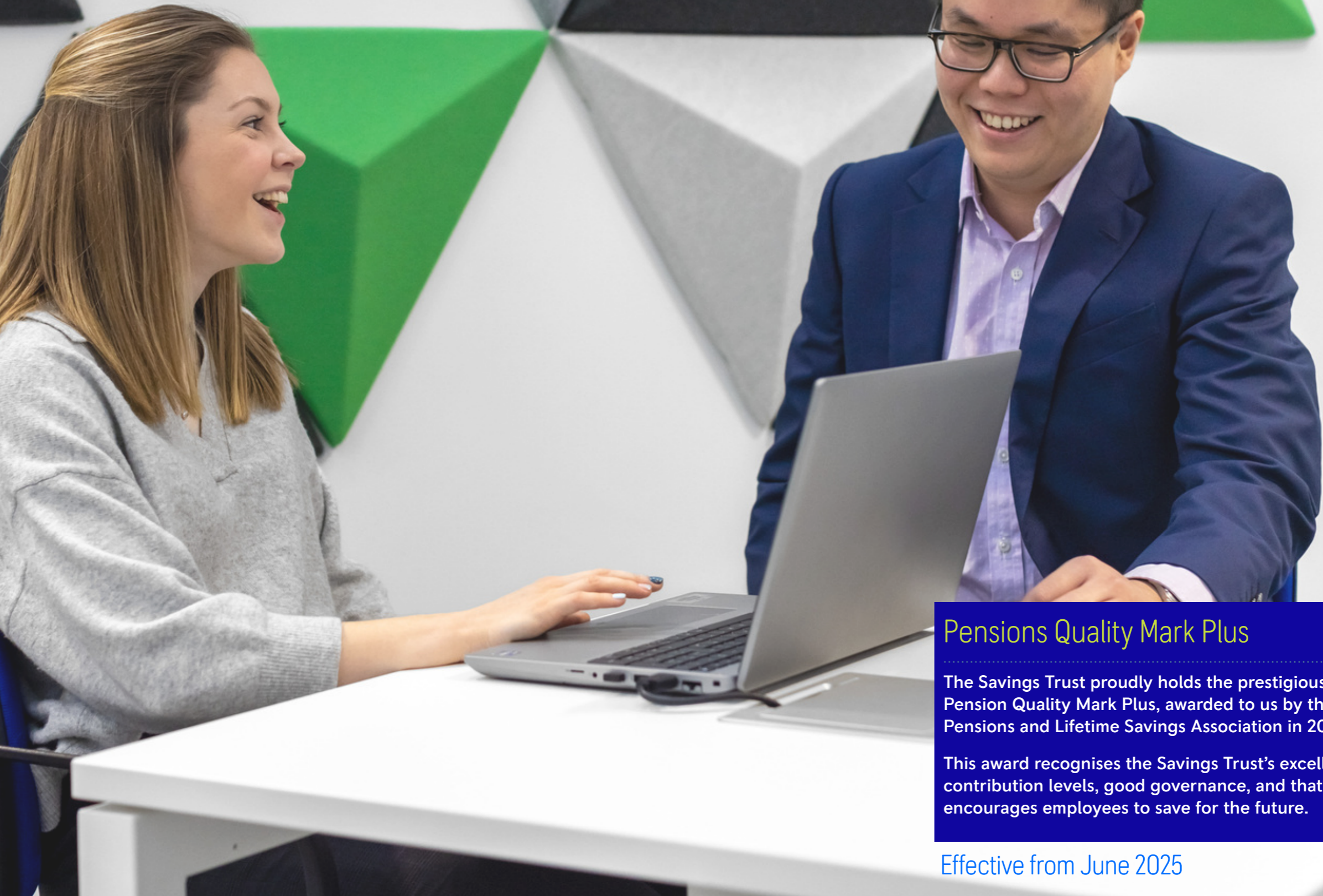


Rolls-Royce Retirement Savings Trust

New joiner guide



Pensions Quality Mark Plus

The Savings Trust proudly holds the prestigious Pension Quality Mark Plus, awarded to us by the Pensions and Lifetime Savings Association in 2020.

