

Sainsbury's



Tu

habitat



Sainsbury's Bank

33 Holborn
London
EC1N 2HT

Private & Confidential

Lemuel Owusu-Poku

14/11/2024

Hi Lemuel,

Congratulations! I'm delighted to offer you this new role. Here's your written confirmation that we're offering you the position of 0052 Online Assistant in Purley Way Store, reporting to Vaughan Clarke.

You'll be part of a team working together and bringing new ideas to create the best experience for our customers and colleagues. Across all of the Sainsbury's brands - Argos, Habitat, Tu, Nectar and Sainsbury's Bank - every one of us has a role to play in delivering for our customers. Working here will be fast paced, exciting, and you'll learn a lot. You'll also get lots of support from your team and be encouraged to be yourself.

I've attached a copy of your contract – please read and e-sign by 19/11/2024. Please go through it carefully, alongside the other information that it may refer to. All of this detail sets out our commitments to you and our expectations of you in return.

We're committed to rewarding you with a competitive pay and benefits package. Being somewhere people love to work is really important to us. Once you join, you'll have access to a wide range of benefits – you'll be able to find more information and eligibility criteria for these on Our Sainsbury's.

To make sure you are paid on time, on your first day you will be asked to provide your bank details. If you have a P45, please also bring this with you.

Health Questionnaire

Having a diverse range of colleagues and being an inclusive organisation is really important to us as we want Sainsbury's to be a place where everyone can fulfil their potential. That includes supporting colleagues with long-term health conditions and disabilities. We're committed to offering workplace adjustments to help remove barriers that prevent colleagues from being the best they can be, alongside other support.

If you are a new colleague, we'll ask you to complete a health questionnaire before you start. Please note that this offer is subject to meeting some medical requirements, so it's important that you disclose any support you may require. If you mention anything that requires a medical examination, then we'll of course discuss this with you, and pay for it.

Your First Day

On 21/11/2024 please report to Purley Way Store for your 'Welcome to Sainsbury's' meeting. When you arrive, let one of our colleagues know that you are there for your induction and they can point you in the right direction. You'll need to arrive by 10:00 please, so that there's time for you to sign in.

Right to Work in the UK

All new colleagues must provide original right to work documents prior to your first day in the

business. Our right to work provider 'Right Check' will email and text you once you have accepted your offer and you will be required to take a scan of relevant right to work documents. Once we have validated these documents, we will retain them on your colleague record for the duration of your employment. If you cannot provide your documents prior to starting through the Right Check App, you must bring the original right to work documents on your first day for your manager to check and copy. If you cannot produce valid right to work documents, you won't be able to start with us.

If you have any questions, please let your line manager know. Congratulations on the new role! It's great to have you on the team.

Best wishes,

A handwritten signature in black ink, appearing to read 'Sam Offer', with a long horizontal flourish extending to the right.

Sam Offer
Director of People Services

Fixed-Term Assignment Contract of Employment between:

Sainsbury's Supermarkets Ltd ('the Company') and

Lemuel Owusu-Poku ('You')

We've outlined the terms and conditions of your employment below.

A couple of things to mention: where we talk about 'Our Sainsbury's', we're referring to our Company intranet, which contains lots of important information, detail on your colleague benefits and also news and features from across the Group. You'll also be able to access the Ask HR service, home to our HR policies and 'How to' guides, from the Our Sainsbury's homepage. Take a look when you can – you'll find our detailed policy documents, scheme rules and more information on your colleague benefits. The details change occasionally so check in regularly for updates.

You'll also see references to 'My HR', our system that holds all of your personal and contractual information.

Appointment

Your role is 0052 Online Assistant, Grade 2. We all work flexibly to make sure we're there for our customers when and where they need us, so there'll be times where we need you to work in other areas. We'll make sure you have the skills and knowledge to do a great job wherever you are.

