
Southern Rock Adventures Ltd

Retirement policy

Effective from 17 October 2008

1 Introduction

- 1.1 Those employees who are coming up to retirement age have the right to ask Southern Rock Adventures Ltd to consider allowing them to work beyond retirement.
- 1.2 This policy sets out your statutory rights in relation to making a request to work beyond retirement.

2 Letter informing you of your pending retirement

- 2.1 At least six months (but not more than one year) before your intended retirement date Southern Rock Adventures Ltd will write to you informing you of the date on which it intends that you retire and advising you of your right to make a request to work beyond this date.

3 Right to request not to retire

- 3.1 You may make a request to Southern Rock Adventures Ltd not to retire on the intended date of retirement. Your request must be made in writing and state that it is made in accordance with your statutory right to request not to retire.
- 3.2 Your request must state whether you propose that your employment continue past the intended date of retirement indefinitely, for a stated period, or until a stated date.
- 3.3 Your request must be made at least three months (but not more than six months) before your intended date of retirement.
- 3.4 You may only make one such request in relation to any one intended date of retirement.

4 Meeting to consider request

- 4.1 Within a reasonable period after receipt of your request Southern Rock Adventures Ltd will hold a meeting with you to discuss your request.
- 4.2 You must take all reasonable steps to attend this meeting.
- 4.3 No meeting will be held if prior to the meeting Southern Rock Adventures Ltd agrees to your request. Southern Rock Adventures Ltd will confirm in writing either that your employment will continue indefinitely or, if your employment is to continue for an agreed period, the length of that period or the date on which it will end (as appropriate).
- 4.4 If it is not practicable to hold a meeting within a reasonable period then Southern

Rock Adventures Ltd may consider your request without holding a meeting. In such circumstances Southern Rock Adventures Ltd will give you the opportunity to make representations regarding your request.

5 Letter informing you of the decision

- 5.1 As soon as is reasonably practicable after the date of the meeting Southern Rock Adventures Ltd will write to you informing you of its decision on the request.
- 5.2 Where Southern Rock Adventures Ltd's decision is to accept your request you will be informed of this and advised whether your employment is to continue indefinitely or for a stated period.
- 5.3 Where Southern Rock Adventures Ltd's decision is to refuse your request (either in whole or in part) it will notify you of this fact and confirm the date upon which it wishes you to retire. You will also be informed of your right to appeal against Southern Rock Adventures Ltd's decision.

6 Appeal against decision

- 6.1 You are entitled to appeal against the decision to refuse your request or a decision to accept your request where the specified period of your continuing employment is shorter than the period proposed by you in your request.
- 6.2 You must appeal in writing setting out the grounds of your appeal as soon as reasonably practicable after the date the decision is given.

7 Appeal meeting

- 7.1 Within a reasonable period after receiving your appeal letter Southern Rock Adventures Ltd will hold a meeting with you to discuss the appeal.
- 7.2 You must take all reasonable steps to attend this meeting.
- 7.3 No meeting will be held if prior to the meeting either Southern Rock Adventures Ltd and you agree that your employment will continue indefinitely or that your employment will continue for an agreed period. In such eventuality Southern Rock Adventures Ltd will confirm in writing either that your employment will continue indefinitely or, if your employment is to continue for an agreed period, the length of that period or the date on which it will end (as appropriate).
- 7.4 If it is not practicable to hold a meeting within a reasonable period then Southern Rock Adventures Ltd may consider your appeal without holding a meeting. In such circumstances Southern Rock Adventures Ltd will give you the opportunity to make representations regarding your appeal.

8 Letter informing you of the appeal decision

- 8.1 As soon as reasonably practicable after the date of the appeal meeting Southern Rock Adventures Ltd will write to you informing you of its decision on the appeal.
- 8.2 Where Southern Rock Adventures Ltd's decision is to accept your appeal you will be informed of this and advised whether your employment is to continue indefinitely or for a stated period. Where Southern Rock Adventures Ltd's decision is to refuse your appeal (either in whole or in part) it will notify you of this fact and confirm the date upon which it wishes you to retire.

9 Right to be accompanied

- 9.1 You have the right to be accompanied by a work colleague to both the meeting to request that your employment continue and any subsequent appeal meeting. Your chosen work colleague will be entitled to address the meeting but may not answer questions on your behalf. If you wish to exercise this right, you should advise Southern Rock Adventures Ltd of your intention to do so.
- 9.2 If your chosen work colleague is not available at the time proposed for the meeting by Southern Rock Adventures Ltd an alternative date falling within seven days of the original date proposed by Southern Rock Adventures Ltd will be arranged.