

<p style="text-align: center;">GAMESLEY COMMUNITY GROUP ("GCG") Retirement Policy (No objectively justified retirement age) DATE:</p>

1. Introduction

GCG ("CIO") is committed to achieving a working environment which provides equality of opportunity and to encouraging full contribution from its diverse community, including benefiting from the skills, knowledge and experience of its older workers. In order to facilitate this, The CIO operates a flexible retirement policy.

The CIO does not have a retirement age and employees may voluntarily retire at a time of their choosing.

2. Aims of the Policy

2.1 This policy aims to:

2.1.1 Set out The CIO's approach to employees' retirement.

2.1.2 Detail the procedure to be followed when an employee decides that they wish to retire.

3. Discussion Meetings

During the [six monthly/annual] performance appraisal meeting, line managers will discuss the employee's performance and training needs. These meetings may also include a discussion of the employee's future plans or proposals for retirement and should be viewed as an informal opportunity for the CIO and the employee to plan together for the future.

At any time, an employee is free to initiate discussions about retirement plans with their line manager. When an employee reaches a decision to retire, they should notify the CIO, using the procedure set out below.

4. Employee Request to retire

The CIO suggests that, before making any firm decisions in respect of retirement, employees should seek independent financial and advice regarding any pension provisions.

When an employee decides that they wish to retire, they should inform their line manager of this decision in writing.

As the employee who is about to retire is likely to have considerable knowledge of the CIO and their role and responsibilities, it would be appreciated if the employee could give as much notice of retirement as possible to arrange an orderly handover of work. In any event, the employee must comply with the notice period set down in their contract of employment.

5. Retirement Procedure

On receipt of the employee’s notice to retire, the CIO will send the employee a written acknowledgement.

The CIO will then meet with the employee to discuss the arrangements for retirement in more detail, including the intended retirement date, updates on work in progress, pension details and arrangements for handing over work.

Following the meeting, the CIO will write to the employee formally to accept the notice of their intention to retire and to confirm the date on which employment will end.

This procedure has been approved & authorised by the board on the day of 2024:

CONFIRMED BY:

Name:

Position:

Date:

Signature:

Review Date: