

White Rose Rugby Ltd
Remuneration Policy
1 January 2024

Introduction

The Company aims to maintain remuneration at levels that enable us to recruit and retain employees of suitable calibre and motivate them to achieve their set objectives.

Principles

The Company is committed to ensuring that:

- it recognises individual performance and rewards employees accordingly;
- individuals are not discriminated against on the grounds of gender, marital status, race, religion or belief, age, sexual orientation, disability, gender reassignment, pregnancy and maternity, or because of part time or fixed-term working status;
- as a minimum, workers are paid at the level of 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 last day of each month. If this day falls on a weekend or bank holiday, salaries will be paid into employees' accounts on the previous working day.

All employees will receive a written itemised pay statement of their earnings and any deductions made via email.

Bank and Building Societies

Employees' bank details must be provided on commencement of employment and any subsequent changes notified to a Director.

Overpayment

If an employee is overpaid for any reason, he or she is required to notify a Director. The amount of overpayment will normally be deducted from the following payment but if this would cause hardship, alternative arrangements 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 January. Any increases will be at the absolute discretion of the Company. Reviews may take place at other times of the year to reflect a change in circumstances e.g. promotion. Any resulting changes to pay will be notified to employees in writing.

Data protection

The Company processes personal data as part of the payroll process in accordance with its data protection policy.

This policy has been approved & authorised by:

Name: Dave Duxbury

Position: Director

Date: 1 January 2024

Signature: 