handbook.

## Policy

### Statutory rights

Some entitlements are statutory rights, such as the minimum statutory annual leave entitlement of 5.6 weeks a year, including any bank holiday entitlement. These statutory rights cannot be reduced or withdrawn by the Company.

### Contractual benefits

Other benefits offered by the Company form part of your contractual entitlement even though they may not be a statutory right, for example Company enhancements to the statutory annual leave entitlement.

In some cases these contractual entitlements increase with length of service, where such an arrangement constitutes a proportionate means of achieving the legitimate aim of rewarding and retaining loyal employees.

Such contractual benefits are offered at the discretion of the employer, but will not normally be withdrawn without a period of consultation with those who may be affected by their withdrawal.

### Non-contractual benefits

Most other benefits are entirely discretionary and non-contractual in nature.

Many such non-contractual benefits are offered subject to scheme rules which may change over time, and over which the Company may have no control. Whether or not as a result of changing scheme rules, such non-contractual benefits may be withdrawn by the Company at any time, although reasonable notice is given where appropriate.

### Bonus or commission schemes

Various bonus or commission schemes exist, related to group or individual performance, profit and output. All such Group schemes are non-contractual and discretionary, unless the scheme schedule expressly states otherwise. Discretionary schemes may be varied or cancelled entirely at the discretion of the Company; details of any relevant schemes which currently apply to you will be provided to you by your line manager.