**Bike to Work**

This benefit provides you with a tax efficient option to lease a bicycle where the primary use is travelling to and from work. We have partnered with Halfords Cycle2Work to offer you this benefit, allowing you to choose from a wide range of bikes available from one of their 465 stores and over 750 local independent bike shops. Please note bike to work benefit can be taken only once in a year during the time when the auto enrolment window is open. Assignees/Expatriates who join us at any time during the year cannot avail this benefit during that year.

**Benefit Information**

- If you take up this benefit you do not pay income tax or national insurance on the voucher value. Please be aware this is only possible where the primary use of the new bicycle (and associated safety equipment) is to travel to and from work.
- Access to sales prices, promotions and discount in Halfords stores.
- 20% Discount Card on all accessories in Halfords for the life of your hire agreement
- Free 1 year bike care plan – providing £100 worth of service and repair benefits. This includes:
  - Free comprehensive 25 point annual service including wheels and tyres; brakes; gears; drive chain and frame
  - Free professional maintenance and repairs throughout the year by fully trained cycle mechanic - paying only for the parts used.
  - Free labour charges for parts and accessory fitting.
  - Free family cycling voucher offering 20% off Apollo Bikes

**Selection and Collection Process**

- Visit a Halfords store to choose your bicycle and if required, safety equipment. To search for your local store go to the Halfords Store locator by clicking [here](#). Request your certificate to a maximum value of £1,000 on the ‘Your Selection’ tab, and request your new benefits package on the summary page before the end of the enrolment period. Alternatively if you wish to select a bike outside of the 30+ bike brands sold by Halfords stores contact the Cycle2Work Special Order Team on 03455 046 444. The team, will be happy to advise of their local independent partners closest to you.
- At the end of the enrolment period Halfords will send you a hire agreement via email showing the amount to be deducted from your gross salary over the 12 months.
- Digitally sign your agreement by return.
- Once the enrolments have been fully signed off you will be sent a Letter of Collection for the requested amount to the email address provided ahead of your first deduction being taken.
- Take your Letter of Collection and photographic identification to your Halfords store within 4 months and exchange it for your new bicycle and safety equipment.

**Important Information**

- It is important to price up the full value of cycle and safety equipment you wish to obtain before choosing the value of your certificate as it is not possible to pay a cash sum to make up any difference should you need to, nor will any change be given.
- You must present your Letter of Collection to your Halfords store or one of Halfords partners stores within 4 months of the date of issue. No refunds can be given by either Halfords or the Company if you do not use your Letter of Collection within this period.
- By choosing this benefit in exchange for a reduction in salary for 12 months, you will be able to hire a bicycle (and associated safety equipment) from your Employer for a 12 month period, following which you may have the opportunity to purchase the bicycle.
- At the end of your 12 month Hire Agreement Halfords may contact you with options available to you, please click [here](#) to review the ‘End of Hire Agreement’.
- If you leave the Company for any reason before the end of your hire agreement, you will no longer benefit from any tax exemptions and will be required to pay the remaining monthly payments from your net final salary. Halfords will then contact you accordingly at the end of the 12 month hire period regarding your options at that point.
To read more information on the scheme and how it works, please visit the [Halfords Cycle2work website](https://www.halfords.com).

You can also view the products available to you through the scheme at [www.halfords.com](https://www.halfords.com) – or call the Cycle2work helpdesk on 03455 046 444 for non-Halfords bikes.

**FAQ**

**What can I use my bicycle for?**
The bicycle’s principal use (at least 50% of its ‘ridden time’) must be for riding to and from work. This can include partial journeys, for example riding to and from the railway station as part of your daily commute. You do not need to keep mileage records.

**Can I select a bicycle for a member of my family?**
You cannot select a bicycle for someone else – this benefit is available only to employees.

**Can I opt for more than one bicycle?**
You can use the value of your Letter of Collection to select more than one bicycle provided that the bikes are for you and at least 50% of the use of both bicycles relates to your home to work travel. For example you may purchase one bicycle for cycling to the train station where you take a train and another for cycling from the train station at the other end of your journey into the office.

**What happens if my bicycle gets stolen?**
You will continue to pay for this benefit even if the bicycle is lost or stolen. You may wish to check with your insurer whether the bicycle is covered or arrange separate insurance. The insurer should be notified that Wipro has an interest in the bicycle over the 12 month period of the lease.

**What happens if I leave the Company?**
If you leave the Company before the end of the 12 months of the bicycle lease then you must pay a termination fee based on the outstanding reductions on your Salary (prior to any direct salary adjustments e.g. pension). This termination fee will be deducted from your Net Salary (Take home Pay), where possible. More information will be provided if this happens.

**Who actually owns the bicycle?**
Though you will have use of the bicycle and related equipment during the hire period the bicycle and related cycle equipment is owned by Wipro. At the end of the hire period you may have the opportunity to take ownership of the equipment. If it applies, you will be advised of the option(s) applicable at the end of the hire term. Should you wish to return the bicycle at the end of the period, there may be a charge.

**What happens if I decide not to sign the hire agreement?**
If you select a bicycle and do not complete the hire agreement your selection will not be considered and you will not be provided with a letter of collection. However deductions will still be made from your salary. You must ensure you inform the Select helpdesk that you wish to cancel your selection.

**What happens if I suffer an accident or injury when using my bike?**
We strongly advise all employees to take appropriate steps to obtain appropriate safety equipment when using their bike. In the unlikely event that you suffer accident or injury while using your bicycle the Company cannot be held responsible for such an incident. It is wholly the responsibility of the employee to ensure the bike is carefully maintained and in the event of any road traffic accident employees are totally responsible under the normal UK legal legislation.

**Can I elect to make a higher salary reduction and shorten the term?**
No. This scheme is run on the basis of a 12-month salary reduction and 12-month lease term only.

**What happens if I no longer require the bicycle? Can it be returned to the bicycle retailer before the end of the term?**
No. The term is fixed. Once you have signed the salary sacrifice agreement, you must continue for 12 pay periods and you will be unable to return the bicycle.