



Outcomes First Group

Scheme Document Welcome Bonus (WB) Terms and Conditions

- You are eligible to participate in the Welcome Bonus scheme if the bonus was advertised at the time of your application.
- If the Welcome Bonus was removed before your application was submitted, you are not eligible for payment.
- You will not be eligible for a Welcome Bonus if you are an agency or a contingent worker and have joined us on a permanent or temporary basis.
- You will not be entitled to a Welcome Bonus if you are appointed into a fixed-term or bank worker role, unless the Welcome Bonus was expressly advertised for that role and confirmed in writing before appointment.
- For eligible part-time roles or those appointed on a role with an advertised Welcome Bonus but offered a part-time contract (less than 37.5 hours) the Welcome Bonus will be paid on a pro-rata basis, based on the role's advertised contracted weekly hours. All other scheme eligibility criteria still apply. The scheme does not apply to fixed-term, bank, temporary agency or contingent appointments.
- You will not be eligible for a Welcome Bonus if you move to a different role prior to starting with Outcomes First Group.
- The scheme is not eligible for internal moves.

Scheme Notes:

- All Welcome Bonuses are subject to the terms and conditions advertised; first payments will only be made after successful completion of 1 month or otherwise advertised terms (such as 3 months, 6 months or 12 months in some cases).
- If you leave before the completion of 1 month or the terms stated, you will not be eligible for payment.
- Second Welcome Bonus payments are due to payment following successful completion of probationary period or otherwise advertised terms. If you do not



Outcomes First Group

successfully complete your probationary period or you leave before the terms of your Welcome Bonus, you will not be eligible for payment.

- If your probationary period is extended, second payments are not payable until successful completion.
- If your probation ends after the payroll cut off, you will be paid your Welcome Bonus the following month.
- Any employee who is entitled to a Welcome Bonus and chooses to terminate their employment within the first 12 months, will be required to pay a proportion of their Welcome Bonus payment back to Outcomes First Group, please see Terms and Conditions below.
- The approval for payments of Welcome Bonuses will rest with the HR Director, Head of Resourcing, Operations Directors and Regional Directors of those advertised positions. There will be no right of appeal, and their decision will be final.

Important Information:

- All Welcome Bonus payments are subject to Tax and National Insurance
- If any colleague receiving a Welcome Bonus Payment come to any private agreement about sharing the 'fee', this is a matter entirely for them and Outcomes First Group will have no part in these arrangements.
- Outcomes First Group will take disciplinary action under its agreed procedures in all cases where the payment of allowances is abused in anyway.
- These terms and conditions will be reviewed annually and may be amended by Outcomes First Group. Any changes will apply from the date of amendment and will not affect payments already confirmed in writing, unless required by law or where there has been abuse, misrepresentation or a failure to meet the scheme criteria.

Repayment Terms

Anyone who is entitled to a welcome bonus chooses to terminate their employment within Outcomes First Group within their first 12 months, they may be required to pay a



Outcomes First Group

proportion of their Welcome Bonus payment back to Outcomes First Group as outlined below:

- A. If you leave within 3 months, you must repay **100%** of the welcome bonus value that you have received.
- B. If you leave after 3 months but before completing 6 months, you must repay **75%** of the welcome bonus value that you have received.
- C. If you leave after 6 months but before completing 12 months you must repay **25%** of the welcome bonus value that you have received.
- D. If you leave after completing 12 months or more, **no repayment** will be required.

When determining whether repayment should be reduced or waived, Outcomes First Group may consider exceptional mitigating circumstances, such as health or compassionate reasons. Any request for review must be submitted in writing, and the decision of the HR Manager will be final.

Where an employee is dismissed for reasons of gross misconduct within their first 12 months of employment, the Welcome Bonus will normally be reclaimed by Outcomes First Group in full. Where the employee is dismissed for reasons of misconduct a proportion of the Welcome Bonus payment will normally be recouped. No repayment will apply where an employee is dismissed for reasons of permanent ill health or inefficiency due to ill health, or for reasons of redundancy or other organisational reasons.

Contact Details

For further information, please contact our Recruitment team on recruitment@ofgl.co.uk.

To escalate any concerns please contact Claire Howarth – Head of Resourcing on Claire.howarth@ofgl.uk