Members' Guide

The Guardian Lifestyle Plan

Permanent & Fixed Term Contract Employees

From February 2024

Further information
legalandgeneral.com/theguardianlifestyleplan

Introduction to the Plan

Welcome to The Guardian Lifestyle Plan

This Member Guide is designed to help you understand how the Plan works and to provide you with relevant information to enable you to make important decisions with confidence.

Every effort has been made to avoid the use of technical jargon. Unfortunately it is not always possible to avoid the jargon entirely and so a glossary is included at the back of this guide which provides an explanation of the key words and phrases.

Pension Plan members now have an unprecedented level of choice and flexibility. You can access your retirement savings in a way that works best for you. This also means that you need to have information at your fingertips to make those choices with confidence for you and your family.

The Trustees of the Plan recognise the need to support members at all stages of their lives and have appointed Legal & General to administer the Plan. As a member of the Plan you have access to a range of resources designed to help you make the most of the Plan and importantly to enable you to make the choices that are best for you.

These resources include access to the Plan's website which contains useful information about the Plan along with a range of educational materials. In addition you can use **Manage Your Account** to view your Lifestyle Account (see glossary) online where you can check the value of your retirement savings and make changes to your investment choices. You also have access to a Retirement Planner which you can use to check whether you remain on track to achieve the level of retirement income that you are targeting, from the age at which you wish to receive it.

You are encouraged to make the most of these resources as they are intended to help you understand the options available to you so that you can take ownership of your retirement savings and shape them to best suit your personal circumstances.

The exact terms and conditions governing the Plan are contained in the Trust Deed and Rules which are available for inspection on request to the Payroll Department. Every effort has been made to accurately reflect the Trust Deed and Rules in this guide, but if there are any differences, the Trust Deed and Rules will always take precedence.

The Guardian Lifestyle Plan

For every step of the journey

First step

- Why should I save for my retirement?
- How does the Lifestyle Plan work?
- Generous contributions
- Protect your family

On your way

- How will my contributions be invested?
- Bringing your Lifestyle Account to life
- Support is at hand
- PaySmart
- What else do I need to know about contributions?

Getting there

- What will I get when I access my Lifestyle Account?
- 'Investment Decisions: a Quick Guide'

Arriving

- Options at retirement
- Your right to guidance when deciding how to use your savings
- What about my state pension?

What else do I need to know?

- What happens if I...
- Other Plan information
- Glossary
- Contact Details

First step

Why should I save for my retirement?

The Guardian Lifestyle Plan is a great way to save for your future and has a number of advantages over other ways of saving

A generous contribution from the company
The company will contribute between 8% and 12% of your pensionable pay (depending on your age) into your Lifestyle Account (see glossary)

Tax and National Insurance savings for you
Your pension contributions benefit from tax relief and you will pay less National Insurance as the Plan operates **PaySmart**. This means that the cost to you is less than you might expect.

Additional help from the company
You can pay Additional Voluntary Contributions and the company will pay half as much again.

Low charges
The administration costs are paid by the company. This means that the only costs to you are the investment management charges which are competitively priced.

Online access and retirement planning tools
You can access your account online and use the retirement planning tools to help check that your long-term plans are on track.

Flexible contribution structures
The Trustees recognise that it's not always possible to pay the full level of contributions into the Plan and so there are alternative contribution structures designed to give you greater flexibility.

It's easy to manage your investments
Online access also allows you to review your investment choices and to make changes to your investment mix or update where you want future contributions to be invested.

Flexible access from age 55
You can access your Lifestyle Account in a number of ways including being able to take up to 25% tax-free. These options provide you with flexibility and the ability to use your money in a way that best suits your personal circumstances.

Protect your family
The Lifestyle Plan includes extra life cover to provide extra support for your family if you die.

How does the Lifestyle Plan work?

You are not required to do anything to join the Plan and your Lifestyle Account will be set up at the earliest opportunity

Your contributions and those paid by the company on your behalf are invested in your Lifestyle Account.

Over time your Lifestyle Account is expected to grow as contributions are invested into your Lifestyle Account each month and as you also receive the benefit of the investment returns.

You can increase the level of your own **contributions** by making Additional Voluntary Contributions and Extra Contributions. When you make Additional Voluntary Contributions the company will make a further contribution.

Your contributions will initially be invested in the Default Investment Strategy. This is known as the Target Drawdown Strategy and is one of the 3 Automatic Switching Strategies operated by the Plan.

The Target Drawdown Strategy assumes that you will access your Lifestyle Account when you reach age 65 and that you will move into **Income Drawdown** at this time.

You do not have to remain in the Default Investment Strategy and have freedom to select an alternative strategy, make your own investment decisions, and to select the date when you think you may want to access your retirement savings. This Member Guide contains information to help you understand your benefit options, and the Investment Guide contains detailed information about the investment options available to you. The Investment Guide is available in the helpful resources section of the **Plan website**:

You are able to access the money in your Lifestyle Account from the age of 55.

You can keep track of the value of your Lifestyle Account online via **Manage Your Account**. From here you will also be able to update your investment choices and change the level of your contributions when you reach your Target Retirement Age. There is also a Retirement Planner designed to help you model the impact of your Lifestyle Account.

What contributions are paid into the Lifestyle Plan?

A generous contribution from the company and help from the taxman

Contributions from the company

As a member of the Plan you will receive a contribution from the company. The level of the contribution is based on your age as set out in the table to the right.

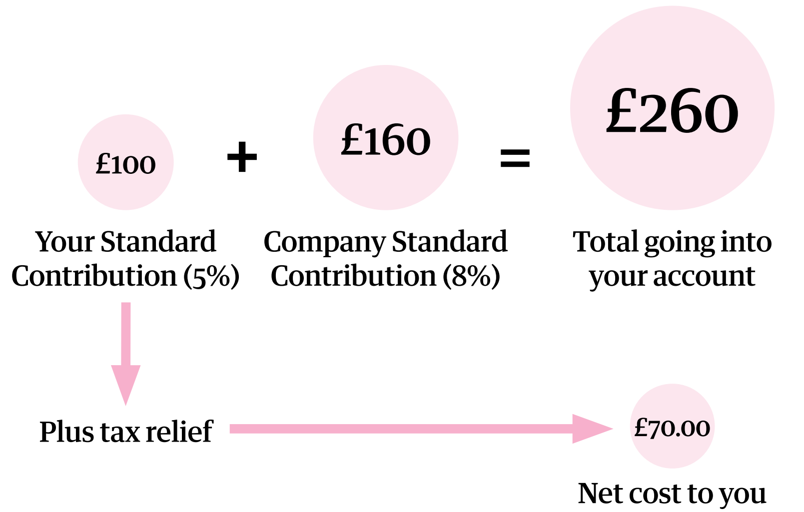
Your **Ordinary Contributions**

- As a member of the Plan your standard rate of contribution is 5% of your pensionable earnings (see glossary).
- Remember that you save tax by paying contributions which reduces the cost toyou - see examples to the right.
- Contributions are paid via **PaySmart** which means that you also pay less National Insurance.

