



**MALHOTRA**

MALHOTRA GROUP PLC

Property | Care | Leisure

# STAFF DISCOUNT POLICY



## 1 Introduction

- 1.1 This policy sets out the process for the use of the Company Staff Discount Card.
- 1.2 Employees will only become eligible for their staff discount upon successful completion of their probation period as set out in their contract of employment (or any subsequent extension to their probation period).
- 1.3 All Group employees may request a Staff Discount Card by completing the discount form via the employee portal once their probation period ends. Once the employee has accepted the terms and conditions of the card on the portal: <https://malhotragroup.co.uk/employeeportal/> (Password: Malhotra19), they should email [marketing@malhotragroup.co.uk](mailto:marketing@malhotragroup.co.uk) who will ensure that the card is posted out.
- 1.4 If an employee encounters difficulty in obtaining a card, they should contact their Line Manager in the first instance who will escalate the matter to the Marketing Department.
- 1.5 The Company reserves the right to amend or remove these discretionary benefits at any time.
- 1.6 Employees will be charged £5 for each lost or damaged Staff Discount Card.

## 2.0 Staff Discount Card

- 2.1 Employees are eligible for a staff discount of 25% (subject to clauses 1.7 and 3.3) on both food and beverages, and discounted Hotel stays (subject to availability) at participating sites.
- 2.2 The staff discount is valid for up to four people, as long as the employee obtaining the discount is one of the four people dining/drinking on the premises at the time of use.
- 2.3 The Staff Discount Card may be used at **participating** Malhotra Leisure sites (see appendix attached).
- 2.4 Company employees may also use their Staff Discount Card at Zizzi's restaurant (Grey Street, Newcastle), whereby employees will benefit from 25% off all full price food (eat in or takeaway) when presenting their Staff Discount Card and payslip.
- 2.4 Employees may also benefit from a 20% discount at the City Retreat Spa within the Grey Street Hotel complex and their Jesmond and Gosforth branches (valid



Monday – Thursday only and discount cannot be used with any other Hotel or Spa offer or City Retreat gift voucher). Please note that the card may only be used at these venues during their trading hours and may be subject to their terms and conditions and potential withdrawal at any time.

- 2.6 The Company is unable to guarantee to continuation of any of the discounts within this policy.

### **3.0 Authorisation Process**

- 3.1 A current payslip, Staff Discount Card and form of identification is required when using the discount.
- 3.2 Availability of the discount scheme is at the Company's discretion and does not form part of an employee's contractual benefits. The Company reserves the right at any time to vary or withdraw the staff discount scheme at any time.
- 3.3 The staff discount is not to be used in conjunction with any other offers such as employee vouchers etc.

### **4.0 Misuse of Staff Discount Scheme**

- 4.1 Employees must ensure that they are the only user of their card, and they act appropriately when using the facilities. Misuse of the Staff Discount Card, discount arrangements, or any reports of unsatisfactory conduct by employees or their guests when visiting any of the participating sites will result in withdrawal of the benefit for that employee and may lead to disciplinary action which could include dismissal.
- 4.2 Employees must only claim their staff discount on their own purchases (up to four people in total, including the employee using the discount) as set out in clause 2.2. The card should not be given to any other person (staff or otherwise) to use.

### **5.0 Leavers**

- 5.1 On terminating employment with Malhotra Group PLC, the Staff Discount Card must be surrendered.
- 5.2 Failure to return the Staff Discount Card will result in a £5 deduction in the employee's final pay.



## **Appendix A - Current participating sites as of 30.07.2021**

This Policy has been updated to take into account the changes in Government legislation and relaxation of restrictions which means that customers are now permitted to order from the bars as well as using table service.

If an employee intends to use their discount card, they must indicate so at the time of booking to confirm that this is permissible. They must also confirm when ordering and **not order using the App** as this does not currently allow for the discount to be taken off the final bill.

The sites that are currently eligible for discount as of **30 July 2021** are as follows:

### **Bars & Restaurants**

1. Leila Lilys (indoor restaurant and 212 only)
2. Three Mile (order from bar if utilising discount)
3. Pizza Dough Co (indoor only)
4. Osbornes (designated bar service only)
5. Runhead (designated bar service only)
6. Duke of Northumberland (indoor and outdoor)

**Bars/Restaurants - please ensure that you do not use the App when ordering as the discount cannot be added when obtaining the bill.**

### **Hotels/Hostel – staff rate if availability**

7. Grey St Hotel
8. Great North Hotel
9. New Northumbria (when it reopens)
10. Albatross

**Hotels/Hostel – please ensure you check when booking that they have availability to for the staff rate to be applied.**

The list of participating sites will be reviewed again once COVID-19 restrictions ease.

