



STAFF HOLIDAY LOTTERY





SCOPE

The Staff Holiday Lottery (Holiday Lottery), launched in October 2020, is intended as a general 'thank you' to Qualifying Employees of Fair Ways. The Holiday Lottery draw (draw) will take place quarterly with each draw being a contribution by Fair Ways of £1000 towards a holiday(s). Qualifying Employees will not have to pay to enter the Holiday Lottery.

All Qualifying Employees will be eligible to win the holiday(s) contribution with the exception of previous draw winners, who are excluded from the subsequent six draws following their winning draw.

OWNERSHIP & SPONSORSHIP

The Holiday Lottery is provided by the Executive Committee. The sponsor is the Managing Director (MD).

AMOUNT

The draw will be for a value amount of £1,000. This amount may be changed at any time by the Executive Committee. The £1,000 will be provided by the accounts department directly to the holiday company or to the staff member on production of a paid invoice(s) for a holiday(s). The option to take the prize in cash without an associated holiday booking will not be available.

FREQUENCY

The draw will take place four times annually, in January, June, September and December. The frequency of Holiday Lottery draws may be changed at any time by the Executive Committee.

TAX

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





QUALIFYING EMPLOYEES

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, and or with continuous service in Fair Ways, that are placed on a further (role) probation as a result of a change in role, will be eligible for the Holiday Lottery.

A permanent, contracted Fair Ways employee will become eligible for the Holiday 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. Qualifying employees on sabbatical leave will not be eligible until their first day of return.

All permanent contracted staff with up to and including a salary of £34,999 per annum (FTE) before Tax, N.I and other deductions will be eligible to participate in the Holiday Lottery with the exception of those included in the Leaders Lottery.

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

DRAW FORMAT

The HR department will generate a list of qualifying employees for each Holiday 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.

DRAW WINNER

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

Each draw winner will be excluded from the following six draws, each and every time they win.

Once six further draws have been completed they will continue to be eligible to win subsequent draws for as long as they remain a qualifying employee.





ADMINISTRATION

The draw will take place in January, June, September and December of each calendar year.

Additional draws may take place at the behest of Executive Committee.

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 Executive Committee.

HOLIDAY DETAILS

The winner of the draw will receive a contribution to the value of £1,000 to be used towards the purchase of holiday(s) to be taken by the winner or their immediate family.

The holidays may not be transferred to any third party. Executive Committee have the discretion to waive this rule but the firm intent is that the winner of the draw uses the holiday(s) for themselves and /or their immediate family or chosen travel companion(s).

A cash equivalent amount will not be available.

The winner may use the prize towards a maximum of two holidays.

The winner must use the prize to book holidays within 12 months of the date of the draw.

In the event the winning staff member is unable use the prize towards holidays in this period, for whatever reasons, a new Holiday Lottery draw will be held for this prize.

In the event the staff member is unable to use the prize funds towards holidays for whatever reasons, they will not be required to absent themselves for the subsequent six draws following their initial win. Instead they will become eligible to win draws commencing with the first draw after they return their prize.

The employee will also be eligible to win the redraw of their original prize.

It is expected that the type of holiday(s) or locations of holiday(s) chosen by the winner would not bring the employee or the charity 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 holiday(s) for approval to the sponsor prior to payment.

Fair Ways retains the right not to pay the requested contribution amount for any holiday choice by the winner.





ANNUAL LEAVE

The draw prize does not include any additional annual leave over and above the winning employee's usual annual entitlement.

Additional leave may be purchased. Please refer to Fair Ways Holiday Purchase Scheme Policy. Prior to booking any holiday(s), the winning employee must ensure proposed bookings meet the following criteria:

1. Employees have sufficient holiday entitlement available for their proposed holiday(s)
2. Bookings may not be confirmed (or paid towards by Fair Ways) until the period of holiday leave has been authorised by the employee's line manager.

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 now falls outside the eligibility criteria
- previous draw winners in line until their period of exclusion is 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 period of exclusion is now completed
- whose pay now falls within the eligibility criteria



SECURITY & 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 Executive Committee 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 advise the MD of the winning employee.

The MD will issue a letter to the winning employee. The conductor will advise the accounts department of the winning employee.

The accounts department will assist the employee in the expenditure of the holiday (see Processing Payments below).

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





PROCESSING PAYMENTS

The Accounts department will be responsible for processing payments for each draw winner.

Draw winners will have two payment options:

A: The draw winner books and pays for their holiday(s), subject to satisfying the criteria in the Annual Leave section above. In this instance, the Accounts department will refund the draw winner on receipt of documentation confirming the booking and payment

B: The draw winner books their holiday(s) subject to satisfying the criteria in the Annual Leave section above and the Accounts department make the requisite payment(s) to the holiday company, on receipt of documentation confirming the booking.

All invoices must be in the name of the lottery winner. The Accounts department may decline any invoices, not in the name of the lottery winner.

The accounts department will require confirmation the period of the holiday leave has been authorised by the employee's line manager prior to payment towards any holiday.

SUNDRY ITEMS

Each draw winner may use the vouchers for up to 2 separate holidays.

Fair Ways will not provide travel insurance or any sundry insurances. These are the responsibility of the employee.

Fair Ways cannot be held responsible for a booked holiday in the event of the failure of any external company or event outside of Fair Ways control.

If Fair Ways has directly paid a contribution for the holiday(s) to a holiday company, that subsequently is unable to deliver that holiday, and can successfully reclaim the contribution amount, this will be available to the employee for a subsequent booking.

It is understood that employees may book elements of holiday(s) without using a holiday company, e.g. a ferry, a holiday home etc. In this instance, the Accounts department will require receipts or booking confirmations to the value of the requested amount before payment.





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

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.

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