If you take the standard (5%) rate, the company's contributions will depend on your age

Age	% of pensionable earnings
Under 45	8
45-49	9
50-54	10
55-59	11
60 plus	12

Member under 45, Salary £2,000 per month, Standard Contribution: 5%



What contributions are paid into the Lifestyle Plan?

The more you pay, the more the company will pay

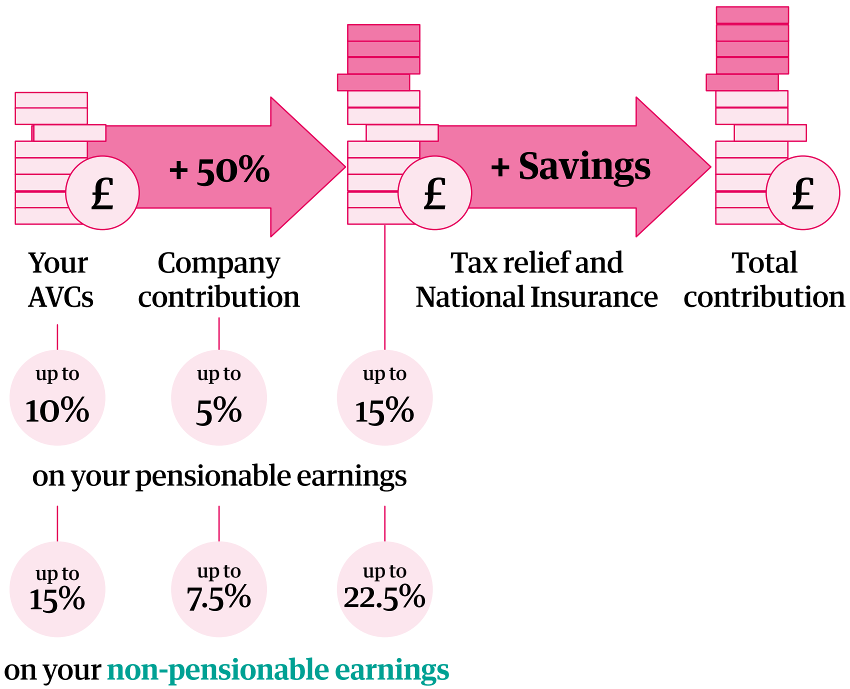
Additional Voluntary Contributions and additional help from the company
If you pay Additional Voluntary contributions (AVCs) then the company will make a further contribution of 50% of whatever you contribute in AVCs. Any AVCs also benefit from tax relief and National Insurance savings where paid via **PaySmart**. AVCs are therefore an attractive feature of the Plan and a great way to maximise the contributions being paid into your Lifestyle Account (see glossary).

You can pay AVCs of up to 10% on your pensionable earnings (see glossary) and up to 15% on your non-pensionable earnings (see glossary) You can therefore benefit from a further 5% from the company in respect of AVCs paid on your pensionable earnings and a further 7.5% from the company in respect of AVCs paid on your non-pensionable earnings.

Extra Contributions
You can also pay Extra Contributions (ECs) in addition to your AVCs and your **ordinary contributions**. ECs attract tax relief, but do not attract a company top up. There are limits to the ECs you can pay.

To start paying or increase ordinary contributions, AVCs or ECs, just go to **legalandgeneral.com/theguardianlifestyleplan** or Manage Your Account for a Contribution Change Form.

Additional Voluntary Contributions explained



What contributions are paid into the Lifestyle Plan?

If you don't feel able to pay the standard 5% contribution there are alternatives available

Alternative contribution levels

If you don't feel able to pay the standard 5% contribution then there are alternatives available. The Trustees and the company recognise that finding the money to save is not always easy and so the Plan offers the following alternative contribution levels:

- Half Rate: You pay 2.5% instead of 5% and the company will pay half of the age related contribution scale.
- Non-contributory member: You are not required to contribute and the company will pay 2.5% irrespective of your age.

Member under 45, Salary £2,000 per month,
Half rate contribution: 2.5%

£50 + £80 = £130

Your standard contribution (2.5%) + **Company standard contribution (4%)** = **Total going into your account**

Plus tax relief → £35.00

Net cost to you

What else do I need to know about contributions?

Tax allowances

Contributions

To qualify for tax relief, total contributions (from both you and the company and across all tax-approved pension arrangements) in any tax year must be within the Annual Allowance (see glossary) For most members, the Annual Allowance is £40,000 for the 2022/2023 tax year. However, if your total income is over £200,000, you may be subject to restrictions and your Annual Allowance may be reduced to between £40,000 and £4,000. For further details, see the **Tax and Allowances booklet**.

Any excess contributions over the Annual Allowance will be taxed at your full marginal rate of income tax. If any individual exceeds the Annual Allowance (AA) in any tax year, rather than immediately triggering additional tax, they can carry forward any unused AA from the previous 3 years to offset this year's contributions.

Benefits at retirement

This limit is known as the Lifetime Allowance (see glossary) and applies to all of the benefits you build up over your entire working life across all pension schemes. The limit for 2022/2023 is £1,073,100.

If you build up benefits above the Lifetime Allowance, they will be subject to tax, although some individuals may have successfully applied to protect the value of their pension benefits against this tax. Few members are likely to build up a fund value even approaching the Lifetime Allowance. However, if you think you may be affected by this limit please contact 0345 678 0297 for an estimate of the value of your Lifestyle Account.

Additional Information

In the event of unpaid temporary absence of less than one year, you will remain a member of the Lifestyle Plan although no contributions are payable.

- Contributions to the Lifestyle Plan in respect of maternity pay, paternity pay or adoption leave are calculated on the basis required by legislation.
- For periods of unpaid maternity, paternity or adoption leave, once you return to work the company will pay a lump-sum contribution of 2.5% of your notional earnings (for the period of unpaid leave) into your **Lifestyle Account**.
- Contributions are only payable in respect of **Pensionable Earnings** actually paid to you whilst still in employment. Contributions are paid over to the Lifestyle Plan by the company and credited to your Lifestyle Account normally on the last business day of each month.

