

RETIREMENT POLICY

1. Policy statement

- 1.1 Our Church has no fixed retirement age. We acknowledge that retirement is a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age.
- 1.2 Employees are free to retire whenever they choose or to seek alternative roles or working patterns.
- 1.3 We are proud to employ people of all ages and consider that age diversity is beneficial to the organisation. We are committed to not discriminating against employees because of age.

2. Purpose of the policy

- 2.1 This policy aims to create a framework for workplace discussions, enabling you to express your preferences and expectations with regard to retirement and enabling us to plan for the future.
- 2.2 This policy does not form part of your contract of employment and may be amended from time to time as we consider appropriate.

3. Discussing your future plans

- 3.1 You may want to discuss your short, medium and long-term plans, as the need arises. If your circumstances change, you may want a different working pattern or to stop work altogether. We need to plan for the future, and so may indicate from time to time that it would be helpful to know what your plans are. There is no obligation for the Church or you to hold workplace discussions about your future plans, but it may be mutually beneficial to do so.
- 3.2 The Church will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If we think there are problems with your performance or ill-health, these will be dealt with in the usual way.
- 3.3 If a workplace discussion takes place for the purposes described in paragraph 3.1 above, we will aim to make it as informal as possible.
- 3.4 During any workplace discussion:
 - 3.4.1 we will not assume that you want to retire just because you are approaching a certain age, such as state pension age; and

- 3.4.2 we will not make discriminatory comments, suggesting that you should move on due to age.
- 3.5 If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment.
- 3.6 Your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or changing work patterns.
- 3.7 If you express an interest in moving to a more flexible working pattern or changing role, we will confirm that this is what you want before any action is taken which could affect your employment, such as a change to your role or responsibilities.

4. Giving notice of retirement

If you have decided to retire, we would appreciate as much notice as possible, although you should give the company at least the notice you are obliged to give under your contract of employment.