**Universal Bonus Scheme K - Lunar Paid Staff 2021/22**

**Eligibility: All weekly paid staff, with the exception of relief/casual contracts.**

Scheme Summary

Lunar paid Staff

All lunar paid staff will receive a loyalty bonus based on service. The bonus will be paid annually in December. The bonus will be calculated on complete weeks of service at the rate of £1.50 per week subject to a maximum of £75 for each complete year of service to a maximum of 5 years and will be pro-rated for part-timers.

A participant leaving employment before the bonus is payable will not be entitled to participate in the Scheme.

Bonuses are subject to income tax and national insurance or such other similar statutory deductions as may be subsequently required. The awards made under the bonus scheme do not constitute part of pensionable salary.

Bonus payments remain discretionary and the Executive Board reserves the right to reduce or, if appropriate, waive any bonus payable by reference to the targets if, in its opinion, an event has taken place in the Division that has a significant adverse effect on performance or the Group’s overall performance does not justify bonus payments.

FLT & SITE Operatives only

Fork Lift Drivers and Site Operatives will also receive a quarterly bonus based on Site Presentation and Health & Safety on site. The bonus will be calculated on a maximum quarterly payment of £250 subject to a maximum payment of £1,000 per annum and will be pro-rated for part-timers. The bonus will be paid quarterly in the month following the end of the previous quarter. The bonus should be submitted using the proforma template provided.

A participant leaving employment before the bonus is payable will not be entitled to participate in the scheme.

Bonuses are subject to income tax and national insurance or such other similar statutory deductions as may be subsequently required. The awards made under the bonus scheme do not constitute part of pensionable salary.

Bonus payments remain discretionary and the Executive Board reserves the right to reduce or, if appropriate, waive any bonus payable by reference to the targets if, in its opinion, an event has taken place in the Division that has a significant adverse effect on performance or the Group’s overall performance does not justify bonus payments.