

## Smile Health & Leisure eligibility

Smile Health & Leisure organise events and activities solely for EDF Energy employees and their immediate family\*. Smile Health & Leisure are required to obey taxable benefit rules and so we can only allow employees only or employees and their immediate family to attend events and not extended family members or friends.

### Who is eligible to attend/take part in Smile events/activities?

Applicants for Smile Health & Leisure events/activities should be for 2 adults (employee +1, i.e. spouse/partner or a friend), plus children under the age of 18 years living in the household. Employees who are Grandparents can apply for two adults, plus their grandchildren (under 18 years of age).

EDF Energy have considered the effects from the "Agency Workers Regulations 2010" and have been advised by legal opinion that they will have no impact for Smile Health & Leisure. Agency staff will still remain agency staff i.e. not paid directly by EDF Energy, and as such cannot participate in any discounted/subsidised facilities such as Smile Health & Leisure.

Temporary staff are usually employed directly by EDF Energy and will have an employee number so can take part in Smile Health & Leisure events/activities.

### What is the definition of immediate family?

Smile Health & Leisure considers immediate family as Spouse, Partner or Children (under 18 years) of the EDF Energy employee. Smile Health & Leisure would not expect an employee to travel alone on a day trip for example, and so would allow one friend to accompany him/her as an alternative to a spouse/partner.

### **IMPORTANT**

- Employees must complete the application forms and attend the event/activity they are applying for. Acceptance to a Smile Health and Leisure event/activity means that you must take part in all aspects including travel, accommodation and agreed activities.
- Please ensure the **correct postage** is used when sending application forms externally.

If you are unsure about your application, please contact a Smile Specialist for clarity; email [Donna Fraser](mailto:Donna.Fraser@edfenergy.com) or call 733 1368

## Smile Health & Leisure Application Policy

### How will I know if my application has been successful?

When you submit your online [application form](#), you will receive an automatic email receipt, outlining the order process which is usually 5-7 days. There are some exceptions such as the MYOW London Theatre Break, where a separate email will be sent in those cases. A confirmation email will be sent to you once the event is sold out, with notification of whether your application has been successful or not. If your application has not been successful, your application form will be destroyed.

Further details/information will be sent to the address stated on your application form nearer the event/activity date.

### What is the coach transport policy for children for Smile events/activities?

Smile Health & Leisure may use coach companies that prefer not to take passengers under 3 years of age, however if they do, then parents have to accept full responsibility for any risk to the child/children and they **MUST** have their own seat\*, therefore the cost of child will apply regardless of age.

Babies and young children **MUST** not be on parent's laps as they could be crushed if the coach stops in an emergency type situation.

*\* Coaches are required by law to have seat belts, usually lap belts which are suitable for adults and children of 4 years and upwards.*

### What happens if I can no longer attend a Smile event/activity?

Once payment for Smile Health and Leisure events/activities has been processed, payments are non-refundable. If however you are unable to attend, the resale of tickets without the knowledge of Smile Health and Leisure is prohibited. The correct process should be as follows:

- **Contact the Smile Team immediately to inform them you are unable to attend.**
- **Seek an EDF Energy employee replacement\*. If you have an EDF Energy employee replacement\* in place, inform the Smile Team of the name change, then arrange payment/exchange of information.**
- **If you do not have a replacement, the Smile Team will aim to offer the tickets/places to employees who may be on the reserve list or re-advertised**

*\*If it is you that cannot attend, your replacement must be an EDF Energy employee. If the replacement is for a person who was accompanying you i.e. a non-EDF, your replacement can be a non-EDF Energy employee, however you must still attend.*

## Health & Safety

The safety of everyone who takes part in a Smile Health & Leisure activity is paramount, particularly around the use of drugs and alcohol and we follow the same principles as EDF Energy.

We want to be a safe and responsible company regarding our people, the environment and the communities we serve. Alcohol and drug misuse can have an adverse affect not just on an individual worker, but on their colleagues, customers and the public.

Smile Health and Leisure upholds the EDF Energy Alcohol and Drugs Policy which can be found on the intranet under Company policies and procedures.