

## Retirement Policy

<b>Version Number</b>	4
<b>Revision Date</b>	27 January 2025
<b>Department</b>	Business Support & Transformation
<b>Author</b>	People Partner
<b>Reason for Policy Creation/Revision</b>	Inclusion of retirement-related award
<b>Data Protection</b>	This policy complies with our Data Protection Policy & Procedures.
<b>Equalities</b>	This policy ensures that we have equal protection in place for employees
<b>Sustainability</b>	N/A
<b>Proof Read By</b>	Director of Business Support & Transformation Head of HR and OD
<b>Date Approved</b>	27 January 2025
<b>Approved By</b>	SMT
<b>Next Review Due</b>	31 January 2028 or following legislation changes
<b>Audience – Training and Awareness Approach</b>	Manager awareness will be required
<b>Effective Date</b>	27 January 2025
<b>Internal References – Policies &amp; Procedures (Located on The Hub)</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Disciplinary Policy and Procedure</li> <li>• Equality, Diversity &amp; Inclusion Policy</li> <li>• Flexible Working Procedure</li> <li>• Long Service Awards Policy and Procedure</li> <li>• Retirement Policy</li> <li>• Redundancy Policy</li> <li>• Leaving Hanover Policy</li> <li>• Leaving Hanover Procedure</li> <li>• Values behaviour framework</li> </ul>
<b>External References</b>	ACAS Code of Practice

### 1. Policy Purpose

## RETIREMENT POLICY

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1.1 Hanover whilst committed to the retention of its workforce, understands that employees will eventually need assistance in planning for their retirement, or for an extension of their working lives. To help achieve this, and in line with our values, Hanover will consider the wishes of individual employees in relation to their work plans leading up to retirement.

1.2 Our culture at Hanover, as demonstrated through our values is:

- show RESPECT
- be ACCOUNTABLE
- support COLLABORATION
- promote INCLUSION

### **2. Policy Scope**

2.1 This policy covers all employees, and does not apply to agency/casual workers, contractors or consultants. Hanover employees are not expected or required to retire at any age. Our Long Service Awards Procedure provides further guidance on eligibility for retirement-related awards.

### **3. Notice to Retire**

3.1 There is no default retirement age, therefore it is for the individual to decide when they wish to retire.

3.2 An employee who wishes to retire must resign in writing giving at least the period of notice set out in their contract of employment.

3.3 If an employee expresses an intention to retire at a particular age, their manager may discuss how the transition to retirement may be best achieved. However, unless an employee gives written notice to retire, such discussions will not be binding, and the employee will be entitled to change their mind about the timing of their resignation.

3.4 In order to help Hanover plan, should an employee be willing to provide 6 months' written notice of their intention to retire, Hanover will pay an extra week's salary at their leave date.

### **4. Retirement Recognition Award**

4.1 To ensure that all employees who have completed 5 or more consecutive years of service within Hanover without a break of 3 months or more, upon retirement, receive a retirement award/gift and certificate in recognition of their contribution to the service.

4.2. All employees with less than 5 years' service retiring from Hanover to be awarded a certificate of retirement that acknowledges their contribution to the service.

4.3 The value of the award shall be £100. In accordance with the Inland Revenue Regulations, all awards including gifts or gift vouchers are liable to Income Tax and National Insurance Contributions for employees with less than 20 years' service.

### 5. Responsibilities

5.1 **Managers-** When an employee states their intention to retire, their manager should:

- Ensure that they discuss the employee's plans and expectations in the short, medium, and long term with the employee before the employee's intended retirement date.
- Obtain a written Notice to Retire from the employee with at least the notice period set out in their employment contract.
- Follow Leaving Hanover Policy and Procedure.

5.2 **Employee-** Employees who wish to retire must:

- Give a written Notice to Retire to their manager
- Engage in assistance and cooperation to allow for succession planning. This may include taking on a mentoring role or handing over some responsibilities before retirement takes effect.
- Follow Leaving Hanover Policy and Procedure

### 6. Pension Benefits

6.1 When an employee can start drawing from their pension will depend on their pension scheme rules.

6.2 Employees considering retiring should check their State Retirement Age pension eligibility with the Department of Work and Pensions. They should also contact current and previous pension scheme providers. Details of the pension options and scheme providers are available from Hanover's Payroll team or HAPI.

6.3 Employees are strongly advised to take independent financial advice before deciding on their retirement plan including what happens to any workplace pension if an employee continues working beyond the age when they can take a workplace pension.

6.4 Hanover's Employee Assistance Programme (EAP) offers guidance to employees planning their retirement. Details of the EAP can be found on HAPI.

### 7. Phased retirement

7.1 Hanover recognises that some employees may wish to phase their retirement by requesting a change to their working pattern.

7.2 A phased retirement could include working reduced hours or stepping down from certain responsibilities. The benefit of phased retirement is that it provides employees with more flexibility so that they can plan, prepare, and make a gradual adjustment from work to retirement.

7.3 Any request for phased retirement must be made under the Flexible Working Procedure.

## RETIREMENT POLICY

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- 7.4 Although there is no automatic right for an employee to change their work pattern, any request for phased retirement will be taken seriously and considered in a reasonable manner.
- 7.5 Employees planning their retirement, can bank a week's annual leave each year for a maximum of five years before their retirement date.

### **8. Monitoring & Evaluation**

- 8.1 The HR team will provide regular analytical reports, Hanover will aim to identify and report any learning trends or issues arising from employees' retirement to Hanover's Senior Management Team (SMT).

### **9. Review**

- 9.1 The policy will be reviewed every three years or earlier as required.