**Bike2Work Scheme**

Plastica Ltd have signed up to take part in the Bike2Work Scheme which is part of the Governments Green Transport Plan which aims to reduce environmental pollution, promote healthier lifestyles and make cycling to work more cost effective. This scheme offers tax savings on the purchase of bikes and cycling equipment. Please refer to [www.bike2workscheme.co.uk](http://www.bike2workscheme.co.uk) for full information on the scheme and FAQ.

Company employees are eligible for the scheme if they have worked for Plastica for at least 12 months, are over 16 years of age and are not in receipt of any form of company car or company car allowance. Employees under 18 years of age will need a guarantor to be able to participate. The bike must be mainly used for travelling to and from work, the government guidelines recommend that at least 50% of the time using the equipment purchased must be for work related journeys.

The scheme allows employees a tax exemption whereby you save on Income Tax and National Insurance contributions by having the cost of the bike deducted from your gross salary via salary sacrifice. Payment is made in the form of interest free monthly instalments. Salary sacrifice is where you give up the right to part of your pay due under your contract of employment. Your earnings must remain above the level of the minimum wage after the salary sacrifice

Plastica pays the initial cost of the bike/equipment and you repay Plastica the full amount back but through your gross pay saving on tax and NI. A basic rate taxpayer could save up to 32% (20% tax and 12% NI) and a higher rate taxpayer could save up to 42% (40% tax and 2% NI). For a full estimate you can use the savings calculator on [www.bike2workscheme.co.uk](http://www.bike2workscheme.co.uk).

You will start your repayment period in the payroll directly after you sign your hire agreement, even if you have not yet received your bike/equipment.

The repayment period is 12 months. The balance cannot be paid off earlier than this repayment period.

Plastica are the owners of the bike and you lease the bike from us for the duration of the salary sacrifice period. Once the repayment period has ended Bike 2 Work will contact you regarding your options to take ownership of the bike/equipment if you wish to. Options available will depend on legislation at the time.

Through the rules of the scheme you can spend up to £1000 on your bike/equipment. However, Plastica will not permit you to borrow more than 1 month’s gross salary if this is less than £1000.

If you leave Plastica’s employment during the repayment period you must surrender your bike to us on the day of your resignation until it has been agreed that the total amount outstanding is covered by your final salary payment (this can take up to 5 working days to administrate). The total monies outstanding at the time of leaving (+ any administrative costs or tax requirements imposed by bike2work or the government) will be deducted from your final salary payment, if your final salary payment does not cover the total amount outstanding you are required to make a full and final settlement of all outstanding monies immediately. The bike will not be returned to you until Plastica are satisfied that they will be reimbursed in full.

Plastica reserves the right to make the final decision with regards to the ownership of the bike at the end of your repayment period or at the end of your notice period if you have resigned during the repayment period.

Please note that if your bike is lost or stolen during the repayment period you will have to continue to make your payments. Bike 2 Work suggest that you insure your bike against this happening. If you replace your bike and continue to use if for your journey to work you can continue making the same payments as agreed. However, if you do not replace your bike your payments will have to be made from your net pay (not on a salary sacrifice basis) as you no longer qualify to be part of the scheme.

You are responsible for the cost of any repair/maintenance required on the bike/equipment.

Plastica accepts no responsibility for any accidents or injuries caused whilst using the bike/equipment purchased through this scheme.

You are able to join the scheme between 1st June and 31st December each year. Applications can only be made during this time and any application received outside of this time will be automatically declined.

Plastica reserve the right to decline any application made. Examples of the reasons we may decline are: for business reasons, which we may not be able to disclose to you at the time, if we believe that the bike/equipment will not be used in the main for commuting to work, if you have not worked for Plastica for 12 months at the time of application (please note that this is not an exhaustive list). Plastica’s decision in these matters is final and there will be no appeal process.

How it works:

* You visit one of the partner shops to make your selection and obtain a written quotation (see [www.bike2workscheme.co.uk](http://www.bike2workscheme.co.uk) for partner shops).
* You register online with Bike 2 Work Scheme using our PIN (B2W/12439) and log in to submit your quotation.
* Plastica will receive notification that a quote has been submitted and we will log in to approve/decline the quotation.
* An email will be sent to you to advise if your quote has been approved/declined.
* If approved, Bike2Work Scheme will generate an invoice and hire agreement.
* Plastica will receive an email asking us to log in and download the invoice and hire agreement.
* The hire agreement needs to be signed by both us and you and will be kept for our records.
* Once signed by both parties, payment will be made by us, to Bike 2 Work as per the invoice.
* A voucher will be processed the same day as payment clears in their account and sent to us via first class post.
* We will both be notified that payment has been received and the voucher issued.