Life Assurance Cover

Protect your family

Contributory Members

In the event of your death in employment whilst a contributing member of the Lifestyle Plan, the following lump-sum benefit would become payable:

a) 3 times your **Death Benefit Salary** plus the part of your account relating to your own AVCs and ECs.

plus

b) The greater of:

- 4 times your Death Benefit Salary (plus the part of your account relating to any transfer from a previous scheme)

or:

- the value of your Lifestyle Account excluding the part relating to your own AVCs and ECs

The lump-sum would be payable under trust and is currently tax-free provided it is below the Lifetime Allowance (see glossary)

Non-Contributory Members

In the event of your death in employment whilst a non-contributing member (see glossary). of the Lifestyle Plan, the following benefits would become payable:

A lump-sum of 3 times your Death Benefit Salary plus a further lump-sum equal to the value of your Lifestyle Account. The lump-sum would be payable under trust and is currently tax-free provided it is below the Lifetime Allowance .

Notes on Death in Employment Benefits

The Trustees have effected insurance cover in respect of the liabilities for death benefits to the extent that they exceed the values of members' Lifestyle Accounts. The insured part of the benefit ceases at age 75.

Special conditions will apply to the death benefits if you re-enter the Lifestyle Plan after ceasing active membership or join at a date later than when first eligible.

All benefits payable on death in employment are subject to Her Majesty's Revenue and Customs (HMRC) limits and may need to be restricted to ensure they do not exceed the prevailing limits.

Payment of lump-sum death benefits

Lump-sum benefits arising on death are paid under trust. This means that the Trustees have to decide who is to receive the benefit. The purpose of this arrangement is to ensure that the payment is free from inheritance tax under current legislation and that it can be paid quickly without needing to wait for probate.

Although the Trustees have the final decision as to who should receive any death benefit you are encouraged to complete a **Nomination of Beneficiary Form** to indicate your wishes regarding possible beneficiaries.

You should keep this form up to date if your circumstances change.

The Nomination of Beneficiary Form can be found on the Plan's website and provides information on where the completed form should be returned to.

On your way

How will my contributions be invested?

You will automatically be entered into the Default Investment Strategy

Investment decisions can appear complicated and for many can be a confusing area when managing your personal finances. For this reason the Trustees of the Plan have established a Default Investment Strategy and you will be automatically entered into this strategy when you become a member of the Plan.

In the years before you start to think about using your retirement savings the main objective is to achieve a good return on your investments without taking too much risk.

The Default Investment Strategy has been designed with this objective in mind which means that in the early years you will not be required to make lots of investment decisions unless you want to. As you can access your Lifestyle Account from the age of 55 it is worth having a check-point to consider your options when you are in your mid-40s.

The reasons for this are explained in more detail in the **Getting There section**.

It is however important to consider whether the Default Investment Strategy is best suited to your plans and personal circumstances. There are a number of considerations and therefore you are encouraged to read the separate Investment Guide where more detailed information is set out.

How will my contributions be invested?

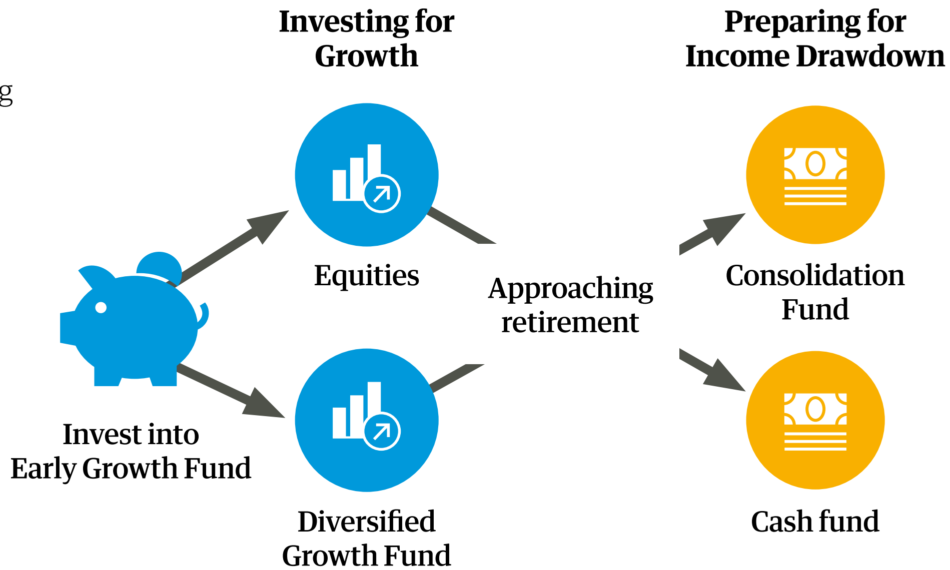
Preparing for Income Drawdown

The Default Investment Strategy
The Default Investment Strategy is an Automatic Switching Strategy, and is known as the Target Drawdown Strategy. An Automatic Switching Strategy simply means that when you are 20 years away from your Target Retirement Age (TRA) (see glossary) your investment funds will automatically begin to move into different funds which are considered suitable for the benefit you expect to use. Under the Target Drawdown Strategy the benefit option is Income Drawdown.

You should keep your TRA under review as it defines when the switching process begins and you don't want this to be too early or too late, as this can make a difference to the final value of your Lifestyle Account.

You can find out more about the Default Investment Strategy, the investment funds that are used, and the timing of the switching process in the Investment Guide which is intended to explain the key investment choices in greater detail and can be found in the helpful resources section of the **Plan website**.

You can learn more about the different benefit options that are available in the **Getting There section**.



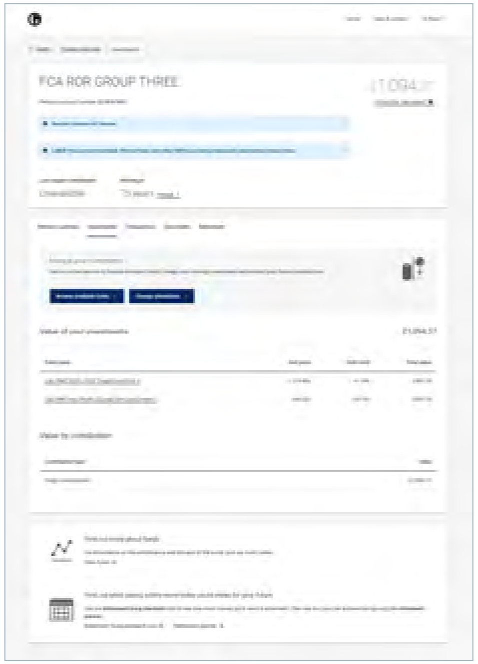
Bringing your Lifestyle Account to life

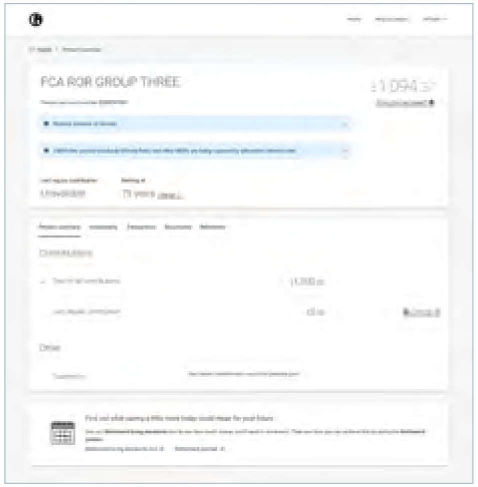
Manage Your Account (MYA)

Manage Your Account provides you with online access to your Lifestyle Account.

