



# Glen Group Service Award Policy

Glen Group values the contribution made by all employees and considers it important to recognise, reward and celebrate the commitment and contribution of staff who have worked for the company for many years.

In recognition of service the company will make an award to employees who have completed 2, 5, 10 and 25-years' service.

## Eligibility

An award will be made to each employee who completes the service years in the month of their anniversary.

The award is available to all staff who meet the long-service requirement.

## Exceptions

Where an employee is subject to a disciplinary procedure at the time that the long-service requirement is met, the award will be deferred until the resolution of the disciplinary matter and made at the discretion of the Manager .

Where an employee is absent at the time of the anniversary, the award will be delayed until their return to work.

## Awards

The award will comprise a gift and card.

Employee awards will be recognised monthly in News@Glen for all anniversaries. Managers will be provided with the information monthly, to ensure that employees are personally thanked and recognised.

## Procedure

1. The HR BP will maintain accurate length of service records for all employees.
2. At the start of each calendar month, the HR BP will review length of service and identify those employees reaching a service milestone.
3. The HR BP will instigate an award card, which will be sent to the employee to arrive no later than the service anniversary,
4. The HR BP will inform the line manager by email and request the managers thanks the employee personally for their service, loyalty and commitment and advising them that they will be receive a gift.
5. The HR BP will be responsible for loading with payroll.

Prepared By	Reviewed By	Approved By	Version 3
Deborah Donnelly	Kim Stevens	Ross Barnes	March 2024
Document No: GGL/Policies/Service Award Policy/070			



## Tax Implications

Under HMRC rules long service awards that satisfy certain rules are exempt from tax.

The conditions for exemption are:

- the award marks not less than 20 years' service
- no similar award has been made in the last 10 years
- the value of the gift does not exceed £50 for each year of service
- the award must be in the form of tangible moveable property or shares in the company
- the award must not be in the form of a payment, a cash voucher, a credit token, securities, shares other than in the employer company or a right over securities or shares.

The award will be made in compliance with these rules and will meet the conditions for tax exemption.

## Compliance with the Equality Act 2010

The Equality Act 2010 makes it unlawful to discriminate on the grounds of age.

The Act contains a specific exemption for awards to mark service of less than five years.

Awards marking service in excess of five years are exempt from the Act if the employer can demonstrate that the award is intended to fulfil a business need, e.g. reward loyalty, encourage motivation or recognise the experience of the employee. The service criterion must apply equally to staff in similar circumstances.

This policy also rewards service of more than five years and complies with the terms of the exemption.

A copy of the company's Equality Policy is available from the HR Business Partner or on SharePoint

## Our Service Awards

- In recognition of 2 years' service, your manager will treat you to a little gift personalised to you, such as chocolates, flowers, or a bottle of plonk.
- In recognition of 5 years -service, we will send you a thank you card, recognise you in News@Glen and provide you with £25 in cash through the payroll or vouchers
- In recognition of 10 years -service, we will send you a thank you card, recognise you in News@Glen and provide you with £50 in cash through the payroll or vouchers
- In recognition of 25 years -service, we will send you a thank you card, recognise you in News@Glen and provide you with £100 in cash through the payroll or vouchers

Managing Director Glen Group

March 2024

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