

CHILTERN TRANSPORT HEALTH, SAFETY & ENVIRONMENTAL POLICY

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RETIREMENT POLICY

Introduction

From the 1st October 2006 the Employment Equality (Age) Regulations 2006 make it unlawful to discriminate against workers, employees, job seekers and trainees because of their age. In particular the regulations provide detailed provisions concerning the retirement of employees.

The Company's normal retirement age is 65 and it is expected that employees will normally retire on the last working day of the month in which they reach their 65th birthday. However, the Company is committed to equal opportunities for all and will fully consider any application made by an employee to work beyond the normal retirement age of 65.

A. NOTIFICATION OF RETIREMENT AND RIGHT TO REQUEST TO CONTINUE WORKING

The Company will notify all employees in writing of their retirement date and the right to request to work beyond such retirement date at least six months in advance but no more than 12 months before that retirement date.

B. EMPLOYEE'S REQUEST TO WORK BEYOND THE RETIREMENT DATE

The Employee has a right to request to work beyond the retirement date and must do so in writing no less than three months and no more than six months beforehand. If such request is made then it is an obligation to consider this request.

Dealing with a request

A meeting will be held within a reasonable time of receiving the request (unless the request is agreed to or it is not practical to hold a meeting) and the Employee should be informed in writing of the decision as soon as reasonably practical thereafter.

At the meeting the Employee is entitled to be accompanied by a work colleague or trade union representative employed by the Company (regardless of whether or not the Employee is a member of a trade union or the Company recognises any trade union).

There is no requirement for employers to set out detailed reasons for refusing a request.

Following the decision a letter will be sent to the Employee; either confirming the new retirement date or notifying the Employee of the refusal to grant the request.

Appeal

The Employee has a right to appeal the decision not to extend the retirement date and another hearing should be held, preferably by more senior management, to discuss this appeal. Again, the Employee has the right to be accompanied by a work colleague or trade union representative. The outcome of the appeal i.e. to either agree to the request and suggest an alternative retirement date or to refuse and confirm the original retirement date will be confirmed in writing.

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NB: Right to be accompanied

As stated above the Employee is entitled to be accompanied at any meeting at any stage of the procedure. The individual companion must be:

- chosen by the Employee, a worker or trade union representative employed by the same Employer as the Employee;
- permitted to address the meeting but not answer on questions on behalf of the Employee; and
- permitted to confer with the Employee during the meeting.

This policy applies to all employees of Chiltern Transport & Warehousing Limited and Chiltern Transport (Northern) Limited.

Signed



Keith Croker - Director
Chiltern Transport & Warehousing Limited
Chiltern Transport (Northern) Limited

Date: 25 Nov 2014