Once you have received your Legal & General membership certificate, you can register for Manage Your Account and take control of your pension online.

To register please go to **legalandgeneral.com/manageyouraccount**





Bringing your Lifestyle Account to life

Using Manage Your Account to understand, plan and take action

Understand: Using MYA to monitor your Lifestyle Account

When you log-in to MYA you will be able to view the value of your Lifestyle Account. You will also be able to see your contributions, those of the company, and anything you transfer in being allocated to your account.

Through time you will be able to see your Lifestyle Account increase in value and watch it grow into one of your most significant assets. To access MYA you will need your account number which will be included with your membership certificate which you will receive shortly after you commence employment.

Plan: Using MYA to assess your needs

MYA isn't just about keeping an eye on transactions. It also includes a retirement modelling tool which helps you understand the impact of making changes. For example, what happens if you increase your contributions? Or how much money would you have if you brought your TRA forward? Would changing your investment allocation give you the investment returns you need?

Throughout your working life your personal circumstances are likely to change. For example, if you are saving for a house deposit, or starting a family you may find that it's harder to save into your pension - the retirement planning tool will help you understand the long-term impact on your retirement savings if you reduce your contributions in the short term.

For those with fewer financial constraints the Retirement Planner will help you understand the benefit of paying AVCs and includes the effect of the company's matching contribution.

Bringing your Lifestyle Account to life

Empowered:
Using MYA to make your Lifestyle Account meet your needs

As you increase your understanding and start to actively plan for the long term you may find that you need to make changes to your Lifestyle Account. Via MYA you are able to make all relevant changes to your Lifestyle Account including:

- Selecting one of the alternative Automatic Switching Strategies
- Selecting investment funds on a self-select basis
- Change the level of your ordinary contributions
- Start making Additional Voluntary Contributions and/or Extra Contributions
- Change the level of your Additional Voluntary Contributions and/or Extra Contributions

Whether you are simply looking to get an up-to-date fund value, are thinking about making changes to your Lifestyle Account, or are ready to make changes to your Lifestyle Account then MYA provides you with the necessary tools at your fingertips.

Support is at hand

Learn more about your pension options

At first glance the various pension options and decisions can seem quite daunting.

This needn't be the case but it's also important to remember that your retirement savings represent a significant part of your personal finances and it's unlikely that you'll get what you want from your retirement savings unless you engage and take ownership: after all it's your money.

The Trustees want you to make the most of your retirement savings and have therefore created a dedicated Plan website covering specific information about the Plan. The website also provides information and educational resources to assist you in making choices that are right for you, and your family, with confidence.

The Trustees would encourage you to spend some time browsing the website as it's a great way to familiarise yourself with the options available. The more you understand and start to think about your long-term plans then the easier it becomes to make the most of your Lifestyle Account, moulding it into an integral part of your long-term plans.

The Plan website can be found at:
legalandgeneral.com/theguardianlifestyleplan

PaySmart

PaySmart is a more tax efficient way of making your contributions to the Lifestyle Plan, which saves both you and the company money

A major advantage of paying contributions into pension schemes, such as the Lifestyle Plan, is that you pay less income tax. By paying your contributions via PaySmart, you also pay less National Insurance contributions.

How PaySmart actually works

- You agree to give up part of your contractual pay equivalent to the contribution you would have paid to the Lifestyle Plan. Your gross pay reduces.
- At the same time you stop paying direct contributions into the Plan and your net pay rises by the amount of the National Insurance contributions you would have paid on your Plan contributions.
- The company increases its contributions to the Plan by the amount you would have paid in so that the total contribution paid into your personal account in the Plan is unchanged.
- Your pay before the adjustment for PaySmart will continue to be used for the calculation of the benefits provided by the Plan and all other contractual benefits provided by the company (but not state benefits). Your pay will be reviewed annually in the normal way.

How much National Insurance will you save through PaySmart?

The National Insurance savings you can make depend on how much you earn and the level of your contributions to the Lifestyle Plan.

Enrolling in PaySmart

The company will automatically enrol you in PaySmart as soon as you join the Lifestyle Plan, unless you confirm beforehand that you don't want to be included. However, you won't be enrolled in PaySmart if you earn less than a certain level of pay (£8,220 for 2022/2023), since some of your state benefits could be adversely affected. The minimum pay level for inclusion in PaySmart is reviewed each year.

Why do we operate PaySmart?

The cost of providing a pension has risen significantly in recent years. PaySmart is a way for both members of the Lifestyle Plan and the company to make savings in a way that is acceptable to HMRC. Your savings increase your take-home pay, or you can use these savings to increase your pension contributions. The company uses its saving on National Insurance to help meet a small proportion of its significant contributions to the Plan.

PaySmart

Common questions about PaySmart

Do other companies operate similar arrangements?
Yes, including many large employers like Tesco, Sainsburys and BT.

Am I eligible for PaySmart?
Most Plan members are automatically eligible for PaySmart. However, PaySmart may have a negative impact on the entitlement to some state benefits for members who earn less than a certain level of pay (£8,220 for 2022/2023).

For this reason, they are not automatically eligible for PaySmart, although they may participate at their request, having weighed up all the pros and cons. Any members whose pay would be reduced below the National Minimum Wage as a result of PaySmart are also excluded in order to comply with this requirement.

What if I don't want to pay my contributions via PaySmart?
You can choose not to participate in PaySmart at any time by completing a "Non-Participation in PaySmart" form available on the website.

If I choose not to participate initially can I come back into PaySmart?
Yes, you can come back into PaySmart by completing a "Request to participate in PaySmart" form. Please contact the Payroll Department if you wish to do this.

If I pay Additional Voluntary Contributions (AVCs) or Extra Contributions (ECs), will these be included in PaySmart?
Yes, unless you choose not to participate in PaySmart, all contributions that you pay will be made via PaySmart.

PaySmart

Remember that the more contributions you pay through PaySmart, the less you pay in National Insurance.

Will my other pay-related benefits be based on my reduced pay, after contributing through PaySmart, or my original contractual pay?
None of the earnings-related benefits you receive as part of your company benefits package will be affected. And your contractual pay before PaySmart will continue to be used to calculate any bonuses or pay increases.

