



SENIOR LEADERS LOTTERY





SCOPE

The Staff Senior Leader Lottery (SL Lottery), launched in October 2020, is intended as a general 'thank you' to qualifying employees of Fair Ways. The SL Lottery draw (draw) will take place four times annually with each draw for three separate Prizes (prizes) listed below. Qualifying employees will not have to pay to enter the SL Lottery.

All qualifying employees will be eligible to win a prize in each draw with the exception of previous draw winners, who are excluded from a set number of subsequent draws following their winning draw. Please see Draw Winners section below.

OWNERSHIP & SPONSORSHIP

The SL Lottery is provided by the C-Suite directors. The sponsor is the Chief Operating Officer (COO).

PRIZES

Each draw will be for three prizes ranked as First Prize, Second Prize and Third Prize.

- First Prize will be for a weekend away for two to the value amount of £400
- Second Prize will be for a theatre trip for two to the value amount of £250
- Third Prize will be for a hamper to the value amount of £100

The value amount and prize type may be changed at any time by the C-Suite directors. Please refer to the section Prize details below.

Qualifying employees may only win one prize in any individual draw.

FREQUENCY

The draw will take place four times annually, one in each quarter as follows: December, March, June and September. The frequency of SL Lottery draws may be changed at any time by the C-Suite directors.

TAX

The winner of a prize in a draw will not have to pay income tax or employee benefit tax on their prize. Fair Ways will pay any tax liability arising.



QUALIFYING EMPLOYEES

All permanent, contracted Fair Ways employees, above pay grade I will be eligible for the SL Lottery and automatically entered into each SL lottery draw.

ELIGIBILITY

Bank employees will not be eligible for the Holiday Lottery.

Qualifying employees on their initial probationary period will not be eligible for the Lottery until the successful completion of their probation is confirmed. For clarity, employees who have completed their initial probationary period, but are placed on a further (role) probation as a result of a change in role, will be eligible for the SL Lottery.

A permanent, contracted Fair Ways qualifying employee will become eligible for the SL Lottery on the first draw after they commence working in Fair Ways, if no probation period applies, otherwise they become eligible once their probation is confirmed as ended.

Eligibility for Qualifying Employees will cease upon the date of acceptance of their resignation from Fair Ways. For clarity such employees will not be Qualifying employees during any notice period.

Qualifying employees under a live disciplinary warning will not be eligible during the period that the disciplinary notice is live. They will become eligible in the next draw following the end of the disciplinary warning period.

All permanent contracted staff on pay grade I or below will not be eligible to participate in the SL Lottery. Fair Ways directors or deputy directors will not be eligible to participate in the SL Lottery.

DRAW FORMAT

The HR department will generate a list of qualifying employees for each SL Lottery draw. Each qualifying employee will be assigned a separate individual number. This range of numbers will be entered into a random number generator and a single random number in the range will be generated for each prize.

The draw will commence with the First Prize draw, followed by the Second Prize draw and so forth. This will ensure that the maximum number of qualifying employees are eligible for the higher value prizes.

A qualifying employee may only win one prize in each draw. In the event that an employee's number is drawn on more than one occasion, in any individual draw, they will be awarded the prize that was applicable on the first occasion their number was drawn. Any subsequent draws of their number, in that draw, will be discounted and the draw will continue until the numbers of three separate qualifying employees are drawn. This is to ensure that there are three separate winners in each draw.



DRAW WINNERS

The winners of the draw will be the Qualifying Employees whose assigned number matches the numbers generated by the random number generator for each prize.

Each individual prize winner in any individual draw will be excluded from subsequent draws on the following basis:

- A. First Prize winners will be excluded for the subsequent three draws following their win**
- B. Second Prize winners will be excluded from the subsequent two draws following their win**
- C. Third prize winners will be excluded from the subsequent draw following their win**

The period of exclusion begins at the conclusion of the draw in which the employee wins a prize. For clarity, subsequent draws will include any draws additional to the four scheduled draws in any year that may take place from time to time at the behest of C-Suite Directors.

Once individual prize winners have been excluded from the appropriate number of draws they will continue to be eligible to win subsequent draws for as long as they remain a qualifying employee.

Exclusion periods will apply each and every time an employee is a prize winner in an individual draw.

ADMINISTRATION

The draws will take place in December, March, June and September of each calendar year.

Additional draws may take place at the behest of C Suite directors.

The draw will be conducted by the Employee Committee Chair (conductor) or, in their absence, the Deputy Employee Committee Chair.

The conductor may be changed at any time by the C- Suite directors.



PRIZE DETAILS

The winners of the draw will receive prizes as described above. The nominated prizes of a Weekend away for two, theatre night for two and hamper are illustrative and may be changed for substitute prizes at any time by the COO.

The COO will seek to ensure that alternative prizes will be of an equivalent value amounts as follows: First Prize £400, Second Prize £250 and Third Prize £100.

A prize may not be transferred to any third party. C-Suite Directors have the discretion to waive this rule but the firm intent is that the draw winners use the prizes for themselves, their partners and /or their immediate family.

