

JOINING BONUS AND REFERRAL FEE TERMS AND CONDITIONS

1. INTRODUCTION

1.1 These Terms and Conditions set out the framework governing the payment of the £1,000 Joining Bonus and £250 Referral Fee offered by Green Destinations Ltd ("the Company").

1.2 The Company is committed to applying these Terms in a fair, consistent, and reasonable manner.

2. ELIGIBILITY – JOINING BONUS

2.1 The Joining Bonus applies to newly recruited drivers holding a valid Category D1 or Category D driving licence.

2.2 Eligibility is conditional upon the successful completion of three consecutive academic school terms while employed in a qualifying driving role.

3. PAYMENT STRUCTURE

3.1 The total £1,000 Joining Bonus shall be paid in three equal instalments of approximately 33% each:

(a) Autumn Term (September–December): payable in December;

(b) Spring Term (January–March/April): payable around Easter;

(c) Summer Term (April–July): payable in July.

3.2 Payments are conditional upon full completion of each term. No pro-rata payments will be made.

4. PERFORMANCE, CONDUCT AND COMPLIANCE

4.1 Drivers must maintain satisfactory standards of attendance, punctuality, professionalism, and safe driving at all times.

4.2 Drivers are expected to comply fully with all legal, contractual, and company requirements, including safeguarding and road safety obligations.

4.3 Drivers must not incur driver-attributable contractual penalties or driving licence penalties.

4.4 The Company will act reasonably and proportionately in assessing performance and determining whether conditions have been met.

5. CONTINUOUS EMPLOYMENT

5.1 Drivers must remain continuously employed and actively engaged in their role throughout each term.

5.2 In the event of resignation, dismissal, or prolonged unauthorised absence, entitlement to any unpaid instalment will lapse.

5.3 The Company will take a reasonable and balanced approach when considering exceptional circumstances.

6. REFERRAL FEE

6.1 A referral fee of £250 shall be payable to an existing employee ("Referrer") who introduces a new eligible driver.

6.2 The referred driver must hold a valid Category D1 or D licence and successfully complete two full academic school terms.

6.3 Payment will typically be made following completion of the second term, around March/April (Easter period).

6.4 The Referrer must remain employed at the time of payment.

6.5 The Company will administer the referral scheme in a fair and reasonable manner.

7. DISCRETION AND FAIRNESS

7.1 Whilst the scheme is discretionary, the Company will exercise its discretion in good faith and in a fair and reasonable manner.

7.2 Each case will be considered on its merits, taking into account operational realities and individual circumstances.

8. GENERAL PROVISIONS

8.1 Payments under this scheme are non-contractual, non-pensionable, and subject to statutory deductions.

8.2 The Company reserves the right to amend, suspend, or withdraw the scheme, acting reasonably and with appropriate notice where practicable.

9. GOVERNING LAW

9.1 These Terms and Conditions shall be governed by the laws of England and Wales.

Signed: _____

Name: _____

Date: _____