

	Retirement Policy	Ref:	035
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RETIREMENT POLICY

The Company does not operate a normal retirement age and therefore you will not be compulsorily retired on reaching a particular age. Instead, it operates a flexible retirement policy that permits you to voluntarily choose to retire at any time.

If you have decided that you wish to retire, you should advise HR in writing as far in advance as possible and, in any event, you are required to give the period of notice of termination of your employment as set out in your contract of employment.

The Company will then write to you formally acknowledging your notice to retire and will arrange a meeting with you to discuss the arrangements for your retirement, including your intended retirement date, succession and handover arrangements, details of the final salary payments due to you and pension details, if applicable. You may also be asked to complete an exit questionnaire and/or attend an exit interview.

An employee who is shortly to retire will often have extensive knowledge in relation to their role and responsibilities and the Company may require their assistance for succession planning. You must therefore cooperate with the Company, if requested to do so, by providing full written details of the status of current work projects, ensuring a smooth handover of work and assisting in training any successor.

Finally, on your last day of work it will be necessary for you to return to your line manager any items of Company property which are in your possession, such as clothing, equipment, keys, swipe card, etc.

The Company will process the personal data collected in connection with your retirement in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of this data will constitute a data breach and should be reported immediately to the Company's Data Protection Officer in accordance with the Company's data protection policy. Reported data breaches will be investigated and may lead to sanctions under the Company's disciplinary procedure.

Reviewed:- 14th October 2025

S.L.Pickles
Director
Serendipity Healthcare Ltd