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## **Introduction**

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

## **Principles**

The Company is committed to ensure that:

- it recognises individual performance;
- individuals are not discriminated on grounds of gender, marital status, race, religion or belief, age, disability, gender reassignment, 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 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, salary will be paid on the day before the previous OR the following<>> where appropriate.

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 e.g. the Finance Officer>>.

## **Overpayment**

If an employee is overpaid for any reason, they must 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 result in disciplinary action.

## **Salary reviews**

Employees' basic rates of pay will normally be reviewed annually in <<state month>>. Any increases will be at the absolute discretion of the Company. 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:**

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