

Dear Employee

To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme. This applies to those who aren't already in one and who:

- Are aged 22 or over; and
- Are under State Pension age, and
- Earn over £10,000 (2021/22 levels) a year (£384.62 per 2 weekly pay period / £833.33 per month)

Workers who meet the above conditions are classified as **Eligible Job Holders** and we will automatically enrol you into our chosen workplace pension scheme.

Once enrolled into the scheme you can choose to opt out if you want to.

We will assess our workforce against the criteria set by the pension regulator each payroll and write to you again if you are assessed as an Eligible Job Holder explaining more about the process and the timescales involved.

If you do not meet the above criteria you can still become a member of the pension scheme by asking us to enrol you. Depending upon your circumstances you will be classified as either a **Non – Eligible Job Holder**, or an **Entitled Worker**.

Non Eligible Job Holder		Entitled Worker	
Age	Annual Earnings	Age	Annual Earnings
16 – 22	> £6,240	16 - 75	< £6,240
22 – State Pension Age	£6,240 - £10,000		
State Pension Age - 75	> £6,240		

## What does this mean for you?

Once enrolled into our workplace pension scheme contributions will be deducted from your pay each pay run period. These will clearly be shown on your payslip so you can see how much you have contributed to your pension fund. Additionally you may qualify for tax relief on your contributions meaning that for every £1 of contribution you make into the fund you could get an additional £0.20 (basic rate tax is currently at 20%) paid by the government.

In addition to your contributions Nviro may also make a contribution into your fund (Nviro will pay for contributions for those workers who are assessed as Eligible or Non-Eligible workers. Entitled workers will not receive an employer contribution into their fund).

The government has set minimum contribution levels, which will increase as people get used to saving for their retirement.

These contributions will be based on a % of your pensionable earnings in the pay period and will only apply to your earnings between £6,240 and £50,000 per annum:

	Your Contribution (including tax relief)	Nviro Contribution
From April 2021	5%	3%

## The Pension scheme

Nviro have chosen the NEST scheme as our workplace pension scheme. With NEST you have one retirement pot for life, whether you change jobs, work for more than one employer at the same time, or leave employment.

You can find out more information about the NEST scheme by visiting their website [www.nestpensions.org.uk](http://www.nestpensions.org.uk).

To help answer any questions you may have we have put together the enclosed Commonly Asked Questions fact sheet.

Yours sincerely

A handwritten signature in black ink, appearing to read "H Miller".

Hannah Miller  
**People Director**

## Commonly Asked Questions

### What is Auto Enrolment?

The Government's aim is for more people to have another income on top of the state pension when they retire.

Employers are now required to automatically enrol certain employees who are not already members of a qualifying workplace pension scheme, and are classified as **Eligible Job Holders**, into a pension scheme. Employees who are not Eligible Job Holders are classified as either **Non-Eligible Job Holders** or **Entitled Workers** and have the right to Opt In to a workplace pension scheme.

### Who are Nviro using as their pension fund provider?

Nviro have chosen the NEST scheme as our workplace pension scheme. With NEST you have one retirement pot for life, whether you change jobs, work for more than one employer at the same time, or leave employment.

### Who is an Eligible Job Holder?

- A worker aged between 22 and State Pension age, earning over £10,000 per year\*

### Who is a Non-Eligible Job Holder?

- A worker who is aged between 16 and 22, and earning more than £6,240 per year\*
- A worker who is aged between 22 and State Pension Age who earns between £6,240 and £10,000 per year\*
- A worker who has reached State Pension Age but under 75, and earning more than £6,240 per year\*

### Who is an Entitled Worker?

- A worker aged between 16 and 75 earning less than £6,240 per year\*

### I am an Eligible Job Holder, what do I need to do?

If you meet the qualifying criteria you do not need to do anything. We will enrol you in our chosen workplace pension's scheme (NEST) automatically and we will write to you providing further details of your enrolment date and contribution amounts. You will also receive a welcome pack from NEST giving you full details of the scheme and your options.

### Can Non-Eligible Jobholders or Entitled Workers join the pension scheme?

Yes - you can Opt In to the scheme providing you are aged between 16 and 75 years old. This is a simple process, simply email us requesting to Opt In to the pension scheme on [payroll@nviro.co.uk](mailto:payroll@nviro.co.uk).

### How much will be contributed into the pension scheme?

Contributions into the pension scheme will be based on a % of pensionable earnings, for the purposes of auto enrolment pensionable earnings are all earnings between £6,240 and £50,270 per annum\*. Employee contributions will be deducted from your pay and be clearly shown on your payslip.

In addition to employee contributions you may be entitled to basic rate tax relief on your contributions.

Workers who are classified as either Eligible or Non- Eligible Jobholders will also receive a contribution from Nviro.

	Your Contribution (including tax relief)	Nviro Contribution
From April 2021	5%	3%

## What is Basic Rate Tax Relief?

Currently the basic rate of tax is 20%. Tax relief means that you will get some of the tax you have paid on your earnings back in the form of an additional contribution into your pension fund.

For example if you earn £12,000 per year and are eligible for tax relief your contributions in to the pension scheme will be:

Annual Earnings	£12,000	
Annual Pensionable Earnings	£5,760	(£12,000 - £6,240)
Annual Employee Contribution (Deducted from your pay)	£230.40	(4% x £5,760)
Annual Tax Relief at 20% (direct from Government into your fund)	<u>£ 57.60</u>	(1% x £5,760)
Annual Total Employee Contribution	£288.00	5%

## Can I contribute more than the minimum levels into my fund?

Yes – you can arrange this direct with NEST. Only minimum levels of contributions will be deducted through the Nviro payroll process.

## I do not want to be enrolled into the pension scheme, how can I Opt Out?

If you are assessed as an **Eligible Job Holder** Nviro are required by law to automatically enrol you into a workplace pension scheme. If you wish to Opt Out you can only do so by contacting NEST once you have been enrolled. Full details of how to do this will be provided in your NEST welcome pack.

If you Opt Out, legislation requires that you be auto enrolled again after a period of three years.

## If I Opt Out can be re-join the scheme again at a later date?

Yes, simply email us requesting to re-join the scheme.

## Where can I find further information about work place pensions?

More information on the NEST scheme can be found at	<a href="http://www.nestpensions.org.uk">www.nestpensions.org.uk</a> .
More information about workplace pensions can be found at	<a href="http://www.gov.uk/workplacepensions">www.gov.uk/workplacepensions</a>
More information from the pension regulator can be found at	<a href="http://www.thepensionsregulator.gov.uk">www.thepensionsregulator.gov.uk</a>

\*figures are based on 2021/22 tax year levels and are subject to change.