

BIRMINGHAM AIRPORT LIMITED
TRANSPORT PASSES THROUGH SALARY POLICY

IN ASSOCIATION WITH TRANSPORT FOR WEST MIDLANDS AND
NATIONAL EXPRESS WEST MIDLANDS

1 PURPOSE

- 1.1 Birmingham Airport is committed to encouraging employees to travel to work in a sustainable way and by supporting employees in getting to work by public transport. As part of the Airport's runway extension project, the Airport Company is committed to reducing the number of employees who travel to work by private car, with a requirement for a minimum of 37% of staff to travel by a non-car mode. As a result, we have introduced an enhanced policy providing discounted travel rates for those wishing to use public transport, with an offer of 22.5% to 25% discount off standard class annual travel passes (20% Airport Company (standard class), 2.5% - 5% Transport for West Midlands (TfWM) /National Express (all classes)) and will remain in force until further notice.
- 1.2 This scheme significantly reduces the cost of travel by public transport. Please see discounted rates below.

2 DISCOUNTED RATES

- 2.1 The table below gives the discounted rate percentages of the scheme. Bus and train / bus / tram combined receive a 5% reduction from the operator on all classes followed by 20% from BAL off standard class tickets. Train passes receive a 2.25% reduction from the operator on all classes followed by a 20% reduction from BAL on standard class tickets.

Pass Type	Operator	Discount from operator (All Classes)	Discount from BAL (Standard Class)	Total Discount
Bus Pass	National Express	5%	20%	25%
Train Pass	TfWM	2.25%	20%	22.5%
Bus, Tram & Train Combined	TfWM	5%	20%	25%

- 2.2 If an employee wishes to purchase a first-class ticket, BAL will contribute the 20% equivalent of the same standard class ticket. The employee will be required to pay the difference.

3 OVERVIEW OF THE SCHEME

- 3.1 Birmingham Airport has joined forces with TfWM and National Express to bring employees of Birmingham Airport savings on bus and train costs when an employee takes out an annual pass. The pass is purchased by the Airport Company and the employee needs to pay back the cost of the pass, minus the discount, on a monthly basis at an agreed amount. The Airport Company cover any associated tax liability.

4 JOINING THE SCHEME

- 4.1 If you wish to join the scheme, you should find out which travel pass will suit your needs best. They are all different and include different benefits to suit everyone – bus only, train only, bus / tram / train. Once you have selected the pass you want, you need to complete an application form. If you require any help or guidance, please speak to the Scheme Administrator.
- 4.2 The travel passes will be ordered on the 1st working day of the month and the 15th day of each month. If you miss one of these dates you will be required to wait until the following ordering day for the scheme administrator to action your application form.

5 CHANGES TO MEMBERSHIP OF THE SCHEME

- 5.1 The amount paid from an employee's salary will remain the same each month for a twelve-month period, or until the cost of the travel pass has been paid or surrendered and any balance has been settled. The amount surrendered is subject to change, either by increase or decrease when the pass is automatically renewed.
- 5.2 If an employee wishes to renew their pass, a new form should be completed and sent to the scheme administrator. The Scheme Administrator will contact pass holders to renew before the renewal date.

6 EFFECT ON PENSION AND OTHER BENEFITS

- 6.1 There is no impact on an employee's pension or other benefits by being a member of this scheme.

7 LEAVING THE SCHEME

- 7.1 An employee who wishes to leave the scheme must advise the Scheme Administrator. Once the pass has been returned to the Scheme Administrator, the pass will be returned to the operator for a refund.
- 7.2 The airport will give the pass to the relevant transport operator who will then issue the airport a refund for the remaining amount on the pass. This refund will then be issued to the employee following the below process.
- 7.3 If the employee is leaving the company any outstanding sum will be recovered by Human Resources from the employee's final salary. This will then be paid back once the refunded has been received from the operator.
- 7.4 If the employee remains in employment with BAL then a refund will be paid back to the employee for any period for which they have paid for the pass but haven't used it. This is once BAL has received the refund from the operator.
- 7.5 The employee will be notified by Human Resources of any refund they are owed. If the amount owed is above this figure, the employee will be notified by letter and the employee should liaise with Human Resources.
- 7.6 For all refunds, BAL will deduct the 20% company contribution.

8 SCHEME ADMINISTRATOR

- 8.1 Birmingham Airport will manage scheme applications and provide information about the travel passes to those wishing to join the scheme. Any queries are to be directed to the scheme Administrator, James Hills on 0121 767 7030 or james.hills@birminghamairport.co.uk.
- 8.2 Human Resource queries should be directed to the Payroll Manager, Angela Fisher on 0121 767 7256 or angela.fisher@birminghamairport.co.uk.

9 CHANGES TO THE SCHEME

- 9.1 Birmingham Airport, TfWM and National Express reserve the right to make changes to the scheme or to withdraw the scheme at any time in the future. Any changes will be notified by letter to the employee.
- 9.2 Other changes will be notified by the Scheme Administrator by letter.