Your Employer

Your employer is Sainsbury's Supermarkets Ltd (referred to as 'the Company' – see 'Definitions' below). Being there for our customers may mean that from time to time you are required to lend a hand to another Group Company. We would always discuss it with you and would take into account your personal circumstances. We'll make sure any reasonable additional expenses you incur are paid in line with our Business Travel and Expenses policy, available on Ask HR.

Right to Work in the UK

Before you join us it's important that you provide us with documents to confirm you're eligible to work in the UK. Please provide original documents, as we are unable to accept photocopies or photographs, this forms a condition of your continued employment with us. If required, we may carry out checks with the Home Office during the course of your employment. If you would like more information, please refer to the Right to Work policy on Ask HR.

Date of Employment

Your employment will start on 21/11/2024 with your continuous employment beginning on 21/11/2024.

Fixed Term Contract End Date

This is a fixed term contract and your employment will come to an end on 24/12/2024. For the avoidance of doubt, no notice is required for this contract to end, unless your contract is terminated earlier, when we will give you notice as outlined in the Notice Period clause below.

Location

You'll be based at Purley Way Store. We want to deliver a great service to our customers, so we need to be operationally sharp, to work flexibly, efficiently and where we're needed the most. We might ask you to work in another location and we would always discuss it with you and take into account your personal circumstances.

We'll make sure your expenses are paid in line with our Business Travel and Expenses policy, available on Ask HR.

Hours of Work

Your paid contracted hours are 12 hours a week.

Your scheduled hours, as already agreed with you by your line manager, include any breaks that you are entitled to receive each day. These breaks are unpaid and detailed below:

Scheduled Hours	Break Entitlement
Less than 4.5	No break
4.5 hours less than 6	15 minute break (Under 18s 30 minute break)
6 hours less than 8	20 minute break (Under 18s 30 minute break)
8 hours less than 9	30 minute break, lunch time or afternoon OR Two 15 minute breaks, one morning and one afternoon
9 hours or more	Total of 45 minute break, split into one 30 minute and one 15 minute break

Typically, if your shift is over 7 hours and includes the hours 12pm to 2pm, you may have a lunch break. If you get a lunch break, it's unpaid and lasts either 30 minutes or one hour, as agreed by your line manager.

It's really important that we change and evolve to meet the needs of our customers, being there for them whenever and wherever they want to shop with us. Therefore, there may be times when we ask you to change the days and times that you work depending on the needs of the business. Should this be the case, your line manager will discuss and agree this with you.

Unsocial Hours

If you work between the hours of 12am and 5am you will receive an unsocial hours premium of £2.45 per hour (while your base pay doesn't include breaks, the unsocial hours premium will be paid for all hours you're at work during this time).

Base Pay

Your hourly rate will be £13.15 per hour. You'll be paid every four weeks (we call this a 'period'), normally on a Friday, directly into your bank or building society account. Remember that your pay is subject to tax, national insurance and other deductions – you can find out more by checking the relevant policies on Ask HR. Please refer to Our Sainsbury's for further information on premiums that you may be eligible to receive.

Company Benefits

We're committed to providing our colleagues with a range of discretionary, non-contractual

(meaning they're not a part of your contract) benefits including colleague discount and great discounts across a whole range of products and services. For more details and eligibility criteria, please see the relevant guidance on Our Sainsbury's.

Colleague Discount

Once you've worked with us for 4 weeks, two discount cards will automatically be sent to you so you can start saving on your shopping online and in-store at Sainsbury's, Argos and Habitat. Before signing this contract, please take time to read the full colleague discount terms and conditions in the Colleague Discount policy on <https://sainsburys.jobs/supporting-information> (using the password 'joyful').

By signing this contract, you confirm that you have read the Colleague Discount policy and understand and accept those terms and conditions. You also confirm that you understand that if you (or your second user) breach the rules of the discount policy, you may be subject to disciplinary action (up to and including dismissal).