This award recognises the Savings Trust's excellent contribution levels, good governance, and that it encourages employees to save for the future.



Effective from June 2025

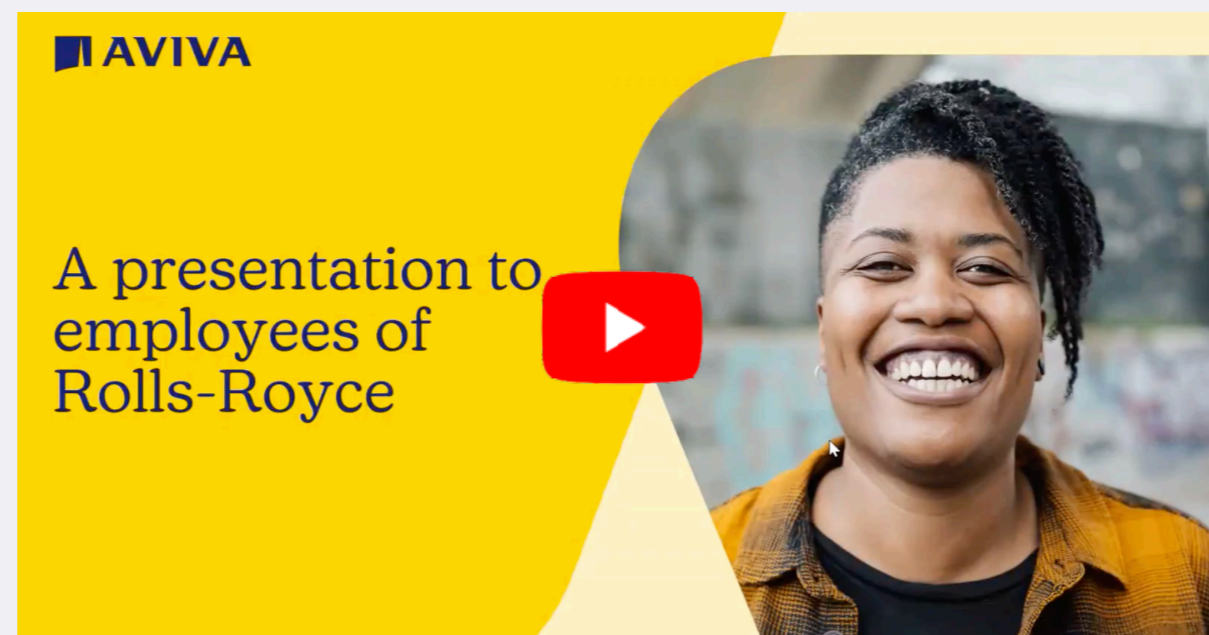
Welcome to the Rolls-Royce Retirement Savings Trust

As a new UK employee, we'll enrol you in the Rolls-Royce Retirement Savings Trust within three months of joining Rolls-Royce. We'll be in touch to tell you exactly when you'll be joining, but in the meantime, this guide will help you to get up and running.

This guide includes links to information on Rolls-Royce's Employee Hub. For security reasons, these links won't work if you're viewing this guide outside of the Rolls-Royce network.

Start here...

If you're new to the world of pensions, take 30 minutes to settle in and watch our introduction to the Savings Trust and retirement savings in general presentation. This content is provided by the financial education team at Aviva, who are the administrators of the Savings Trust.



What's in our new joiner guide?

01

Joining the Savings Trust

Find out when you'll become a member of the Savings Trust and how to join earlier

02

Who's who in the Savings Trust

Discover who's responsible for what in the Savings Trust

03

Contribution rates

What you'll pay, what Rolls-Royce pays, and how tax relief works

04

Investing your retirement savings

You'll start in the Savings Trust's default investment solution. Find out about this and your other options

05

Additional benefits

Learn about the additional benefits you get as a Savings Trust member

06

Help & support

Find out where to go when you need some help

01 Joining the Savings Trust

Auto enrolment for new employees

Rolls-Royce is required by law to provide a retirement savings scheme for its employees and to enrol them in it within three months. This is called auto-enrolment.

