

## **RETIREMENT POLICY**

### **Policy Statement**

The Company does not apply a policy on retirement and therefore has no fixed retirement age at which it can retire employees.

If an employee wishes to retire then the employee should give notice of their intention to do so in writing to their Line Manager. We would appreciate as much notice as possible, although the employee should give the Company at least the notice they are obliged to give under their contract of employment.

Before making a decision on whether to retire from the organisation an employee may wish to discuss the possibility of alternative roles or work patterns.

An employee's employment or promotion prospects will not be prejudiced because they have expressed an interest in retiring or changing work patterns.

A decision by an employee to resign from the Company will be treated with consideration and respect. Your departure will be managed in the light of your contractual notice period but also in the best interests of the Company, your department and yourself.



Signed \_\_\_\_\_

K. O. Marsh  
Managing Director

Revised: May 2011  
Date of next Revision: May 2012