

**POLICY STATEMENT**

The company wishes to ensure that employee service is properly recognised at prescribed times during the course of their employment and also upon leaving employment.

In recognising service the company wishes to officially acknowledge employees via presentations at the completion of significant periods of service as outlined in the following policy.

**GLOSSARY OF TERMS****CROSS REFERENCES and other RESOURCE MATERIAL**

|              |                |             |               |               |
|--------------|----------------|-------------|---------------|---------------|
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The company seeks to recognise and reward permanent employees on specified service anniversaries by the presentation of an appropriate gift. This policy includes all employees.

**Recognition of Service**

Recognition of significant periods of service will be by way of a certificate and presentation as follows;

- 5 years service
- 10 years service
- 15 years service
- 20 years service
- 25 years service
- 30 years service
- 35 years service

Over 35 years service at Director's discretion

The Director's views a suitable gift as an article of keepsake, not items that are perishable or intangible.

**Recognition of Service Upon Cessation of Employment**

The following is a guideline covering recognition for services performed by employees who are leaving the company as a consequence of resignation or retirement. This does not apply to those employees dismissed from the company.

*Less than 5 years*

It is at the discretion of the Directors as to whether a collection is made.

*Over 5 years but less than 10 years*

A collection will be taken up within the company.

*Over 10 years but less than 20*

A collection will be taken up within the company and the amount collected may be subsidised by a contribution of up to £1 for every dollar from the Company at the discretion of the Directors.

*Over 20 years*

A collection will be taken up throughout the Company and the amount collected will be subsidised by such contribution from the company as the Directors may determine.