At Rolls-Royce, we auto-enrol all employees into the Savings Trust, regardless of age or earnings.

We'll contact you by email shortly after you've joined the company to explain this in detail, so please read our email when it arrives.

We'll also contact you again to confirm when you've been auto-enrolled. This will be within three months of starting work at Rolls-Royce.

While we don't want you to, we'll also let you know how you can opt-out of the Savings Trust. You can't opt-out before you've been enrolled.

If you do opt-out, please bear in mind that we'll have to auto-enrol you again after three years if you're still not a member.

Don't want to wait?

If you want to join straight away, you don't have to wait to be auto-enrolled.

Find out more about auto-enrolment and joining straight away by reading our [Employee Hub article](#).



02 Who's who in the Savings Trust

The Rolls-Royce Retirement Savings Trust

The Savings Trust is our flagship retirement savings scheme for UK employees. It's managed on your behalf by a group of Trustees - both Company and member nominated.

Find out more about the Savings Trust and the Trustees in the latest [Savings Trust Newsletter](#).

Aviva

The Savings Trust is administered for the Trustees by Aviva, one of the UK's leading insurance, wealth and retirement businesses.

As a member, you'll use Aviva's MyWorkplace website or app to manage your membership, and their team are available to help you with any questions you have about your account.

[The Savings Trust scheme booklet](#), produced by Aviva, provides you with detailed information about the Savings Trust.

Shortly before your first contribution is taken from your pay, Aviva will send you your account details and registration details for MyWorkplace.

You can get in touch with the Rolls-Royce team at Aviva on **0345 604 0803** or by email at rolls-royce.mymoney@aviva.com.

The Total Reward portal

The TotalReward Portal is the home of employee benefits at Rolls-Royce.

You can get onto the Portal without a username or password through the [Engine Room homepage](#).

Just look for the toolbox on the right hand side of the page, type TotalReward in the search box and click on the icon to log in. If you're having trouble, find out where to get help in this [Employee Hub article](#).

The benefits section of the Total Reward portal is where you can join the Savings Trust and manage your contributions going forwards..

Head to the **Your Financial Wellbeing** section to find the Rolls-Royce Retirement Savings Trust tile and click on edit to get started.

What if there's no edit button?

Don't worry - you've just arrived at a time in the month when the Portal is closed for a few days while payroll is being processed.

You can find out when the Portal is open for for you to make changes in this [Employee Hub article](#).

03 Contribution rates

0-12 months membership

When you join, you'll automatically pay 3% of your pensionable salary (this is usually your basic pay, plus any 'money purchase' pay). Rolls-Royce will pay 6%.

After one year of membership

Your contribution will automatically increase to 4%, with Rolls-Royce's increasing to 8%.

After two years of membership

Your contribution will automatically increase to 5%, with Rolls-Royce's increasing to 10%.

After three years of membership

You can now take advantage of Rolls-Royce's maximum 12% contribution by opting to pay 6%. This won't happen automatically, but you can find out how to do this in our [Employee Hub article](#).

Tax relief & PaySave (salary sacrifice)

It's not just you and Rolls-Royce that are chipping in towards your retirement savings - there are a couple of tax breaks too.

Firstly, you won't pay any tax on contributions that you make. So basic rate tax payers save 20p on every £1 they contribute, with higher rate tax payers saving 40p.

And if like most people at Rolls-Royce you make your contributions through PaySave (a salary sacrifice arrangement), there's an additional national insurance saving of 8p on every £1 for basic rate tax payers, or 2p for higher rate payers.

£10 Take a look at the graphic to the left to see how a £10 gross contribution turns into almost £30 of retirement savings. Remember, if you receive the £10 as take home pay instead, you miss out on both the tax breaks **and** the Rolls-Royce contribution.

Find out more about tax relief in our [Employee Hub article](#).