How does PaySmart affect my other company benefits?
PaySmart is part of your contractual terms and conditions because your gross pay is reduced and an additional pension payment is made by the company instead. It's your contractual pay before the PaySmart reduction that is used to determine any other pay and pay-related benefits – your life assurance cover, sick pay, shift pay and severance terms etc. So there will be no reduction in your company benefits or other pay as a result of being in PaySmart.

How does PaySmart affect my state pension benefits?
Your state pension will not be affected if you make PaySmart contributions.

As my contractual pay is 'reduced' under PaySmart, will this affect the amount of mortgage or loan I could receive?
No. As now, reference letters provided by the company for a mortgage or loan purposes will refer to your contractual pay before any adjustment for PaySmart.

Is PaySmart suitable for everybody?
The company does not possess enough detailed information about your personal circumstances to confirm definitively whether you may be adversely affected. Therefore, you should consider your own circumstances based on the information in this guide. This will be of particular relevance to you if you are in receipt of any state benefits. It may also affect the calculation of any statutory maternity, paternity or adoption pay.

PaySmart

Will the Child Support Agency payments I make be affected?
Possibly. Child Support Agency payments are calculated using your weekly net income (gross weekly income less income tax), National Insurance and pension contributions). Participating in PaySmart results in an increase in your net pay. If your net weekly pay increases, it could be that Child Support Agency payments would also increase. However, the Child Support Agency only need to be advised if your net weekly income changes by 5% or more.

What about statutory pay for maternity leave?
Statutory Maternity Pay (SMP) will be based on your pay after any reduction due to PaySmart. This means that SMP would reduce slightly for someone participating in PaySmart. If you think you may be in receipt of SMP in the near future then you should consider whether to continue participating in PaySmart.

What do I need to do to benefit from PaySmart?
You don't need to do anything. If you are eligible to contribute via PaySmart, all your contributions will automatically be paid via PaySmart.

Can the company withdraw PaySmart?
PaySmart is a contractual change to your earnings and contributions to the Plan. However, because circumstances can change, the company reserves the right to withdraw PaySmart and reintroduce direct employee contributions. Your contractual earnings would then be increased by the amount of your Plan contribution to what they would have been had PaySmart never existed. The company does not accept any liability or responsibility to provide any form of compensation for any benefits lost from ceasing to operate PaySmart

Could HMRC ban PaySmart?
At present, the Revenue allows the PaySmart Plan to operate. However, a change in the law or in Revenue practice could mean that PaySmart will need to be withdrawn. If this happens, we will let you know. Rest assured, though, that the significant company contributions will remain.

Getting there

What will I get when I access my Lifestyle Account?

You can choose when and how to use your money

When can I access my Lifestyle Account?
Under current legislation you can access your Lifestyle Account when you reach your 55th birthday but when you choose to do so is entirely up to you. When you become a member of the Plan, your Target Retirement Age (TRA) will be set at 65. Your TRA is important as it is used for a variety of reasons including when you will receive your retirement options pack. You are able to set your TRA to meet your preferences, providing this is no earlier than your 55th birthday.

How can I access my Lifestyle Account?
There are three main ways that you can access the money in your Lifestyle Account and these are covered on the next page.

In addition you have the option to take up to 25% of your Lifestyle Account as a tax-free lump-sum although whether you do so is entirely up to you.

What will I get when I access my Lifestyle Account?

Your options explained:

Income Drawdown
A bit at a time - an income when you need it

Income Drawdown allows you to access your Lifestyle Account in a way that suits you - either on a regular basis or as and when you like. Income Drawdown therefore provides more flexibility but also more risk as your account will remain invested. It is important to understand that your money can run out and therefore careful management of your savings will be required.

The income you take will be subject to income tax if your overall annual income is above your income tax threshold. The Target Drawdown Strategy has been designed for those seeking to access their retirement savings in this way. Your Lifestyle Account will be automatically invested this way when you join the Plan.

Annuity
Regular guaranteed income (annuity)

You can choose to convert your Lifestyle Account into a regular income that you'll receive for the rest of your life. To do this you'll need to talk to an insurance company to buy an annuity. You do not have to purchase your annuity with Legal & General - you are free to choose the best value option at the time. At retirement, we'll help you by providing details of how to shop around to find the insurance company who will give you the best rates and explain how you can benefit from enhanced annuity rates where medical conditions exist. The regular money you receive from your annuity payments counts as income so you'll have to pay tax if your overall annual income is above the income tax threshold. If you expect that you'll convert your Lifestyle Account into a regular income, you can choose to invest in the Target Annuity Strategy.

Cash
All as cash

You can take all of your Lifestyle Account as cash - either all in one go or as a small number of payments.

If you've already received 25% of your savings tax-free, the rest of your cash will be subject to income tax, so you should consider carefully how much you take and when you take it (or you might pay a higher tax rate). If you plan to take your retirement savings this way you can choose to invest your savings with this in mind in the Target Cash Strategy.

What will I get when I access my Lifestyle Account?

Do I need to think about these options now?
Yes. It is important to think about when you expect to access your Lifestyle Account and which of the benefit options you think will most suit your needs as the answers will help you make some of the important investment decisions. The key investment decisions are discussed later in this booklet and also in more detail in the Investment Guide which can be found in the helpful resources section of the **Plan website**.

Why is setting your Target Retirement Age important?
Your Target Retirement Age (TRA) is the age you think you are most likely to take your retirement benefits. Upon joining the Lifestyle Plan this is automatically set for when you reach your 65th birthday.

However it's important that you review this age to make sure that it reflects your personal circumstances and plans.

You can change your TRA by downloading the form here or by contacting the helpline on 0345 678 0297.

The Lifestyle Plan assumes that you want to start taking your savings at age 65. If you invest in the Automatic Switching Strategies and think your TRA will be earlier or later than age 65, it's important that you tell us as early as possible to make sure your savings are moved at the right time for you. Switching will take place over the 20 year period up to your chosen TRA. The earliest TRA you can choose is your 55th birthday.

Investment decisions: A quick guide

Making investment decisions to suit your plans and personal circumstances

The Getting Started section of the Members' Guide outlined how investment decisions become more important as you get nearer to the point of using the money in your Lifestyle Account.

This is because your investment decisions will be influenced by which of the benefit options most suits your requirements and when you expect to use your money. As you can access your Lifestyle Account from the age of 55 it is worth having a check point to think about how and when you expect to access your Lifestyle Account from around your 45th birthday. By using MYA you will be able to see how much money you have saved and whether this is likely to be enough to support your long-term plans.

If you have remained in the Default Investment Strategy then there are 2 main points that you need to understand. Firstly, it assumes that you will use **Income Drawdown** when you access your Lifestyle Account. Secondly it assumes that you will access your Lifestyle Account when you reach the age of 65.

