

CYCLE TO WORK SCHEME

The Government backed a scheme which allows employees to purchase a bicycle from an approved provider and then pay for this through their salary over the following 12 months. The repayments for the bicycle are done through a salary sacrifice arrangement meaning they are free of income tax and national insurance.

The Foundation's scheme provider is [Cycle Scheme](#).

Policy

1. The Foundation provides access to the Scheme, subject to the following conditions:
 - a) The employee is a permanent employee of the Foundation, an employee working through a probationary period leading to permanent employee status or is employed on a fixed term contract of one year or more.
 - b) The employee's primary use of the bike must be for commuting to work or travelling between workplaces.
 - c) Where an employee leaves the employment of the Foundation (for whatever reason) before the twelve-month agreed period has expired, the employee remains liable for repaying all outstanding amounts from their final salary or through other agreed arrangements.
2. Once the employee has chosen a bike from one of the Cycle scheme partner stores, they must then apply for the scheme using the Cycle scheme online application form.
3. Once the Foundation has approved the application, Cycle scheme will post out a certificate to the employee, to be redeemed in an approved partner store in exchange for a bike package.
4. Salary sacrifice (where the employee agrees to give up a part of their salary in exchange for a non-cash benefit) then commences over the hire period (twelve months). The salary sacrifice is made prior to income tax and national insurance deductions from salary. Employee pension benefit will be calculated on the pre-salary sacrifice amount.
5. At the end of the hire period, Cycle scheme may choose to offer the employee ownership of the bike, or the employee may pay a small refundable deposit to continue to use it for an extended period of up to 36 months.
6. Bicycles and related safety equipment can be funded through the Scheme.
7. The payments to cover the cost of the bicycle continue in the normal way if the bicycle is lost or stolen. It is the responsibility of the employee to provide relevant insurance.
8. The maximum payment available under the Scheme is £1,000.
9. The Foundation reserves the right to vary this Policy.