

STAFF LOTTERY RULES

1. The staff lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust through appropriate mechanisms regulates the conduct of the lottery.
2. Entry to the staff lottery is limited to the members of staff employed by North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions and Optimus Health Ltd who receive a salary payment. Membership is not transferable to any other person.
3. Payment of entry fees can only be made by a direct deduction from salary. It is the responsibility of each employee to check that deductions are accurate.
4. No prize shall be paid to any person other than the person to whom the winning numbers were allocated.
5. Members may join or leave the scheme at any time. To join or leave the scheme the member of staff can tick the appropriate box on the staff lottery website - www.nthstafflottery.co.uk
6. Tickets are £1 each and a maximum of 5 tickets can be purchased for each draw. If the monthly ticket sales are close to £20,000 the administration team will monitor the ticket sales going forward and reduce the maximum number of tickets that will be available to purchase. All entrants will receive a confirmation email showing the number of ticket entries entered into the draw each month.
7. Tickets must be purchased before the 5th of the month to be included in the draw for that month. Members must complete the withdrawal form on the staff lottery website before the 5th of the month to stop deductions if they wish to leave the staff lottery scheme.
8. Draws will be held monthly on or after the 1st of the following month after all the necessary validation checks have been carried out. Each draw will be performed by a random number generator. A management representative responsible for the operation of the staff lottery or deputy and at least one additional member of staff will undertake each draw.
9. At each draw the appropriate number of winning numbers will be drawn and allocated to prizes available. No number will be eligible for more than one prize in each monthly draw.
10. If you have more than one number, you may win more than one prize each month depending upon the numbers drawn.
11. Prize money will only be paid in the form a BACS transfer to the winning employees account. Payment of cash prizes is paid via a BACS transfer. Staff who have won a prize will receive a form attached to their email for completion. Once completed and returned, forms from all winners will be collated and submitted to the Finance team for payment. This usually takes place within 2 weeks of the staff lottery draw.
12. Numbers will only be entered into the lottery following full payment having been made by you by salary deduction to the value of the ticket (s). You shall only be entitled to take part in a draw if you have paid for the ticket (s) in full for that particular month. If payment for your ticket(s) is not received in full or deducted from your salary prior to the

date of the draw, the relevant number(s) will be immediately suspended from the draw until the necessary payments recommence. You will receive an email notifying you of the suspension. Eg if an employee enters into no pay due to sickness, maternity, career break, no bank work or suspended pay.

13. If you win a prize, you hereby grant the trust permission to disclose and circulate your name, job title and department identity to others and/or any publicity as winner of a prize. If anonymity is required, you must opt out to disclose identity by ticking the box on the staff lottery registration form.
14. The value of prizes will be maintained as close to 67.5% of the annual proceeds as possible due to rounding's.
15. All lottery entry fees are final and no refund will be made at any time. All members acknowledge that their payment of £1 per ticket does not guarantee that they will win any prize.
16. If the winning number of the 1st prize is subsequently identified as ineligible for any reason, then the prize will not be awarded to the respective staff member. The number subsequently drawn will be awarded the winnings of the 1st prize. All prizes therefore beneath the ineligible number will be uplifted one place and duly awarded. The final unallocated prize will be added to the prize fund of the following month; no alternative number will be drawn.
17. The winning numbers for prizes will be drawn in descending order, i.e. the winning number first for the largest prize will be drawn first, the remaining 10 smaller prizes will also be in descending order.
18. All prize winners will receive notification by email, which is system generated and sent automatically to staff.
19. There will be no roll over prizes from any draw other than due to ineligible numbers described in rule 16.
20. The trust accepts no liability whatsoever for any failure to include your numbers in a draw, whether or not such failure is the result of payments not being made by you or not being deducted from your salary, the result of your number (s) being omitted accidentally or otherwise from the relevant draw.
21. Immediately upon you ceasing to meet the eligibility criteria specified in rule 2 above, you shall cease to be a member of the trust's staff lottery and automatically cease to be entitled to participate in the lottery. This shall include, but without limitation, where you resign, your contract is terminated or you retire from your employment or engagement with North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions or Optimus Health Ltd.
22. Staff who leave the employment of the trust, for whatever reason, will be automatically withdrawn from the draw in the month following their termination. Should a member of staff terminate their employment with the trust, but continue to be wrongly in receipt of pay (with a payroll deduction being made for the price of a lottery ticket) following their termination date, for whatever reason, that former employee will not be permitted to win a prize in the monthly lottery. Additional checks will be carried out to ensure staff are not paid any winnings in error if they are not eligible.

23. If you have a period of sick leave, maternity leave or career break that results in a no pay situation your membership will be suspended for a period of 3 months and you will not be entered into the lottery. Should your no pay situation continue beyond the 3 month period your membership will be terminated. The member will be required to re-register on the staff lottery website.
24. You shall be entitled to withdraw from the lottery and to cease to be a member of the trust's staff lottery at any time through your account on the website. Members withdrawing from the staff lottery will receive formal notification by email that their membership has been terminated and will confirm the month of their last entry into the draw. You must ensure you have updated your account with your request to leave before the 5th of the month.
25. The trust reserves the right to refuse you entry to the lottery or withdraw your membership at any time in accordance with the Association's Constitution.
26. The charitable funds committee reserves the right to set limits on the total number of entries within the lottery draw by restricting access to membership of the trust lottery. This will take into account limits applied to small society lotteries as per the Gambling Act 2005.
27. The trust reserves the right to temporarily suspend or permanently cease to run the lottery immediately at any time without cause and without notice.
28. The trust makes no representation and gives no guarantee or warranty in relation to any prize and shall not be liable for any loss, damage or delay which arises out of your participation in the lottery or your use of any prize, including without limitation financial, indirect or consequential loss. Nothing in these lottery rules shall seek to limit or exclude the trust's liability for death or personal injury resulting in negligence.
29. If there is any dispute in relation to the interpretation of these lottery rules, the management of the lottery or the conduct of the lottery draws, the decision of the charitable funds committee will be final. Complaints must be made in writing to Charitable Funds Committee. A written response will be made to the complainant following discussion and review by the charitable funds committee.
30. The charitable funds committee reserves the right to vary these lottery rules from time to time. The latest version of the lottery rules will be posted on the staff intranet and the staff lottery website at www.nthstafflottery.co.uk.
31. The charitable funds committee will ensure that independent verification is in place to guarantee fairness of the draw.