Investment decisions: A quick guide

Making investment decisions to suit your plans and personal circumstances

There are therefore three key questions to consider:

1) Does Income Drawdown sound like the right benefit option for you?

2) Do you expect to access your Lifestyle Account when you are 65?

3) Are you comfortable with your contributions being invested in the Default Investment Strategy or would you prefer to take more or less investment risk? Remember, the way you are invested in the Default Investment Strategy depends on how far you are from your TRA. Further details can be found in the Investment Guide.

If the answer to any of these questions is no then the Default Investment Strategy may not be right for you and you should consider whether you need to update your investment choices.

Considerations when making investment decisions:

- How long do you have to go until you want to take your retirement savings?
- Do you need to amend your Target Retirement Age?
- Do you have any retirement savings elsewhere?
- How do you feel about taking investment risk?
- How will you be using your Lifestyle Account?

The answers to these questions will help you decide which funds might be appropriate for you.

Investment decisions: A quick guide

If you do not think that the Default Investment Strategy is right for you then you have three options:

1. Use the Target Annuity Strategy
This assumes that you will convert your Lifestyle Account into an annuity at age 65 or your preferred TRA.

2. Use the Target Cash Strategy
This assumes that you will take your Lifestyle Account as Cash at age 65 or your preferred TRA.

3. Choose your own investments
Known as self-selecting, from the 12 available funds. You can select any number of funds and allocate your money in whatever proportion you choose. There is no automatic switching and your investment allocation is entirely under your control.

If you do not think that the Default Investment Strategy is right for you then you are encouraged to read the Investment Guide where there is greater detail to help you make an informed decision.

Whatever strategy you choose you should always keep your TRA under review as it determines when you receive your Retirement Options Pack and when the automatic switching process begins.

The full range of self-select funds available is included in the Investment Guide.

Arriving

Your options at retirement

If you're at this stage of your retirement planning, it's likely you're twelve months or less from your Target Retirement Age and are looking to take your money

You should consider how and when you want to retire, so that means taking time to think about things like:

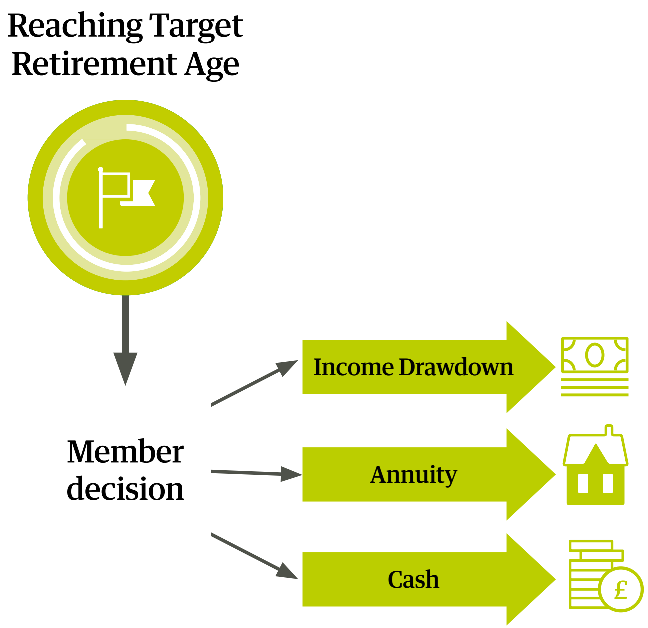
- How much money will you have?
- How long will it need to last?
- Is your chosen retirement age right for you?
- What are your options?
- What your life will look like in retirement - how will you spend your time? Does your chosen retirement option work in line with your plans?

The **planning tools** will help you consider these points in the context of your personal plans and circumstances.

Will The Guardian Lifestyle Plan notify me when I am approaching my Target Retirement Age?

You will receive an information pack from Legal & General, setting out your retirement options, 4 months before your selected Target Retirement Age. The information pack will confirm the value of your Lifestyle Account and set out in greater detail the retirement options available to you and the next steps for each of the options. You will have the option of taking up to 25% of your Lifestyle Account as a tax-free cash amount. You can then use the remaining balance in your Lifestyle Account on the benefit options described here.

How you can take your savings



Your right to guidance when deciding how to use your savings

Before you decide to access your Lifestyle Account it's important to consider your options carefully before making a decision

Money Helper

MoneyHelper joins up money and pensions guidance to make it quicker and easier to find the right help. MoneyHelper brings together the support and services of three government-backed financial guidance providers: the Money Advice Service, the Pensions Advisory Service and Pension Wise.

MoneyHelper has in-depth guides on pensions and retirement, tools and calculators, and support over the phone and online. To find out more, visit the **MoneyHelper website**.

Pension Wise

This free and impartial service helps you understand your options for using your pension pot, so you can choose the right one for you.

Provided by MoneyHelper, it offers clear and simple guidance online or over the phone.

Book a free appointment

Pension Wise is available face to face by the Citizens Advice Bureau or by phone from The Pensions Advisory Service.

To find out more or book an appointment visit **moneyhelper.org.uk/pensionwise** or call 0800 138 3944.

Pension Wise will:

- Cover a range of options to help you understand the decisions you face.
- Tell you about the ways of taking your retirement savings. They can tell you what's tax-free and what's not, and how much you'll get after tax.

If you're still unsure about your options we recommend you speak to a financial adviser. You can find one in your local area by visiting: **unbiased.co.uk**

Please note, financial advisers will usually charge a fee for their services. However a good financial adviser will help you to make decisions that are appropriate to your own financial circumstances. You should check their charges and areas of expertise before appointing a financial adviser.

What about my state pension?

Your benefits from the Lifestyle Plan will be payable in addition to any state pension you're entitled to

What is my pension age?
This is the age at which your state pension is payable and is specific to your date of birth. You can check your own state pension age (see glossary) on the online calculator at **gov.uk/calculate-state-pension**

Can I get a state pension forecast?
Further information on State benefits, including how to obtain a forecast of what your state pension might be, can be found at **gov.uk/state-pension-statement**

Did you know?

- The full state pension has increased from £179.60 to up to £185.15 per week.
- You'll need at least 10 years of National Insurance (NI) to qualify for the state pension and 35 years to get the full amount – an increase of 5 years from before.
- You can get your state pension when you reach state pension age. The current retirement age for men and women is 66, with a future increase to 67 and 68 years planned.
- You can apply online for a state pension statement to see how much you've built up so far (including any NI gaps), and how much state pension you're on track to receive. Go to: **tax.service.gov.uk/checkmystatepension**

Need some help?
Contact MoneyHelper, the Government's free and impartial service, offering guidance to make money and pension choices clearer.

To find out more, or book an appointment, visit **moneyhelper.org.uk**, or call free on 0800 011 3797.

