

# Fair Ways Staff Lottery

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## Rules



**FOR ANY ENQUIRIES:**

**please email:** [Paul.Moran@fairways.co](mailto: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 with two winners of a voucher of £100 and £50 respectively. Qualifying employees will not have to pay to enter the Lottery.

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

## Ownership & Sponsorship

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

## Amount

The draw will be for value amounts of £100 and £50. This amount may be changed at any time by the Executive Committee. The £100 and £50 will be provided in the form vouchers 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 Executive Committee.

## 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 and Senior Leader team members, will be eligible for the Lottery and automatically entered into the draw each month.

Any qualifying staff member may opt-out (or opt back in) of the Lottery at any time.

## Eligibility

Bank employees will not be eligible for the Lottery.

Employees on their initial probationary period are not 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. Qualifying employees on sabbatical leave will not be eligible until their first day of return.

Fair Ways directors and those on the Senior Leaders list 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. This process is repeated for the second prize, except that the winner of the first prize (£100) is excluded from the qualifying employee list.

Should a Senior Lottery be taking place in the same month as the Staff Lottery, the Senior Lottery will take place prior to the Staff Lottery to allow for required exclusions (see 'Senior Lottery' Rules).

## Draw Winner

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

The winners of each previous monthly draws will continue to be eligible to win subsequent draws for as long as they remain a qualifying employee.

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

Winners of the Senior Lottery draw will be removed from the Staff Lottery taking place in the same month.

## Administration

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

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, witnessed by an EPIC representative and an HR representative.

The conductor may be changed at any time by the Executive Committee.

# Vouchers

Vouchers will be emailed to the winners of the draw via the fairways.co email system from the draw conductor.

No other email can be used to send vouchers. In the unlikely event of a winner not having a fairways.co email address, the voucher will be posted to their home address by secure mail.

## 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 each draw.
- B. Removing employees from the list who are no longer eligible for reasons of cessation of employment, having a live disciplinary notice, 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 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 in prize order commencing with the first prize. The conductor will conduct each 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 and the winner be removed for the second prize draw. The process is repeated for the second draw.

## **After each draw:**

The conductor will purchase a voucher online and ensure a receipt is obtained. This will be independently audited by the accounts team at regular intervals.

The conductor will email the winning vouchers and a personal letter from the MD via their fairways.co email account

## **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

The list of employees and assigned numbers used in the draws

The name of the conductor

The name of the scrutineer

A copy of the email sent to the winners

## **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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