

## **RETIREMENT POLICY**

### **Policy Statement**

Ian Farmer Associates is an equal opportunities employer. The aim of this policy is to ensure employees approaching the company's retirement age are treated fairly and in accordance with current legislation.

The procedures detailed below in this section are those provided by legislation. Below is a summary of the current statutory procedures. If there is any conflict between the procedures detailed below and those set out in legislation, the legislation prevails.

### **Retirement Age**

The Company's standard retirement age is 65.

### **Notice of Retirement**

At least six months (but not more than twelve months) before intended retirement the Company will inform the employee of their intended retirement date. At this point the employee will also be informed of their right to request to work longer.

### **Right to Request Work Longer**

Employees have the right to make a request to continue working beyond their intended retirement date. The request must be made in writing and must be made at least 3 months (but no more than 6 months) before the intended retirement date notified to the employee.

### **The Employer's Response**

On receipt of the request the Company will notify the employee that the request is agreed, or arrange a meeting to discuss the request.

The employee will be notified in writing of the outcome of any meeting.

### **Appeal**

The employee has the right of appeal against any decision to refuse their request to work beyond the normal retirement date. Any appeal must be made in writing and state the reasons for appealing. An appeal meeting will be held to discuss their appeal. The Company will respond to the employee with a decision regarding their appeal.

### **Employee Rights**

The employee has the right to be accompanied by either a trade union representative or colleague at any meeting.

Signed  \_\_\_\_\_

K. O. Marsh  
Managing Director

Revised : May 2009  
Date of next Revision: May 2010