04 Investing your retirement savings

The Savings Trust has a default investment solution that everyone starts off in, which is a Target Dated Funds solution. Find out more about it here...

Target Dated Funds - our award winning default investment solution

A Target Dated Fund (TDF for short) aims to invest your money appropriately, based on your scheme retirement age. When you join the Savings Trust, we set this as your state pension age. If you're not sure what your state pension age is, [check it out at this link](#).

The TDF is linked to your scheme retirement age. We have a TDF for every possible retirement year and they're individually known as a Vintage.

For example, if you reach your scheme retirement age in 2055, your Vintage will be the BlackRock Target Dated Fund 2055.

The investments that make up your TDF Vintage are appropriate to the year of your scheme retirement age.

Each TDF is formed of two funds - one that's **growth focused** and the other that's **retirement focused**. Once you're within 15 years of your scheme retirement age, the balance of your investments starts to shift from the growth focused fund to the retirement focused fund. And by the time you reach your scheme retirement age, all of your money will be invested in the retirement focused fund.

As you'd expect, the growth focused fund invests in higher risk investments than the retirement focused fund, so your exposure to investment risk decreases as you approach your scheme retirement age.

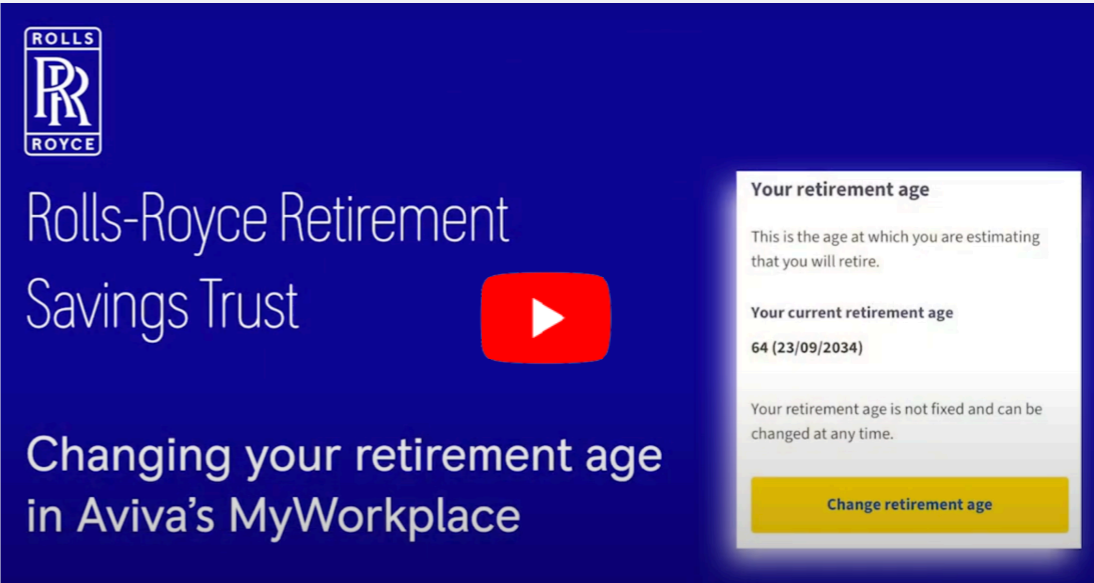
It's worth pointing out that each of these funds are made up of lots of a diverse range of investments, all aiming to balance the right level of risk and reward as you journey towards retirement.

Changing your scheme retirement age automatically changes your TDF Vintage

If at any time you think you're likely to be retiring earlier or later than your state pension age, you should update your scheme retirement age on MyWorkplace.

Doing this automatically changes your TDF Vintage if needed.

Watch the video to find out how to do this.



ROLLS
RR
ROYCE

Rolls-Royce Retirement
Savings Trust

Changing your retirement age
in Aviva's MyWorkplace

Your retirement age
This is the age at which you are estimating that you will retire.