Holiday

We all need holidays to recharge and take a break from work. Make sure you take all your holidays and try and book them well in advance if you can. If you give plenty of notice, you're more likely to be able to take time off when you most want it.

Your holiday entitlement will be available for you to view within your first few days of joining us and will refresh at the start of each new holiday year.

Holiday entitlements include an allowance for public/bank holidays. Within the holiday year there are normally 8 public/bank holidays. Where the number of normal public/bank holidays varies, your total holiday entitlement will vary accordingly. Please see the Holiday Policy on Ask HR for further details.

Entitlements are calculated in hours, based on the number of complete days worked in the holiday year and are pro-rated based on contracted hours. The amount of holiday you receive depends on your length of service at the start of the holiday year. In a standard year with 8 public/bank holidays, the entitlement is aligned to the below table:

Contracted Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Less than 5 years' service	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234
More than 5 years' service	7	14	20	27	34	40	47	53	60	67	73	80	86	93	100	106	113	120	126	133	139	146	153	159	166	172	179	186	192	199	206	212	219	225	232	239	245	252	258

This table is based on a full standard year, working 39 hours per week

Please don't make any plans until you have agreed your leave requirements with your line manager as they'll need to be approved in line with the needs of your business area and other colleagues' holidays.

If you leave the Company, any holidays that you are entitled to but haven't yet taken will be paid to you in your final pay. Equally if you have used more holidays than you're entitled to, a deduction will be made from your final pay. We reserve the right to make you take any outstanding holiday during your notice period.

Family Leave

If you're having a baby, planning to adopt or having a child through a surrogacy arrangement you can find more information in the Family Leave policy on Ask HR. It helps explain how we

can help when you need extra support, your rights and what you're entitled to at work as well as giving you the information you need to help you prepare.

Sickness Absence

It's really important to look after yourself and take the necessary time to recuperate when you're ill. If you need time away from work because you are sick you must follow the guidelines detailed in the Attendance policy applicable to your location and grade, available on Ask HR.

Please take the time to read your applicable policy, as it explains our expectations for how you should report your absence, keep in contact, and your eligibility for sick pay. We will manage your absence in line with this policy, and the Company has the right to withhold Company sick pay if you don't follow the correct process.

From time to time there may be additional support required to assist you in returning to work following a sickness absence. We will talk to you about this to understand how best to support you.

Sainsbury's Retirement Savings Plan and Life Cover

Pensions are an important part of our total reward package and a great way to help colleagues to plan for their future. We offer colleagues the opportunity to join the Sainsbury's Retirement Savings Plan (run by Legal & General) up to the age of 75.

Government rules mean that Sainsbury's will automatically enrol colleagues who meet certain conditions (age and earnings) into the pension. If you are new to the business, you will be assessed on 23/01/2025 and if you meet the conditions, you will be automatically enrolled into the pension plan from the beginning of the pay period after your assessment. You do not have to wait to be automatically enrolled, you can join and get the benefit of Sainsbury's contributions at any time.

We have two different contribution rates: Start Up and Step Up. We encourage colleagues to join Step Up as it provides more benefits than the Start Up.

- Start Up contributions are 4% of your Start Up pensionable pay between the limits set by the government each year (the minimum and maximum may change). This is the rate you'll pay if you're automatically enrolled or choose to join Start Up. Under Start Up, Sainsbury's will also pay 4% of your pensionable pay into your pension. Start Up pensionable pay is all your pay each pay period between the thresholds set by the government and includes bonus, overtime, responsibility pay and shift premiums, but excludes car allowance, share payments and leaving payments.
- Step Up contributions are 4%, 5%, 6%, 7%, 7.5% or more of your Step Up pensionable pay. Step Up pensionable pay is all your basic pay each pay period and includes overtime, responsibility pay and shift premiums but excludes bonus, car allowance, share payments and leaving payments. Sainsbury's will match your contribution up to 7.5%.

After you have joined, you can pay in as much as you like and can stop paying at any time. Once you join, Legal & General will contact you with more information about the Plan, including details about how you can opt out of the Plan within the first 30 days of membership.

