

## 2.3 Retirement

### Policy statement

The purpose of this policy is to set out the organisation's approach to the retirement of employees.

### Retirement age

- The organisation does not operate a compulsory retirement age for its employees.
- The organisation is committed to equal opportunities for all its employees.
- The organisation recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so.
- The organisation operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing.

### Retirement procedure

- If an employee has decided that he/she wishes to retire, he/she should inform Fawzia Topan or Tim Hodgson in writing as far in advance as possible and, in any event, in accordance with his/her notice period as set out in his/her contract of employment. This will assist the organisation with its succession planning.
- The organisation will write to the employee acknowledging the employee's notice to retire.
- The organisation will arrange a meeting with the employee to discuss arrangements for retirement, including the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to retirement.