

## Colleague Rewards Team Game – Terms & Conditions

Each team has been given an individual target in the form of allocated points. These have been calculated based on the referral performance of each team's members between 1 January and 31 March 2021.

You can earn points for your team by referring any of our products and services between 1 April and 30 June 2020. Any referrals submitted during this three-month period that are also successful will also earn your team points.

Points will be awarded as follows:

Action	Points
Submit a referral for any product or service	2
Gain an additional service deal coming from a colleague referral	5
Gain a core service deal coming from a colleague referral (Health & Safety or HR & Employment Law)	15

The following prizes will be awarded to the first team to reach each of the below milestones:

Prize	Winning criteria: be the first team to hit
Team coffee/breakfast – a free breakfast or hot drink for the whole team!	25% of their overall points target
Team lunch – get together and grab a bite to eat to celebrate, you're halfway there!	50% of their overall points target
Team activity (virtual event) – this could be an escape room, cocktail making or more!	75% of their overall points target
Team activity (virtual/in person event) – you can choose from activities such as crystal maze or bowling, or maybe just drinks on a night out!	100% of their overall points target

Each team prize has a spending limit, which will be communicated to the team leader of the winning team.

Prizes may be substituted with an alternate prize option, such as individual gift vouchers, if a team outing cannot be arranged. This is at the team leader's discretion. The maximum spend on an individual voucher will be £15 but is dependent on the maximum spending limit of each team's prize.

If multiple teams reach a milestone at the same time, meaning there are multiple eligible winners, the winner will be pulled out of a hat. Please note that only one prize can be awarded per criteria.

1. The promoter is: Citation Ltd (company no. 3097504) whose registered office is at Kings Court, Water Lane, Wilmslow, Cheshire SK9 5AR.
2. The Colleague Rewards terms and conditions apply, including eligible colleagues and payment terms.
3. The eligible criteria for winning any of the outlined prizes have been detailed in the above table.
4. All of Citation's products and services that are submitted via the Colleague Rewards form, Atlas and all direct colleague referrals for our On-Site services qualify for entry.
5. The competition runs from 1 April to 30 June 2021 inclusive.
6. No responsibility can be accepted for entries not received.

7. The promoter reserves the right to cancel or amend the prize draw and these terms and conditions without notice or cause.
8. There is no cash prize alternative. The prizes are not transferable. Prizes are subject to availability and we reserve the right to substitute any prize with another of equivalent value without giving notice.
9. The promoter's decision in respect of all matters to do with the prize draw will be final and no correspondence will be entered.
10. By entering this prize draw, an entrant is indicating his/her agreement to be bound by these terms and conditions.
11. The prize draw and these terms and conditions will be governed by UK law and any disputes will be subject to the exclusive jurisdiction of the courts of the UK.
12. Entry into the prize draw will be deemed as acceptance of these terms and conditions.

Colleague Rewards Ts & Cs apply. To find out more please visit the [Colleague Rewards Hub](#).