



Private & Confidential

Phillip McGaw

20th February 2024

philip@mcgaw.eu

Dear Phillip,

Re: Confirmation of Employment with Conditions

I am delighted to confirm our Conditional Offer of Employment to you for the position of **Principle Electrical Engineer**

You will be employed on **38 hours** per week on a **permanent contract**.

Your hours of work will be:

Monday – Thursday 0815am to 1700pm
Friday 0800am – 1300pm
Tea Break – 15 minutes (paid)
Lunch Break – 30 minutes (Unpaid. There is no lunch break on Friday)

You will remain on your current hours, for the foreseeable future. The Company may at any time, and for any reason, require you to move an alternative cycle and it is the offer of this employment that you agree to move to an alternative cycle if required to do so.

Operational requirements of the Company may dictate that overtime may be necessary from time to time. You are expected to co-operate and work a reasonable amount of overtime when requested to do so. Overtime will not be paid.

Your place of work will be, **Empire Road Bicester OX26 2FL**.

Your rate of pay is **£63,000.00**, per annum. You will be paid monthly via Bacs, in and around the 20th of each month.

A discretionary annual 4% bonus is available pro rata (2% based on company profit and 2% based on achieving personal goals and objectives, which will be agreed by you and your direct line manager). You must be in continuous employment for at least 6 months prior to the bonus being paid to qualify for this payment. The bonus will be based on performance between 1st January and 31st December.

Your annual leave entitlement is 237.50 hours pro rata per annum which is accrued throughout the holiday year that runs from 1st January to 31st December. You may be required to retain part of your annual holiday entitlement for use during plant closures at Easter, July fortnight and Christmas and dates of these closures will be communicated to you by your manager. Annual holiday entitlements are calculated based on 1/52nd of the annual entitlement for each week of service in the holiday year.

It is anticipated that your employment will commence as soon as possible, and a date will be confirmed with you subject to the satisfactory completion of the relevant checks below.

In circumstances where you fail to provide the required checks, or an unsatisfactory check is returned, this offer may be withdrawn or if you have commenced employment may result in your employment being terminated without any further obligation on the Company's part.

**Lisnafillan, 201 Galgorm Road, Ballymena,
Co. Antrim, N Ireland. BT42 1SA**

Company registration no: 12214576
VAT registration no: GB 333 9869 60

Bamford Bus Company Ltd, trading as
Wrightbus

wrightbus.com



Verification / Checks to be made	Relevant Reference Document and/or Evidence Required
Documentary evidence that you are eligible to work in the UK.	Refer to the attached Eligibility to Work Checklist. <i>This must be received prior to your start date. If you fail to provide this documentation you will be unable to commence employment on the above date.</i>
One written reference that is satisfactory to us. (Please Inform your referees we will be contacting them.)	The company will contact the referees on your application form/CV. We require a reference from a manager within the company if you were a former employee of Wrightbus or the Wright Group.
Verification of qualifications and professional memberships.	Provide any qualifications or professional memberships as stated on the personal specification for the applied role.
Satisfactory Pre-employment Health Assessment.	An email will be sent to complete a New Starter Health Questionnaire form. We reserve the right to request that you attend a pre-employment health assessment with our Occupational Health Consultants. If required, details of the appointment will be forwarded on a separate e-mail.
(If applicable) Valid Driving, Forklift Truck or Bus or any other relevant Licence and insurance cover for business use.	Original driving licence & evidence of business insurance. Any relevant licence required for the role.
Disclosure of Criminal Convictions and Offences Form.	Please complete the disclosure form as accurately as possible and return in an envelope marked "Confidential".

I very much hope that you will accept this conditional offer of employment. If you wish to do so, along with the above conditional offer checks, please complete the following documents:

1. New Employee Details Form (QCD, 1167)
2. HMRC Starter Checklist (if you do not have a P45)
3. Working Time Regulations Opt Out Agreement letter
4. Group expression of wishes form (QCD, 1174)
5. Policies and Procedures (QCD, 1832)
6. Email Consent Form (QCD, 2390)
7. Disclosure of Criminal Convictions and Offences Form (QCD, 2393)

Probation Period: This offer is also subject to the completion of a **nine-month** probationary period.

You can return your documentation via e-mail to HR@wrightbus.com or via post to HR Department, at Wrightbus, 201 Galgorm Road, Ballymena, BT42 1SA. To fully complete pre-employment checks it will be necessary to arrange a follow-up meeting which we will do at your convenience.



I look forward to hearing from you and hopefully meeting you at your commencement with Wrightbus.

Yours sincerely

For Bamford Bus Company Ltd Trading as Wrightbus

A handwritten signature in black ink that reads 'Anasuya'.

Anasuya Senaviratne
HR Coordinator