What else do I need to know?

What happens if I...

Am on temporary absence?

Contractual paid leave is treated normally for every purpose of the Lifestyle Plan. In the event of temporary absence for other reasons that exceed 1 year, it may be necessary to restrict the amount of death in employment benefits where the Trustees' insurance of the benefit has been restricted by the insurers.

Wish to transfer other retirement savings?

If you have pension benefits with your previous employer's pension scheme, or perhaps in a personal pension, you may wish to transfer these in to the Lifestyle Plan. Please contact Legal & General if you are interested in transferring previous pension benefits.

Leave the Guardian?

On leaving, the following options are available:

(a) All of the money paid into your Lifestyle Account can remain invested until you retire, at which time you can choose to use it as you wish. This includes your contributions and all of the money paid by the company. You can still choose from the full range of investment options.

(b) Your Lifestyle Account can be transferred out of the Plan to another pension arrangement. You can choose to transfer your account at any time before you use it to secure retirement benefits.

Get Divorced?

In the event of your divorce, one of the options available for dealing with your benefits under the Lifestyle Plan is for the court to make a Pension Sharing Order. The order would specify an amount to be deducted from your Lifestyle Account. The amount could then be transferred into a pension arrangement nominated by your ex-spouse.

The Trustees have established scales of administration charges for dealing with Pension Sharing Orders. These charges would be payable by divorcing couples. Details of the charges are available by contacting the Lifestyle Plan helpline.

What happens if I...

Want to make a complaint?

The Trustees of the Lifestyle Plan have established procedures for dealing with disputes in accordance with the requirements of the Pensions Act 1995.

In the first instance it is hoped that all questions and complaints will be dealt with successfully on an informal basis either by Legal & General or in some cases by the Trustees. However, if you are dissatisfied with the response to a question or complaint and wish to bring a formal complaint you will need to follow the formal procedures.

If you wish to make a formal complaint you should contact **Legal & General**.

If you are dissatisfied with the reply you receive you may refer the case to the Trustees for reconsideration. On receiving your complaint the Trustees will respond to it within 2 months.

Wish to nominate someone in the event of my death?

Lump-sum benefits arising on death are paid under trust. This means that the Trustees have to decide who is to receive the benefit. The purpose of this arrangement is to ensure that the payment is free from inheritance tax under current legislation and that it can be paid quickly.

Although the Trustees have the final decision as to who should receive any death benefit you are encouraged to complete a **Nomination of Beneficiary Form** to indicate your wishes regarding possible beneficiaries. You can find the form on **legalandgeneral.com/theguardianlifestyleplan** and you should keep this form up to date if your circumstances change.

Wish to change my Target Retirement Age?

The Plan's normal Retirement Age is 65, however your own Target Retirement Age (TRA) is more important. You can set your TRA to suit when you think you will start to take your retirement benefits by calling The Guardian Lifestyle Plan helpline on 0345 678 0297 or by completing the **Target Retirement Age Change Form.**

Other useful information

State pension
This is the age at which your state pension is payable and is specific to your date of birth. You can check your own state-pension age (see glossary on the online calculator at: **gov.uk/calculate-state-pension**

There is more information at: **legalandgeneral.com/theguardianlifestyleplan**

Data Protection Act
Under the Data Protection Act 1998, the Trustees and your employer have a legal obligation and a legitimate interest to process data relating to you for the purpose of administering and operating the Plan and associated benefits.

This may include passing on data about you to the Plan's actuary, auditor, administrator and such other third parties as may be necessary for the administration and operation of the Plan and associated benefits. The information is kept secure and is only disclosed in limited circumstances.

By joining the Plan you are agreeing to this data being held and used in this way. It is important that the data held about you is correct. You should notify the Trustees and your employer if you suspect that there are inaccuracies in this data.

Other useful information

Useful information – external agencies

The Pensions Ombudsman
The Pensions Ombudsman can investigate and determine any complaint or dispute of fact or law relating to an occupational pension scheme made or referred in accordance with the Pensions Act 1993. The Ombudsman may be contacted at:

11 Belgrave Road, London, SW1V 1RB

Tel: 020 7630 2200

Email: enquiries@pensions-ombudsman.org.uk

pensions-ombudsman.org.uk

How to trace old pensions
The Trustees have given information about the Plan, including details of an address at which they can be contacted, to the Register of Occupational and Personal Pension Schemes. A tracing service run by the Registrar may be of help to you if you need to contact the Trustees of a previous employer's pension scheme and cannot trace them yourself. The Pension Tracing Service can be contacted at:

The Pension Service 9, Mail Handling Site A, Wolverhampton, WV98 1LU.

Tel: 0845 6002 537

gov.uk/find-lost-pension

The Pensions Regulator (TPR)
TPR is a regulatory body that is responsible for overseeing the running of occupational pension schemes and is able to intervene where Trustees, employers or professional advisers have failed in their duties. TPR may be contacted at:

Napier House, Trafalgar Place, Brighton, East Sussex, BN1 4DW.

Tel: 0845 600 0707

Email: customersupport@tpr.gov.uk

thepensionsregulator.gov.uk

Other useful information

Registration of the Plan
The Plan is registered with the HMRC. This means that membership of the Plan gives you the opportunity to make significant tax efficient savings towards your future and to benefit from substantial contributions from the company.

Amendment of the Plan and Discontinuance
The Trust Deed and Rules allow the terms upon which the Plan is offered and how it can be amended from time to time subject to certain conditions being met. They also allow an employer to terminate its participation in the Plan if it decides that it would like to offer its employees an alternative pension arrangement in place of the Plan. If your employer does decide to stop participating in the Plan you will be given a number of options in respect of your Lifestyle Account.

Assigning your benefits
You are not allowed to assign your benefits under the Plan or use them as security for a loan.

Plan Documentation
Any Plan member may request to see the Trust Deed and Rules and the latest annual report and accounts.

Responsibility of the Plan

Who appoints the Trustees?

The company appoints 3 Trustees, with another 3 Trustees being elected by the active members.

Trustee Meetings
The Trustees normally meet 4 times a year. At Trustee meetings if any question requires decision by a vote, this is by a simple majority with the Chairman of the meeting having a casting vote in the event of an equality of votes.

Trustees' duties and responsibilities
Trustees have a number of very important duties and responsibilities, including those listed below.

