

Fair Ways Staff Lottery

Rules



FOR ANY ENQUIRIES:

please email: Paul.Moran@fairways.co

Scope

The Staff Lottery (Lottery), launched in October 2019, is intended as a general ‘thank you’ to Fair Ways employees. The Lottery draw will typically be a monthly draw for a voucher of £100. Qualifying employees will not have to pay to enter the Lottery.

All qualifying employees will be eligible to win the monthly voucher each and every month.

Ownership & Sponsorship

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

Amount

The draw will be for a value amount of £100. This amount may be changed at any time by the C-Suite directors. The £100 will be provided in the form of a voucher that can be spent across a broad range of venues.

Frequency

The draw will take place monthly. The frequency of Lottery draws may be changed at any time by the C–Suite directors.

Tax

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

Qualifying Employees

All permanent contracted Fair Ways employees, except Fair Ways directors, will be eligible for the Lottery and automatically entered into the draw each month.

Eligibility

Bank employees will not be eligible for the Lottery.

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 probation as a result of a change in role, will be eligible for the Lottery.

A permanent contracted Fair Ways employee will become eligible for the 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.

Eligibility for qualifying employees will cease on their last day of employment.

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.

Fair Ways directors will not be eligible to participate in the Lottery.

Draw Format

HR will generate a list of qualifying employees for each 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.

Draw Winner

The winner of the draw will be the qualifying employee whose assigned number matches the number generated by the random number generator.

The winner of the previous draw will continue to be eligible to win subsequent draws for as long as they remain a qualifying employee.

Administration

The draw will be conducted on the third Monday of each calendar month.

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

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

Vouchers

A book of 8 vouchers will be purchased by and securely held in the Accounts department. Where two different types of voucher are used, this will mean a stock of 4 of each type.

The Accounts department will monitor the release of the vouchers and will purchase a further book of 8 vouchers when the stock reduces to 4, two of each type.

Assigned Numbers

On a monthly basis, the HR department will prepare a list of qualifying employees.

For clarity this will mean confirming each month:

- A. The list of employees who meet the criteria of qualifying employees for that draw.
- B. Removing employees from the list who are no longer eligible for reasons of cessation of employment, have a live disciplinary notice or returned to probation where they were previously an eligible employee.
- C. Adding new eligible employees, for reasons of commencing employment without a probation requirement, confirmed having successfully completed probation, or upon the expiration of a live disciplinary notice period.

The list of qualifying employees, with all deductions and additions clearly shown will be available to the scrutineer ahead of the draw.

Each qualifying employee will be assigned a number in the range commencing at 1001 and increasing in intervals of 1. (For clarification the first qualifying employee will be number 1001 and the eleventh qualifying employee will be 1011 and so on).

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, 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 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 that draw.

After each draw:

The conductor will obtain a voucher from the accounts department, and ensure that the voucher number is recorded. The scrutineer will confirm this number.

The conductor will give the winning voucher to the COO.

The COO will issue the voucher and a letter to the winning employee. The COO will carry a stock of pre-printed letters.

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.

Records:

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

The date of the draw

The winning randomly generated number

The winning employee

The list of employees and assigned numbers used in the draw

The name of the conductor

The name of the scrutineer

The serial number of the issued voucher.

Marketing & 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.

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