

## Terms and Conditions of Employment

### Working Hours

The standard working hours for full-time staff is 37.5 hours per week. If you applied for a part-time position the hours of work would be contained in your Contract of Employment and agreed before your start date.

### Official Travel

If travelling on official business requires the use of the employee's own transport, the mileage rates payable are 40p per mile for car or cycling and Motorcycle 20p per mile. Prior agreement must be given by the employee's Line Manager for use of a private car for official mileage, which should be considered as exceptional. Before using a private car for official mileage, employees must provide a signed statement confirming that they hold insurance covering business use.

### Pension

All employees will be auto-enrolled into the Cycling UK Group Personal Pension scheme after successful completion of a three month probation period in accordance with the rules that apply to the Scheme at the time. Cycling UK will contribute up to 5% in matched contributions.

### Holiday Entitlement

25 working days per annum or pro rata for a part year. The smallest amount of holiday that is permitted to be taken is half of one day. The holiday year runs from 1st April to 31st March. All statutory and public holidays and a specified privilege day at Christmas are in addition to the basic holiday entitlement.

### Training and Development

Cycling UK carries out a full induction for new employees. Cycling UK tries to tailor training to individual staff needs as highlighted in their annual appraisal. The appraisal records an assessment of your performance potential and training developmental needs (as well as other

matters). These needs and issues may also be addressed by your line manager throughout the year. Staff should keep themselves abreast of relevant developments and training opportunities and solutions.

### Cycle Purchase Scheme

Cycling UK participates in the national 'Cycle to Work' scheme, enabling employees to take advantage of reduced tax on the purchase of bicycles.

### Group Life Assurance

Cycling UK has a Group Life Assurance scheme held with Canada Life Limited. Membership is open to all employees age 16 and over and up to age 65 after completing three months service. A lump sum benefit of four times basic salary will be paid on the death of a member. The cost of the scheme will be borne by Cycling UK. Any member whose benefit exceeds the scheme's free cover limit of £262,000 benefit will be required by Canada Life to receive medical underwriting for the excess benefit cover.

### Health

Cycling UK will pay statutory sick pay (SSP) in accordance with the rules set out by the Inland Revenue. Once the employee has successfully completed their probationary period they may be able to receive full pay for up to 4 calendar months in any one rolling year. Occupational sick pay will be payable, less SSP. Thereafter, payment will be discretionary dependent on circumstances. Any entitlement to receive sick pay does not preclude Cycling UK from managing sickness absence or from exercising its right to terminate an employee's employment on the grounds of incapacity or absence.

### Probationary Period

All Cycling UK staff will work a three month probationary period. During this period notice will be one week on either side.