- Keeping Lifestyle Plan assets separately from the company assets
- Acting impartially, prudently, responsibly and honestly and in the best interests of all beneficiaries
- Acting in line with the trust deed, Plan rules and the legal framework surrounding pensions
- Appointing suitable professional advisers as specialist advice is often required
- Keeping financial and member records and ensuring the right benefits are paid on time
- Taking investment decisions in accordance with their statement of investment principles

Glossary

This glossary aims to provide a relatively straightforward explanation of some of the technical expressions used in this Members' Guide

Additional Voluntary Contributions
In addition to Ordinary Contributions of 5% of your pay, you can also pay Additional Voluntary Contributions (AVCs). You can contribute up to 10% of pay as AVCs. For every £1 you pay as AVCs, the company pays 50p more into the Lifestyle Plan. So, if you contribute AVCs of 10% of your pay, the company will contribute a further 5% of your pay.

Annual Allowance
The tax-approvable limit on total contributions paid by a worker and a company on their behalf to all pension arrangements in a tax-year.

Annuity
You exchange some or all of your Lifestyle Account for a guaranteed retirement income paid by an insurance company.

This gives you regular payments, usually monthly and usually for life.

There are different types of annuity and options for you to choose from, including a standard or non-standard annuity, an increasing or non-increasing annuity, a spouse's annuity payable on your death and an enhanced annuity if you have health problems.

Beneficiary
This means one or more persons or bodies that the Trustees consider would be appropriate recipients of all or part of the lump-sum benefits payable on a Member's death.

Glossary

Consolidation Fund
This is one of the Plan's investment funds. It is designed to meet the needs of members to reduce risk, particularly as members approach their TRA within the Default Investment Strategy.

Corporate Bonds
These are similar to government bonds, but they are issued by non-government agencies and companies. Interest is paid at a fixed rate over the term of the bond and the capital is repaid at the end of the term. Corporate bonds are rated by independent organisations according to their ability to be able to pay the interest payments and the capital at the end of the term. Investment grade bonds are those rated AAA, AA, A and BBB with the highest rating being AAA, followed by AA, A and BBB. Corporate bonds rated below this are known as sub investment grade, high yield or junk bonds. The value of bonds can move up or down – for example due to changes in rating or interest rates. See the Investment Guide for further details, available in the helpful resources section of the Plan website.

Death Benefit Salary
This means the highest total of any consecutive 12 months Pensionable Earnings in the 48 months prior to date of death.

Diversified Growth assets
A wide range of assets both in the UK and overseas, such as equities, government bonds, corporate bonds, property, infrastructure and commodities, with the aim of delivering long-term growth with less volatility than equities. The manager changes the mix of assets at least annually according to their view of which assets will deliver growth.

Early Growth Fund
This is one of the Lifestyle Plan's investment funds. It's designed to meet the needs of members for long-term growth, particularly when members are some way off retirement.

Equities
Ordinary shares in companies i.e. stock market investments. In the context of the Lifestyle Plan we usually mean investment in a wide range of companies rather than shares in just one company. "UK Equities" refers to investing in companies quoted on the London Stock Exchange although most of these companies do have trading operations all over the world. "Overseas Equities" invest in stock markets outside the UK. "Global Equities" means investment in stock markets in both the UK and overseas.

Glossary

Government Bonds or "Gilts"

Securities issued by the UK government and therefore the interest payments and the capital repaid at the end of the term are guaranteed and can be regarded as absolutely secure.

Their value can move up or down, for example due to changes in interest rates.

Income drawdown

An external arrangement that allows you to take an income directly from your retirement savings (rather than use it to buy an annuity), while the rest of your account stays invested, so its value can go up or down.

Lifestyle Account

We allocate all your contributions and the company's contributions for you into your own personal Lifestyle Account or "pot" which is then invested.

Your Lifestyle Account is therefore part of the overall funds of the Lifestyle Plan, but we keep track of the contributions and changes in value for each member separately.

Lifetime Allowance

This is the limit on the amount of an individual's pension benefit (funds) that qualifies for tax relief. It applies when benefits are taken and applies to all pension benefits that individuals build up over their entire working life across all pension schemes.

The lifetime allowance is £1,073,100 for 2022/2023.

Money Purchase pension scheme

The Lifestyle Plan is sometimes referred to as a money purchase pension scheme or a defined contribution pension scheme. This is where individuals build up a pot of money in their own name. The size of the pot depends on contributions paid in and investment growth. There are a variety of choices available to you at retirement.

Non-contributory members

Non-contributory members are members who have chosen to pay a contribution of 0%. If a contributing member is on unpaid leave then although they would have no earnings and pay no contributions they would, for up to 1 year, be covered for death benefits at the same level as if they had not taken unpaid leave.

Non-pensionable Earnings

These earnings are additional to your actual salary and include annual bonuses, car allowances and travel allowances. You can choose to pay AVCs on any non-pensionable earnings that you receive.

Glossary

Ordinary Contributions
In the Lifestyle Plan, members have a choice of how much to pay. They can contribute 0%, 2.5% or 5% of pay as Ordinary Contributions. The more a member pays, the higher the company's contributions into the Lifestyle Plan.

Further contributions can be made, in the form of Additional Voluntary Contributions and Extra Contributions.

PaySmart
A feature of the Lifestyle Plan that enables you to pay your ordinary contributions, AVCs and ECs in a more tax efficient manner, meaning both you and the company pay less National Insurance contributions, in addition to you paying less income tax.

Pensionable Earnings
This means actual salary including regular sales bonuses/commissions. Any such item may be excluded if notified by the company before it is paid.

State pension age
This is the age at which your state pension is payable and is specific to your date of birth. You can check your own state pension age on the online calculator at **gov.uk/calculate-state-pension**.

Target Retirement Age (TRA)
This is the date you set for yourself as it controls the timing of the Automatic Switching Strategies. It does not mean you must retire at the TRA. It is simply the way in which you can have personal control over your Lifestyle Account in the years leading up to your expected retirement. You can change your TRA at any time to reflect the best estimate of when you think you will want to access your Lifestyle Account.

Contact

Contact Details
The Guardian Lifestyle Plan,
Legal & General, DC Pensions,
6th Floor Brunel House,
2 Fitzalan Road
Cardiff CF24 0EB

Tel: 0345 678 0297

Email:
guardianpensionenquiries@landg.com

Website:
legalandgeneral.com/guardianlifestyleplan

Legal & General – running The Guardian Lifestyle Plan
The Trustees have selected Legal & General to administer The Guardian Lifestyle Plan.

Established in 1836, Legal & General is one of Europe's largest asset managers and a major global investor, with assets under management of £1,195.7 billion*. We work with a wide range of global clients, including pension schemes, sovereign wealth funds, fund distributors and retail investors. Through inclusive capitalism, we aim to build a better society by investing in long-term assets that benefit everyone.

The exact terms and conditions governing the Plan are contained in the Trust Deed and Rules which are available for inspection on request to the payroll department. Every effort has been made to accurately reflect the Trust Deed and Rules in this guide, but if there are any differences, the Trust Deed and Rules will always take precedence.

* Source: LGIM internal data as at 31 December 2022.

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