

### Season Ticket Loans Policy

The Company will make interest free loans available for the purchase of season tickets for travel by rail (second class fare), bus or other approved transport. All permanent employees of any subsidiary of Health Services Laboratories LLP, who are based in Central London and have completed three months probationary period are eligible to apply.

No employee of any subsidiary of Health Services Laboratories LLP will be allowed more than one loan in any period of twelve months (unless the first loan is repaid in full).

The loan will be made payable to a Rail Authority, Transport for London or other approved ticket issuing authority. Cheques cannot be made payable to employees or credit card companies. Loans are repayable by deduction from net monthly salary by equal instalments over a maximum 12 month period. The employee receiving the loan will remain responsible for complying with any conditions imposed by the carrier concerning use, loss, transfer, refunds etc. In the event of a loss of ticket, deductions will continue unabated until the original loan has been paid off.

In the case of termination of employment before the loan is repaid, the balance outstanding will be recovered from the employee's remaining salary and if this is insufficient by direct payment from the employee.

The Company reserves the right to refuse a season ticket loan at its discretion and the existence of this policy does not confer any rights on any persons to loans and advances against salary for other purposes.