

Reference	247 POL 02
Version	1.0
Issue Date	16/10/2016
Approved	MD
Review Date	05/01/2027

# 247 ALLIANCE LTD

## PENSION POLICY

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### Introduction

The aim of this policy is to comply with any relevant legislation and set out the Pension arrangements to which all employees are entitled. As of April 2018, all employers must auto-enrol employees who are eligible into the pension scheme. Membership to the pension policy is automatic; however, employees can opt out at any time.

247 ALLIANCELTD wishes to encourage and help all its employees have an independent and protected retirement and to promote the benefits of having a secure income in retirement.

Both employers and Government are working together with the financial services industry, to help people plan for their retirement and make informed choices about how and when to save and how long to work. It is with this in mind that 247 ALLIANCELTD advises that every employee should consider their long-term plans for retirement.

### Policy

- 247 ALLIANCELTD by law must auto-enrol all employees who are eligible for pension.
- 247 ALLIANCELTD will provide a scheme as it is required to do under the “employer access requirement” of The Welfare Reform and Pensions Act 1999.
- 247 ALLIANCELTD is fully aware it does not have the resources and/or the skills to provide every employee proper independent financial advice therefore 247 ALLIANCELTD will recommend employees seek independent financial advice.
- 247 ALLIANCELTD will not force any employee to join the scheme. Any employee not wishing to take up the scheme will be required to complete a pension scheme opt out form.
- 247 ALLIANCELTD may exclude from the scheme employees under the age of 18.
- 247 ALLIANCELTD will pay at least the legal minimum contribution, which is currently set at 1% of a worker's qualifying earnings.

### Monitoring Policy

The policy will be monitored on an on-going basis to ensure that it addresses issues effectively.

The following will be monitored:

- That all prospective employees are advised of the policy.
- That the policy forms part of the induction program.
- Assessment of any reported incident or related occurrence.

Monitoring of the policy is essential to assess how effective 247 ALLIANCELTD has been to establish control of its obligations.

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### Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review.

### Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of 247 ALLIANCE LTD senior management to see that all relevant employees receive notice. Written notice and/or training should be considered.

### Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made you should use 247 ALLIANCE LTD's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed. Other relevant policies:

Equal Opportunity, Diversity and Inclusion Policy Further

information about Pensions can be found at:

### The Pension Service

The Pension Service provides impartial Government information and advice.  
[www.thepensionsservice.org.uk](http://www.thepensionsservice.org.uk)

### Direct.gov

Provides Information for working families.

[www.direct.gov.uk](http://www.direct.gov.uk)

### References

- Work Place Pensions <https://www.workplacepensions.gov.uk/employer/>
- DWP: Pension scheme changes and retirement polices [www.dwp.gov.uk](http://www.dwp.gov.uk)
- ACAS: Pensions [www.acas.org.uk](http://www.acas.org.uk)
- Business link: Set up employment policies [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
- The Pension Service. Guide for employees [www.thepensionsservice.org.uk](http://www.thepensionsservice.org.uk)

**Malik Mustafa**

Director

05/01/2026

Signed



**Review Date: 05/01/2027**