



**Everyone Cycle is a new scheme from GCI which allows all employees to gain access to a bicycle which enables them to switch to active travel for their daily commute to work.**

The current guidelines for the Government's Cycle to Work scheme stipulate that the salary sacrifice should not take employees below the national minimum wage (NMW). This means a significant number of employees who earn NMW are excluded from the scheme.

In response, Green Commute Initiative has created 'Everyone Cycle'. Working alongside our industry-leading cycle to work scheme, Everyone Cycle enables all employees, no matter their salary status, to access cycles for their daily commute.

- Everyone Cycle is open to employees currently earning NMW. In some circumstances, the scheme may be open to contractors on fixed term contracts and partners within a partnership. Employees earning more than NMW will need to use GCI's Cycle to Work scheme.

- Everyone Cycle is to be used in conjunction with Green Commute Initiative's Cycle to Work scheme. Organisations wishing to use Everyone Cycle must first be registered as a Corporate GCI client.

- Everyone Cycle operates as a loan agreement using up to 12 months interest free credit as the mechanism for purchase.

- The loan agreement is between the employer and employee with the employer providing the upfront funds.

- The employee's loan repayment period is for a maximum of 12 months or 12 repayments. Repayments are deducted from the employee's net salary or a separate standing order can be set-up.



## FREQUENTLY ASKED QUESTIONS

**Q: *Who administers the scheme?***

A: Everyone Cycle is a product offering from Green Commute Initiative and all the paperwork will bear the GCI name. GCI will issue the paperwork electronically and request signature via E-Sign.

**Q: *Can I see an example loan agreement***

A: Yes, of course. Please contact the GCI team to request a sample.

**Q: *Does the employer need to be registered with the FCA in order to offer loan agreements and interest free credit?***

A: No, the FCA says interest free loan agreements for a maximum of 12 months (and 12 repayments) is exempt from FCA authorisation.

**Q: *We're a limited liability partnership; as a partner, can I still take part?***

A: Yes, as long as your partnership is registered with GCI's Cycle to Work Scheme and your employees are using the scheme.

**Q: *I'm self-employed, can I take part?***

A: Yes, as long as your company is registered with GCI's Cycle to Work scheme and your employees are using the scheme.

**Q: *Can we use third party finance?***

A: Yes, you can. We have relationships with several finance companies, and Akira is one of them. Please note, due to FCA rules, finance charges cannot be passed onto employees.

**Q: *Do I need to carry out credit checks on my employees?***

A: No, you are not required to carry out a credit check before agreeing to the loans.

**Q: *Can I set a scheme limit?***

A: Yes, we recommend a £500 limit to maintain affordability for NWM employees.

**Q: *Can the loan period be for less than 12 months?***

A: Yes. The loan period can vary from 1 to 12 months and there cannot be more than 12 repayments.

**Q: *Can our employees top-up the voucher value with their own money?***

A: Yes, they can.

**Q: *If an employee earns more than NMW, can they use Everyone Cycle***

A: No, they will need to use the cycle to work scheme administered by Green Commute Initiative.

**Q: *What is the turnaround time?***

A: GCI will process the order and issue the voucher within 1-2 working days of the order being authorised by the employer.

**Q: *How can we financially support our NMW staff to cycle to work?***

A: As an employer, you can choose to pay for a percentage of the bike. The loan agreement will reflect this adjustment.

