

The AE Plan and salary sacrifice - general terms and conditions



General terms and conditions

Selecting benefits through salary sacrifice is subject to your agreement to the following terms and conditions. Any reference to ITV means the ITV Company you're employed by. I understand and agree to the following:

- All of my benefit choices are subject to approval by ITV. ITV will review my choices once they've been submitted and on an on-going basis, to ensure they don't exceed the relevant maximum levels or reduce my salary below the permitted limits.
- By selecting a salary sacrifice benefit, I authorise ITV to reduce my contractual basic salary by the value of the benefit I choose.
- Any reduction to my basic salary will be a change to my contractual terms and conditions of employment and will continue until the end of the relevant benefit period, unless I experience a qualifying life event.
- Any qualifying life event changes are at the discretion of ITV and I don't have an automatic right to revert back to my previous salary level.
- ITV will continue to calculate any benefits, entitlements or payments linked to my salary (for example, bonuses or life assurance) using my basic salary before any adjustment for salary sacrifice benefits.
- ITV has the right to modify, suspend or discontinue any salary sacrifice benefit at any time and at its absolute discretion, giving due notice.

Participating in the ITV Auto-Enrolment Plan through salary sacrifice: terms and conditions

I confirm and agree to the following:

- I'll participate in the ITV Auto-Enrolment Plan (the AE Plan) automatically through salary sacrifice unless ITV advises me otherwise or until I complete an *Opt out* form either before my membership of the Plan begins or during the renewal period each year (for the purposes of the AE Plan, the renewal period is during March each year).
- If I participate in the AE Plan through salary sacrifice, I'll be deemed to have accepted the general terms and conditions set out above.
- If I participate in the AE Plan through salary sacrifice, I give up my entitlement to monthly basic salary equal to my contribution in return for my employer agreeing to pay an additional contribution to the AE Plan, for my benefit, of that amount.
- I can only opt in or out of salary sacrifice outside of the renewal period if I experience a qualifying life event.
- I understand that the contribution rate for the AE Plan is set by ITV (and governed by legal requirements) and can't be changed, although I can choose to pay extra contributions by logging in to Relish.