



This procedure outlines guidelines to follow if you decide to leave Version 1.

If you are considering leaving Version 1 but have not made your final decision yet, we ask that you have an open and honest conversation with your line manager and explain any concerns that you might have in relation to your employment before submitting your resignation. We would appreciate having the opportunity to support you to continue your career with Version 1.

If you have made your final decision and wish to resign, we ask that you have a conversation with your line manager before submitting your written notice. Your contract of employment, or written amendments thereafter (if any), will specify the amount of notice you are required to give.

Once your line manager receives your written resignation, they will then raise a Notification of Leaver ticket through IRIS with the resignation letter attached.

When The People Operations Team are notified of your decision to leave, they will send you an Exit Feedback Survey to complete. Your feedback on this survey is important to us and will be treated in the strictest of confidence so we would appreciate you taking the time to complete the survey.

Where possible, prior to your last day, a member of The People Operations Team will also conduct an exit interview to discuss your experience while working at Version 1.

A member of the People Operations team will contact you in the days leading up to your final working day to confirm final payroll arrangements in terms of annual leave and benefits.

Annual Leave is calculated based on your actual annual entitlement accrued until your final working date and carry over, minus any annual leave you have taken. You should not have annual leave that runs into your last working day, instead you will be advised to bring your last working day forward and be paid for your unused annual leave.

Your benefits such as healthcare, pension and life assurance will terminate on the last day of your employment. You are encouraged to make alternative arrangements before your last day should you wish to do so. If you need guidance on making these arrangements, you can raise a People Operations ticket [here](#).

Support Services will be in touch to confirm what steps need to be taken in relation to your Company equipment.

## GARDEN LEAVE

The Company reserves the right to place an employee under notice on Garden Leave, for the whole or part of the remainder of their contractual notice period. If you are placed on Garden Leave, you will remain an employee of the Company, continue to receive your basic salary and all contractual benefits in the usual way up to and including your agreed final date of employment. Any accrued but unused holiday entitlement shall be deemed to be taken during any period of Garden Leave.



## RETIREMENT

The leaver process for retiring is the same as that detailed in the procedure above.

Before making the decision to retire, you are strongly advised to contact your pension provider to understand in full the position with your pension.

Details for the Version 1 pension providers are here:

- Irish pension provider (Zurich)
- UK pension provider (Aviva)
- NI pension provider (before July 2022 Aegon, after July 2022 Aviva)

Many people also choose to speak with an Independent Financial Advisor so they fully understand their incomings, outgoings and what retirement will mean for their lifestyle.

Please note that under new legislation in the UK and Ireland, there is no mandatory retirement age.

As of February 2021, the state pension age for the United Kingdom and Ireland is 66.

The Retirement age for employees in India is 58.

If you have any questions in relation to this policy, please get in touch with the [People Operations Team](#).