

S

A

M

P

L

E



Introduction

The Company aims to maintain remuneration for employees of suitable calibre and number to enable us to recruit and retain their set objectives.

Principles

The Company is committed to ensure that all employees are treated fairly and equitably.

- it recognises individual performance and potential;
- individuals are not discriminated on the basis of gender, marital status, race, religion or belief, age, disability, pregnancy and maternity, or sexual orientation;
- as a minimum, workers are paid at least the National Minimum Wage.

Pay

The starting salary and payment arrangements for all employees are detailed in individual contracts of employment.

Payments to employees are made on the last day of each month<>>. If this day falls on a weekend or bank holiday, salaries will be paid on the previous OR the following<>> working day.

All employees will receive a written statement of their earnings and any deductions made.

Bank and Building Societies

Employees' bank details must be provided at the start of employment and any subsequent changes notified to <<state name of HR>>.

Overpayment

If an employee is overpaid for any reason, they are required to notify <<state e.g. the Finance Officer>>. The amount of overpayment may be deducted from the following payments to repay may be made. Any failure to report an overpayment may constitute disciplinary action.

Salary reviews

Employees' basic rates of pay will normally be reviewed annually in <<state month>>. Any salary reviews may take place at other times if necessary.

times of the year to reflect a change
to pay will be notified to employees

promotion. Any resulting changes

Data protection

The Company processes personal
data protection policy.

l process in accordance with its

This policy has been approved &

Name: <<Insert Name>>

Position: <<Insert Position: Human Resources Manager>>

Date: <<Date>>

Signature:

