



LONG SERVICE AWARDS SCHEME

GUIDELINES

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Royal Highland Centre, Ingliston, Edinburgh EH28 8NB

TERMS AND CONDITIONS SUMMARY

In considering the eligibility of any application the Board of Directors has remitted its powers jointly to the RHASS Chairman and the Convener of the RHASS Charitable Impact Committee to make such a decision.

1. Nature of Employment/Job Title/Position

This award is given and confined to employees who have been in full-time employment in Scotland within the rural, agricultural and support service industries¹, however, ultimately the full and final decision of eligibility lies with the Royal Highland and Agriculture Society for Scotland.

¹ Employees of support service industries must have worked full time directly within the agriculture industry.

2. Continuity Element

The employment must have been with:

- a) one employer on the same or different sites/locations
- Or
- b) on the same site/location with different employers
- Or
- c) the same company or subsequently owned company of the original company

Please note only unbroken service will qualify. Breaks for reasons of war or service for country (e.g. Army Reserves) will count as qualifying service provided all other conditions are met.

(3) Qualifying Periods of Service and Awards

<u>Category</u>	<u>For Service Completed</u>
1.	Award for service of 30 - 39 years - Silver Medal and Certificate
2.	Award for service of 40 - 49 years - Silver Gilt Medal and Certificate
3.	Award for service of 50 years or above - Silver Gilt Medal and Certificate

Note: Over a period of time, an applicant may receive an award in each of the three categories, though only one award will be made in each.

(4) Information and Declarations Required

(a) Applicant

- i. Full name, address and date of birth
- ii. Date(s) of any RHASS Long Service Award(s) already made
- iii. Nature of Employment - Job Title / Position
- iv. Particulars of service, in chronological order:
 - a. Name(s) of employer(s)
 - b. Name(s) and address(es) of farm(s)/businesses with which employed
 - c. Agricultural Holding Number/Company number
 - d. Number(s) of complete years of full time service
 - e. Date(s) of commencement and termination of each period of full-time service
- v. Applications should, in the normal course of events, be made within 6 months of retirement but always prior to retirement if possible.

The form must contain a declaration that the information provided is a true and accurate statement of the applicant's service.

(b) Employer

The current or most recent employer must certify that the information provided by the applicant is, to the best of the employer's knowledge, a true statement and that he or she supports the application.

The employer must be a member of RHASS.

(c) RHASS Member

A current member of the RHASS, who is not the employer, must declare that the applicant is personally known to them, that the applicant's statement of farm service is to the best of the member's knowledge correct, and that the member considers the applicant to be a suitable person to receive the RHASS Long Service Award.

(5) Submission of Applications

Application forms should not be submitted more than 6 months in advance of the appropriate period of qualifying service having been completed.

(6) Posthumous Awards

It is possible to make a posthumous award, provided that the application is received by RHASS within 2 years of the end of the qualifying period of service. Such an application will only be considered if made by the employee's surviving spouse, partner or child.

(7) Presentation of Awards

It is encouraged, whenever possible, that the awards be presented through the medium of a local agricultural society or similar body, in a way which will allow family, colleagues and the community to recognise the value to agriculture of the skill and experience of the employee.

If there is an agricultural society or body in the applicant's district it is requested that the application form be sent to the local Secretary who will then forward it to the Secretary of The Royal Highland and Agricultural Society of Scotland. The local Secretary is requested to sign the application form indicating his or her willingness to receive the certificate and medal, and arrange the presentation.

Where no local agricultural society or body exists, or where the applicant does not wish the presentation to be organised by the local society or body, it is requested that the application form be sent direct to the Society Secretary of The Royal Highland and Agricultural Society of Scotland, who will forward the certificate and medal to the employer unless otherwise requested.

Please note: that the RHASS does not arrange for the presentation of awards.

ONGOING BENEFITS SUMMARY

RHASS reserves the right to add, alter or remove benefits.

Admission to the Royal Highland Show

Free admission to the Royal Highland Show will be granted to the award-holder for his or her lifetime.

Each year the award-holder may apply for up to 2 single day admission tickets. Admission tickets will only be sent to those who apply in writing to the RHASS, quoting (if known) the unique Long Service Number by the 31st of May. Due to preparation for the Royal Highland Show, any requests received after this date cannot be guaranteed to be fulfilled.

Apply in writing or email with the subject line 'Long Service Award Request' to awards@rhass.org.uk

Note: These tickets are personal and not transferable or for re-sale. Long Service medals no longer give holders' admission to the Royal Highland Show.