



# Retirement Policy

This policy applies to all companies within the Relyon Group.

This policy provides a statement of the Company's approach to employee retirement.

With effect from 6 April 2011, the Company no longer specifies a fixed retirement age and employees are no longer required to retire at a specific age.

We recognise the valuable contribution made by all our employees and, wherever possible, wish to retain the skills and expertise of all employees. However, employees can choose to retire should they wish to do so.

We suggest that before making any firm decisions that advice is sought regarding any pension provisions and that independent financial advice is obtained.

## Notification of retirement

When an employee makes the decision to retire they are required to give at least their contractual notice to the Company. Any decision should be given formally in writing to their line manager confirming their intention to retire and confirming the date on which they will leave employment.

We will write to you to invite you to attend a meeting to discuss any queries or questions that you may have in relation to your retirement and to plan any necessary arrangements. Arrangements may have to be made to ensure a smooth handover of the role and responsibilities, whilst certain financial arrangements may also need to be discussed, for example in regards to pensions.

Following the meeting, we will write to the you to formally accept your notice of your intention to retire and to confirm the date on which employment will end.