If you should die while employed by us, you will be eligible for life cover of one year's annual contractual basic pay if you pay Start Up contributions or you're not in any Sainsbury's

pension arrangement. If you're paying Step Up contributions, you could be eligible for life cover of six times your annual contractual basic pay.

Eligibility for life cover and the circumstances in which it would be paid are both subject to criteria imposed by the Company and the insurer providing this benefit. If you do not start to pay Step Up contributions within the first year of being eligible, the higher life cover may be restricted by the insurer's 'actively at work' conditions. More information on these conditions can be found in the Pensions policy on Ask HR.

You may be eligible for these benefits up to the age of 75. Your membership of the Plan is subject to its rules as amended from time to time. The Company reserves the right (exercisable in our absolute discretion) to alter, amend or withdraw the Plan either wholly or in part from time to time.

There's more information about the pension, how to join, contribution options and the conditions for Pensions Automatic Enrolment at www.jspensions.co.uk or in the Pensions policy on Ask HR.

You can decide to join, leave, and move between Start Up and Step Up and change your contribution rate at any time. You can join online by logging into the My Benefits section on My HR or clicking 'How to join' at the Sainsbury's Retirement Savings Plan section on www.jspensions.co.uk.

Pension Salary Sacrifice

If you apply to join the Plan, you agree to sacrifice a percentage of your salary under equivalent to the level of contributions you have chosen to contribute. We call this SMART. The Company will contribute that amount into the Plan on your behalf unless you formally opt out of SMART and instead pay normal contributions from your pay.

If the Company enrolls you automatically, you will pay normal contributions from your pay and then start to sacrifice your salary under SMART after three pay periods. You can choose to pay normal contributions at any time.

Training and Development

When you start your new role, your line manager will talk you through the training you will receive to help you to do your job. Some of the training you complete is a legal requirement and other training will support the specific tasks you complete. We have an extensive learning and development offer which will help you to grow and develop further and support you in having a great career at Sainsbury's.

There may be times when we need you to attend training in person that supports you to be the best you can be; this could be in your current place of work or another location. We'll make sure your expenses are paid in line with our Business Travel and Expenses policy.

Performance Expectations

Great performance is about doing what you say you'll do and improving things for customers. We expect all of our colleagues to play their part in delivering our strategic priorities and complete their responsibilities to the required level; this will mean working efficiently, using technology and working together in line with our valued behaviours (you can find out more about these on Our Sainsbury's).

As well as everyday support and guidance from your line manager, throughout the year there will be more formal opportunities to discuss your performance, career ambitions and any development opportunities to help you be your best and achieve your personal goals.

Social Media

Everyone is encouraged to be themselves here, in or out of working hours. Just like outside of work, you're personally responsible for your actions online. As a representative of Sainsbury's, you have responsibilities to your fellow colleagues, customers, our business and the communities we work in to be careful and considerate when you are present or post on any social media platform.

This applies to any website or platform where you can leave a comment including (but not exclusive to) LinkedIn, Facebook, X, Instagram, TikTok and Snapchat. The Social Media policy on Ask HR gives full details of our expectations of you and why it's important to consider your use of social media. Please take time to go through this policy as any misconduct on social media will be managed in line with the Company's disciplinary procedure.

Disciplinary and Fair Treatment

Our Disciplinary and Appeals policy helps to encourage everyone to achieve and maintain our rules and standards of conduct, attendance, capability and performance. This ensures we apply a fair and consistent approach for all colleagues. The procedures for disciplinary and fair treatment can be found on Ask HR. Any disciplinary or fair treatment will be heard by a manager in accordance with our policies, with any appeals being heard by another manager at the same grade or higher.

Deductions

If you are overpaid or in a position where you owe us money, we will deduct this money from your pay. This clause is without prejudice to the rights of the Company to recover, by legal proceedings, any sums owed by you to the Company.

