

LEAVING THE COMPANY

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DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
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LEAVING THE COMPANY POLICY:

A degree of employee turnover happens within any organisation. It is the Company's practice to ensure that leavers are handled in a professional manner, with minimal disruption to ongoing work functions.

YOUR RESPONSIBILITY:

- Submit a letter or email of resignation to your Manager.
- Endeavor to use any accrued and untaken annual leave during your notice period. Any accrued but unused statutory annual leave will be paid out.
- Return all Company property to your line manager including but not limited to keys, security badges, manuals, phones, laptops/computers/iPads, etc. on your last day worked or another time as requested by the Company.
- Vacate your office or workspace on your last day of work. Take personal items or make arrangements with your Manager for the disposal of any remaining personal items.
- Participate in any exit interview as requested.
- Continue to abide by any agreed terms such as non-solicit and non-compete agreements.
- Remember that computer files and folders stored on Company computers, servers or devices belong to the Company, not yourself. Email folders and address books stored on Company computers, servers or devices are also Company property.
- Reminder to keep any confidential information of the Company to yourself post-termination of your employment, and to not use such information for your own or anyone else's benefit.
- Reminder to delete any of the Company's confidential information from any devices owned by you privately, and not to keep and hard or soft copies of such information.

MANDATORY RETIREMENT AGE:

The Company has a normal retirement age in relation to each employee of the Company. The normal retirement age across the Company is typically the age of 66. From our perspective, managing an older and diverse workforce in a positive way will deliver the greatest value to our

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Company. We wish to look at how best to maximise the experience and skills of older workers, and to harness and accommodate those experiences and skills to the advantage of the Company and you.

In the event that we are looking to enforce a normal or mandatory retirement age, the following Policy will apply, particularly in relation to the run up to retirement, including in responding to requests to work beyond any mandatory retirement age.

LEGITIMATE AIMS:

In order for us to validly apply a mandatory retirement age, we must be able to show that we are achieving a legitimate aim and that the means of achieving that aim is appropriate and necessary in relation to the Company's workforce. Examples of legitimate aims are:

- intergenerational fairness (i.e. allowing younger workers to progress);
- motivation and dynamism through the increased prospect of promotion;
- health and safety (generally in more safety critical occupations);
- creation of a balanced age structure in the workforce;
- personal and professional dignity (avoiding capability issues with older employees); or
- succession planning.

RETIREMENT DISCUSSIONS:

Figuring out if any of these legitimate aims would be achieved by enforcing a mandatory retirement age can only be ascertained following a collaborative discussion with you well in advance of making any decision to retire. Accordingly, we will reach out to you in and around one year in advance of your mandatory retirement age to begin a discussion with you concerning your retirement intentions. This allows for reasonable time for planning, arranging advice regarding people succession, etc. However, please feel free to reach out to us at any time if you wish to indicate an intention to work beyond your normal retirement age such that we can begin a discussion with you and plan accordingly.

While we will initially notify you in writing in and around one year in advance of your normal retirement age, we will then arrange to have a face-to-face meeting with you to discuss the following:

- whether you have a clear understanding of the retirement date and any possible issues arising therefrom;
- exploration of measures (subject to your agreement) which would support the pathway to retirement, for example flexible working, looking at alternative roles up to the date of retirement, etc. We welcome your input in this regard and look forward to hearing any suggestions you put forward;
- transitional arrangements in regard to your particular post (i.e. succession planning); and
- any other matter which you think is relevant to discuss at such point.

In the event that you indicate that you would like to work beyond your retirement age, we will both need to consider the following:

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- Are you confident that you can continue to perform your role to the required standard?
- Would flexible working options be more appropriate?
- What is the duration of the extension to the mandatory retirement age being sought by you?
- Are there any pension implications?

From our own point of view, we will need to consider whether:

- there are good grounds on which to accept or refuse your request to work longer e.g. can the retirement be justified on a legitimate and objective basis applied in an appropriate manner taking into account the Company's workforce;
- any proposed arrangements to assist you in working longer could be contractually framed or accommodated by the Company; and
- any objective criteria need to be considered.

DECISIONS AND ARRANGEMENTS:

Any decision taken by the Company in either accepting or refusing a request to work beyond the normal retirement age will be communicated to you as early as practical following our in-person meeting.

In the event that your request to work longer is accepted by the Company, we will need to consider whether this can be achieved through offering you a fixed-term contract or amending your existing contract. We will discuss the options with you at such point.

In the event that a decision is made to refuse your request to work longer, the grounds for the decision will be set out in writing to you. We will show which legitimate aim is being achieved by refusing your request to work longer and how refusing your specific request is necessary and appropriate in achieving such aim. We will also invite you to a follow-up meeting so that you can make any further submissions in relation to the matter. We want you to have confidence that your case has been given serious consideration and that there are good grounds for refusing your request.

You will have the right to formally appeal any decision made. In such case, please set out your complaint through the Company's Grievance Procedure.

You may bring a workplace colleague or a trade union representative to any meeting mentioned in this Policy if you wish.



Luke Deasy
Managing Director