**VEEVE Retirement Policy**

Veeve’s policy is to operate a contractual retirement which is stated in your Contract of Employment. You do, however, have a statutory right to request to continue working beyond any compulsory retirement age imposed by us, either on an indefinite basis, for a defined period of time, or until a specified date. We will give careful consideration to any requests that may be made by you to work beyond your expected retirement date, taking into account the general needs of the business. However, we are not obliged to agree to any such request and neither are we under any obligation to give reasons for any refusal to agree to such a request.

Stage 1 - Notification

We will notify you in writing of your expected date of retirement at least six months, but not more than 12 months, in advance of your expected retirement date. At the same time, you will be given details of your right to request to continue working beyond your expected retirement date.

Stage 2 - Request

If you wish to submit a request to continue working beyond your expected retirement date, you should do so in writing. The request should be submitted more than three months, but not more than six months, before the expected retirement date notified to you by us. You must specify as part of your request whether you would like to continue working indefinitely, for a specified period or until a specified date. The completed written request should be forwarded to your Manager.

Once a request has been received, you will be invited to attend a meeting to discuss your request with your Manager. After the meeting, you will be informed in writing of our decision as soon as it is reasonably practicable to do so. If it is decided to continue your employment beyond your expected retirement date, you will receive written notification confirming this and reflecting any agreed changes to your Contract of Employment.

Stage 3 - Appeal

Should your request not be granted, then your expected retirement date will be confirmed in writing. You will also receive written notification informing you of your right to appeal against the decision not to agree to your request to continue working.

You should submit your appeal as soon as reasonably practicable to the next level of Manager, and you will be invited to attend an appeal meeting to discuss your request not to retire on the expected retirement date and to continue working beyond that date. After the appeal meeting, you will be informed in writing of our decision as soon as it is reasonably practicable to do so. Our decision on an appeal will be final.

You have the statutory right to be accompanied at the meeting and at any appeal meeting. Your companion may be a work colleague of your choice or Trade Union representative. Your chosen companion will be permitted to address the meeting and to confer with you during the meeting, but they will not be permitted to answer questions on your behalf.