Your current retirement age
64 (23/09/2034)

Your retirement age is not fixed and can be changed at any time.

Change retirement age

04 Investing your retirement savings

As an alternative to the Target Dated Funds, you can choose your own investments. Find out more about this option below...

Selecting your own investments

We have 22 investment funds to choose from and you can find out all about them at the link to the scheme booklet on the right hand side of this page.

How to make changes to your investments

You can do this in Aviva's MyWorkplace.

Once you've logged into your online account, simply head to the **Funds and Investments** section to see where you're currently invested. Follow the onscreen instructions to make changes.

The image shows the cover of a booklet titled 'A guide to your Rolls-Royce Retirement Savings Trust'. The cover features a photograph of several hands of different ethnicities stacked on top of each other, symbolizing unity and teamwork. In the top right corner of the booklet cover is the Aviva logo. In the bottom right corner is the Rolls-Royce logo. Below the main title, it says 'Your combined Member, Investment and Fund Aims and Risk guides.'

Find out more about both of our investment options in the Savings Trust scheme booklet.

Click on the image to download a copy.

05 Additional benefits

As a member of the Rolls-Royce Retirement Savings Trust, you're also covered by these additional benefits...

Check your additional benefits cover in the TotalReward Portal

Log in and head to the **Benefits** screen. You can see your cover and get more detail about it in the **Your Insurances** section.

Life Assurance Cover

If you die while you're employed by Rolls-Royce, you're covered by our Group Life Assurance policy.

This provides a lump sum, which is usually tax free, of 6 times your pensionable salary, which is usually your basic pay plus any money purchase pay. Find out more in this [Employee Hub article](#).

The Trustee Board of the Savings Trust is responsible for allocating this lump sum benefit, so please help them by nominating a beneficiary now in **MyWorkplace**. Just navigate to the **About this pension** section and click on **Manage your beneficiaries**.

As a new member, you also have a three-month window in which you can choose to increase your cover, at your own cost. You can do this in the **TotalReward Portal**. On the **Benefits** screen, find the **Your insurances** section and select **Group Life Assurance - Flex**.

Group Income Protection

As a member of the Rolls-Royce Retirement Savings Trust, you're covered by the company's Group Income Protection (GIP) arrangement.

This provides an income in the event that you are unable to work due to illness or injury.

The benefit is calculated at 50% of your basic (or all-inclusive) salary and is payable from the later of:

- 26 weeks of continuous absence, due to illness or injury
- the expiry of your Company sick pay

Find out more about this benefit in this [Employee Hub article](#).

06 Help & Support

Find out where to get help with your membership of the Savings Trust

Employee Hub

Employee Hub is the home of help and support for Rolls-Royce employees across a huge range of topics.

You'll find a number of articles helping you with your Savings Trust membership in the **Savings Trust area of Employee Hub**.

Alternatively, you can just ask a question in the the search box.

If our articles don't answer your question, you can raise a ticket from **Employee Hub** and we'll either provide the answer or point you in the right direction.

The Aviva administration team

Aviva are the administrators of the Savings Trust, so if your question relates to anything outside of your Rolls-Royce employment (such as pay, absence or any other contractual matters relating to your employment) please get in contact with the Aviva team.

Telephone: **0345 604 0803 (Monday - Friday, 8am - 5.30pm)**

Email: rolls-royce.mymoney@aviva.com.

The TotalReward Portal

The TotalReward Portal helpline can help you if:

- You experience any technical problems with the site, such as logging in
- You need help navigating around the site and finding out what you need to know
- You need any questions answered on the benefits and the rules of your scheme

The helpline number is **0203 435 7895**, or if you are calling from abroad, it's **+44 (0)20 3435 7895**. The helpline is available from 8:30am to 6:00pm Monday to Friday (excluding UK Bank Holidays).

If you contact the helpline, you will be asked some security questions before we can process your query, so that we ensure we are not giving out your details to anyone other than you.



Get help with your membership at our YouTube channel
www.youtube.com/rolls-roycepensions



Rolls-Royce Retirement Savings Trust