

## 1. Introduction

Autocraft Solutions Group recognises that the contribution, commitment, effort, and loyalty of all its employees has significant impact on the quality of products and service it provides to its customers. To demonstrate the Company's appreciation a Service Award Scheme has been introduced, and it is an opportunity for us to acknowledge and celebrate the contribution that employees who have reached continuous service milestones have made.

This policy does not form part of your contract of employment, and may be reviewed, amended, or withdrawn at any time without notice.

This policy is not retrospective and will apply from the date of issue.

## 2. Scope

This policy applies to all Autocraft Solutions Group Employees.

## 3. Aims

This policy aims to provide guidance on the process of recognising continuous service milestones, the management of the process, and how awards will be administered.

## 4. Eligibility

All Autocraft Solutions Group employees will be eligible to receive an award when the continuous service milestone has been reached.

## 5. Management & Responsibilities

Human Resources are responsible for keeping accurate records of the employment history of the workforce, and to monitor length of service to identify those reaching a service milestone. Human Resources will also be responsible for notifying the relevant manager, completing any relevant paperwork, and arranging for the award to be processed. The individual will receive a letter confirming the milestone and the relevant award.

## 6. Award Milestones

The individual will receive a certificate to commemorate the specific number of years continuous service at Autocraft Solutions Group, and an award as detailed below. The certificate will be presented by the Director of the relevant department.

- 5 years continuous service 1-day additional leave for that year only.
- 10 years continuous service £250.00
- 15 years' continuous service £500.00
- 20 years' continuous service £500.00
- 25 years' continuous service £750.00
- 30 years' continuous service £750.00
- 35 years' continuous service £1,000.00
- 40 years' continuous service £3,000.00

Doc No	Owner:	Authorised:	Location:	Classification:	Issue Date:	Page:
F4044	QHSE	S Ridley	Intranet/IMS/Policies	ASG	6/3/2023	Page 1 of 2

## 7. Payment of Cash Awards

Payment of cash awards will be made in accordance with usual Payroll processes, subject to usual HMRC deductions, in the pay run following the milestone being reached provided cut-off date has not passed.

## 8. Monitoring & Review

This policy will be monitored and regularly reviewed.

### Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New Policy	T Pugh	B Barr	18 June 2024