

Menzies Aviation plc We Are Menzies Awards Terms and Conditions (December 2023)

1. THE COMPANY

The Company is: Menzies Aviation Limited with company number 02961404 and its registered office at 21-22 Bloomsbury Square, London, United Kingdom, WC1A 2NS.

2. THE AWARDS

2.1

The title of the AWARDS is We Are Menzies Awards (the "Awards").

2.2

The Awards offer is described below and more fully in the other provisions of these terms and conditions.

Values Awards

Selected from written nominations for an individual using the form provided under one of the five available categories;

- Safety & Security
- Teamwork
- Integrity
- Agility
- Customer Focus

- A sixth category of "employee of the year" will be awarded based on the five winners of the above-mentioned categories.
- The Company will offer five separate awards equivalent to the sum of \$750 (US Dollars – monetary or voucher at the companies' discretion) (an aggregate total prize fund of \$3750), to be issued by your local station with each individual chosen as a winner receiving a prize equivalent to the sum of \$750 dollars.
- An additional \$500 dollars (monetary or voucher at the companies' discretion) will be awarded to the winner of Employee of the Year.
- Entries will be shortlisted by each region and the winners will be selected through a panel formed of senior company representatives.

Sustainability Award

Selected from written nominations for an individual, team, or station, using the form under the sustainability category;

- In the event that an individual is selected as the winner of this award, the Company will offer one award equivalent to the sum of \$750 (US Dollars – monetary or voucher at the companies' discretion), to be issued by your local station with the individual chosen as a winner receiving a prize equivalent to the sum of \$750 dollars.
- In the event that a team or station is selected as the winner of this award, the Company will offer one award equivalent to the sum of \$750 (US Dollars – monetary or voucher at the companies' discretion), to be issued to the management of the winning team or station, to be used for engagement or social activities for the benefit of the winning team or station.
- Entries will be shortlisted by each region, with assistance from the sustainability team. The overall winner will be voted on by Menzies employees.

Performance Awards

The company will offer six separate awards equivalent to the sum of \$2000 (US dollars)(an aggregate prize fund of \$12,000 – monetary or voucher at the companies' discretion), to be used for engagement or social activities for the benefit of the winning team or station.

These will be awarded to;

- Cargo Terminal of the Year
- GH station of the year
- AMI Branch of the Year
- Fuel Farm of the Year
- ITP of the Year
- Lounge of the Year

These winners will be selected through a panel of senior company executives who will review the following criteria based on the most recent available data for;

- Number of category A incidents
- Year on Year growth

HOW TO ENTER

3.1

The Values Awards and the Sustainability Award will run from the date on which the Awards are opened (12 December 2023) to employees (the "**Opening Date**") and will close on 2 February 2024 (the "**Closing Date**"). Note: it may be necessary to extend the deadline date and the Company has the right to do this and will communicate that (if required) accordingly.

3.2

All Awards entries must be submitted via the online form which is available on the We are Menzies website. All Awards entries received after the Closing Date (or the amended Closing Date by means of any extension in accordance with paragraph 3.1 above) are automatically disqualified.

3.3

To enter the Awards:

(a) Complete the online form by clicking the link or scanning the QR code on the We Are Menzies or on the posters displayed in stations.

3.4

The Company will **not** accept responsibility for Award entries that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for example, as a result of any postal failure, equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.

3.5

By submitting a Awards entry, you are agreeing to be bound by these terms and conditions.

3.6

The Award entries will be judged by a panel comprised of Menzies Aviation senior company executives. The outcome of the panel voting will be final.

4. ELIGIBILITY

4.1

The Awards are only open to employees of the Company and the Company's subsidiaries.

For the purpose of these terms and conditions, "Group" shall mean in relation to a company, that company, any subsidiary or holding company from time to time of that company, and any subsidiary from time to time of a holding company of that company.

4.2

In entering the Awards, you confirm that the individual you are nominating is eligible and eligible to claim the prize.

4.3

The Company will not accept Awards entries that are:

- (a) completed by third parties.
- (b) incomplete.
- (c) submitted in bad faith.

4.4

There is no limit of entries per person.

4.5

The Company reserves all rights to disqualify you if your conduct is contrary to the spirit or intention of the Awards.

4.6

Awards entries cannot be returned.

5. THE PRIZE

5.1

Values Awards

Global winners of each category will receive \$750 dollars (monetary or voucher)

- Safety & Security
- Teamwork
- Integrity
- Agility
- Customer Focus

Employee of the Year will receive a total of \$1250 dollars (monetary or voucher)

Sustainability Award

As per 2.2, in the event of an individual winner, they will receive \$750 dollars (monetary or voucher). In the event of a group or station winner, \$750 will be issued to the management of the winning station or team, to be used for engagement or social activities for the benefit of the winning team or station.

Performance Awards

As per 2.2, winning stations in of each category will receive \$2000 (monetary or voucher), to be used for engagement or social activities for the benefit of the winning team or station.

6. WINNER ANNOUNCEMENT

6.1

The winners of the Awards will be contacted personally as soon as practicable after the decision, in person or using the telephone number, email address provided with the Awards entry. The Company will not amend any contact information once the Awards entry form has been submitted. The Company will announce the winners of the Awards publicly at its discretion.

7. CLAIMING THE PRIZE

7.1

Please allow up to six weeks from the date of notification of winning the Awards for the prize to be sent to you.

7.2

The prize may not be claimed by a third party on your behalf.

8. LIMITATION OF LIABILITY

Insofar as is permitted by law, the Company, its agents or distributors will not in any circumstances be responsible or liable to compensate the winners or accept any liability for any loss, damage occurring as a result of taking up the prize except where it is caused by the negligence of the Company, its agents or distributors or that of their employees. Your statutory rights are not affected.

9. OWNERSHIP OF AWARDS ENTRIES AND INTELLECTUAL PROPERTY RIGHTS

9.1

All winning Awards entries and any accompanying material submitted to the Company will become the property of the Company.

9.2

By submitting your Awards entry and any accompanying material, you agree to:

(a) assign to the Company all your intellectual property rights with full title guarantee; and

(b) waive all moral rights, in and to your Awards entry and otherwise arising in connection with your entry to which you may now or at any time in the future be entitled under the Copyright, Designs and Patents Act 1988 as amended from time to time and under all similar legislation from time to time in force anywhere in the world.

9.3

You agree that the Company may, but is not required to, make your entry available on its website and any other media, whether now known or invented in the future, and in connection with any publicity of the Awards. You agree to grant the Company a non-exclusive, worldwide, irrevocable licence, for the full period of any intellectual property rights in the Awards entry and any accompanying materials, to use, display, publish, transmit, copy, edit, alter, store, re-format and sub-licence the Awards entry and any accompanying materials for such purposes.

10. DATA PROTECTION AND PUBLICITY

10.1

If you are the winner of the Awards, you agree that the Company may use your name, image and location of employment and details of the image to announce the winner of this Awards and for any other reasonable and related promotional purposes.

10.2

You further agree to participate in any reasonable publicity required by the Company.

10.3

By entering the Awards, you agree that any personal information provided by you with the Awards entry may be held and used only by the Company or its agents and suppliers to administer the Awards.

11. GENERAL

11.1

If there is any reason to believe that there has been a breach of these terms and conditions, the Company may, at its sole discretion, reserve the right to exclude you from participating in the Awards.

11.2

The Company reserves the right to hold void, suspend, cancel, or amend the prize Awards where it becomes necessary to do so.

11.3

These terms and conditions shall be governed by English law, and the parties submit to the non-exclusive jurisdiction of the courts of England and Wales.