A cash equivalent amount will not be available.

The winner of any individual prize must use the prize within 12 months from the date of the draw.

In the event an individual prize winner is unable to accept or use their prize for whatever reason, the prize may be returned to Fair Ways. In this instance, a new SL Lottery draw will be held for a returned prize. There is no obligation to offer additional prizes at such a draw.

Alternatively returned prizes may be offered in a scheduled draw. In this instance, the returned prize will be offered directly following the draw for equivalent value prize. For example, the draw for a returned First Prize will be conducted immediately after the First Prize draw and before the Second Prize draw and so forth. This is to ensure the maximum number of staff have the opportunity to win this prize.

The winners of any prize in an individual draw, declared before a returned prize is drawn, will not be eligible to win the returned prize in that draw.

In the event the staff member is unable to use their prize for whatever reason, and returns the prize, they will not be required to absent themselves for the number of draws relating to the value of their prize as per the Draw Winners section above.

It is expected that the type of weekend break or locations of weekend break chosen by the First Prize winner would not bring the employee or the company into disrepute, inadvertently or otherwise. The winner is expected to exercise good judgement and refer any unusual holiday type or destination, to a board director, prior to booking.

Fair Ways accounts department may also refer a weekend destination or type for approval to the sponsor prior to payment.



ASSIGNED NUMBERS

The HR department will prepare a list of qualifying employees for each draw.

For clarity this will mean confirming for each draw:

A: The list of employees who meet the criteria of qualifying employees for that draw

B: Removing employees from the list as follows:

- are no longer eligible for reasons of cessation of employment
- have a live disciplinary notice
- whose pay grade now falls outside the eligibility criteria
- previous prize winners until their periods of exclusion are completed

C: Adding new eligible employees as follows:

- commencing employment without a probation requirement
- confirmed having successfully completed probation
- or upon the expiration of a live disciplinary notice
- previous draw winners whose periods of exclusion is now completed

SCRUTINY & VERIFICATION

BEFORE EACH DRAW

The qualifying employee list for each draw will be generated by the HR department. This will be separately checked by a scrutineer and the HR director, before the draw takes place, and confirmed as correct.

In the absence of the scrutineer, scrutiny will be provided by a substitute nominated by the scrutineer. The C-Suite of directors may change the scrutineer at any time.

The range of numbers assigned to Qualifying Employees will be checked by the scrutineer to ensure no duplication.

The scrutineer will confirm the range of numbers has been correctly entered into the random number generator.



THE DRAW

The conductor will conduct the draw in prize order commencing with the First prize.

The conductor will conduct the draw by activating the random number generator.

The conductor will confirm the randomly generated number with the scrutineer.

The conductor will then announce the winning employee for the First Prize.

The process is then repeated for the next prize and so forth until all prizes in the draw are awarded.

Returned prizes are to be drawn immediately after the draw for the equivalent value prize in the draw.

A qualifying employee may only win one prize in each draw and will be excluded from the rest of the draw once they have won a prize. Where the number of a winning employee is subsequently drawn, this will be discounted, and the draw will proceed until all prizes in the draw have been won by different employees.

AFTER EACH DRAW

The conductor will advise the COO of the winning employees for each prize in the draw.

The COO will issue an individual letter to each prize winning employee. The COO will carry a stock of pre-printed letters.

The conductor will advise the COO Executive assistant of the winning employees.

In the absence of the COO, the COO's Executive Assistant can issue the letter on behalf of the COO. If both the COO and the COO's Executive Assistant are unavailable, the COO will confirm alternate arrangements.



PROCESSING PAYMENTS

The COO executive assistant will liaise with the winning employees and the Accounts department for all prizes.

The Accounts department will be responsible for processing payments for the first and second prize winners in each draw.

First and Second prize winners will have two payment options:

A: The draw winners books and pays for their prizes. In this instance, the Accounts department will refund the draw winners on receipt of documentation confirming the booking and payment. They may also advance some spending money provided that the total sum falls within the value amount for that prize.

B: The draw winners books their prizes and the Accounts department make the requisite payment(s) on receipt of documentation confirming the booking. They may also advance some spending money provided that the total sum falls within the value amount for that prize.

THIRD PRIZE WINNER

The COO Executive Assistant will be responsible for arranging delivery and processing the payment for the third prize winner.

RECORDS

A record will be kept of each draw to confirm as follows:

- **The date of the draw**
- **The winning randomly generated numbers**
- **The winning employees for each prize category**
- **The list of employees and assigned numbers used in the draw**
- **The name of the conductor**
- **The name of the scrutineer**



MARKETING AND COMMUNICATIONS

Fair Ways will use the Marketing department to publicise the winners of the Lottery through marketing channels.

Qualifying employees will be considered to have provided consent for this publicity unless they have specifically advised the Marketing department that their consent is withdrawn.

The opportunity to withdraw consent is available to all qualifying employees at any time.

For any enquiries, please email: Paul.Moran@fairways.co