Confidentiality

In our team, trust is a really important part of how we work together. Everyone is trusted to make their own decisions and do the right thing for our customers. So during and following your employment with us, you should not use or disclose to any person, firm or company any confidential information that belongs to the Company, or any Associated Company (as defined by section 25 Corporation Taxes Act, including any company in the Sainsbury's Group), even if the data is not classified. We treat confidentiality really seriously and we will take all necessary steps to protect our interests.

Please refer to the Keeping Our Information Safe, Use of IT Systems and Bringing Your Own Device policies on Ask HR for more information.

Data Protection

Your personal data, including special category personal data, will be processed by Sainsbury's or any Sainsbury's Group company, in its manual and automated filing systems. Such data may be processed both inside and outside of the UK and European Economic Area in order for your contract of employment to be performed, for decisions to be made regarding your employment and more as fully set out in the Colleague Privacy policy on Our Sainsbury's. You must comply with all relevant rules and policies concerning personal data as notified to you from time to time.

Collective Agreements

There are no collective agreements that apply to your employment.

Probationary Period

We expect colleagues to play their part in delivering on our strategic priorities and

completing their responsibilities to the required level. So during your first 12 weeks, your line manager will assess your performance and attendance to ensure you're meeting our expectations. Following this, we'll have a conversation with you to confirm your probationary period, subject to receipt of your health questionnaire. If you don't meet our performance expectations, your probationary period could either be extended or we could end your employment with us. Throughout your probationary period our policies relating to disciplinary, fair treatment and performance management will not apply. If you are moving into a different role within the business and you are not a new colleague (with over 12 weeks' service), you would likely have already completed your probationary period.

Notice Period

When you join the Company, during your first four weeks working with us, if either you or we decide to end your employment then we can do so without a need to give any notice to each other. For the rest of your probationary period, the period of notice that applies to both parties will be 1 week. If you want to leave us after your probationary period, you must give your line manager 4 weeks' notice in writing.

If we end your employment after your probationary period, you'll be given notice in writing, except in cases of gross misconduct or in other circumstances justifying summary dismissal, when your employment will end immediately on written notice from us without any right to a notice period or payment in lieu of notice. The notice period from the Company varies depending on your length of service – please see the table below:

Length of Continuous Service	Length of Notice Given
Up to 4 weeks	No notice
During your probationary period (following initial 4 weeks)	1 week
Following probationary period and up to 4 complete years	4 weeks
From 4 complete year to 11 complete years	1 week for each complete year
12 complete years and over	12 weeks

Changes to terms and conditions of employment

To support the evolving needs of our customers we reserve the right to alter the terms and conditions of your employment at any point in the future in line with the needs of the business. We may notify you by letter, updates on notice boards, or through changes to our colleague policies. For this reason, it's important that you read these documents carefully.

Definitions

In this agreement, unless the context otherwise requires, the following words have the following meanings:

Group means the Company and all Associated Companies (and Group Company shall mean any such company).

Associated Company means any Holding Company of the Company or any Subsidiary of such Holding Company or the Company (and Associated Companies shall be constructed accordingly). For these purposes, the terms Holding Company and Subsidiary have the meanings given to them by Section 1159 of the Companies Act 2006 (as amended or re-enacted from time to time).

Law

This Agreement is governed by and construed in accordance with the laws of England and

the parties submit to the exclusive jurisdiction of the English courts.

Summary

This document, together with the other documents referenced, forms your contract of employment with us. The terms in this contract replace any other terms in any previous documents you may have received.

Declaration

Where any terms in this contract contradict any terms in the Company's policies, the terms in this contract shall apply. I confirm that I have read and understood all of this contract and understand it is my responsibility to ensure I read the relevant detail (on Our Sainsbury's and Ask HR) and any other policies relevant to my employment.

This document sets out (or refers me to other documents which set out) the details of any employment and that I confirm that I understand and agree to these terms and conditions of my employment.