**Minimum Wage Policy**

Company Name “The Company”: [Enter Name of Company here]

**Change Log**

|  |  |  |
| --- | --- | --- |
| Date | Change | Authorised by  |
|  | Policy implemented  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Contents

[Introduction: 1](#_Toc124719896)

[Scope: 1](#_Toc124719897)

[Responsibilities: 2](#_Toc124719898)

[Current National Minimum Wage: 2](#_Toc124719899)

[Deductions: 2](#_Toc124719900)

[Overtime Pay: 2](#_Toc124719901)

[Record Keeping: 2](#_Toc124719902)

[Training and Communication: 2](#_Toc124719903)

[Monitoring and Review: 3](#_Toc124719904)

[Conclusion: 3](#_Toc124719905)

# Introduction:

The Company is committed to paying its employees in accordance with the national minimum wage laws and regulations. The national minimum wage is the legal minimum pay per hour that most workers are entitled to, and it is reviewed annually. This policy sets out our approach to ensuring compliance with minimum wage laws and outlines our responsibilities and expectations for all employees.

# Scope:

This policy applies to all employees of The Company, including full-time, part-time, temporary and contract staff, as well as volunteers, interns, and any other person working on our premises or in connection with our operations.

# Responsibilities:

The Company management team is responsible for ensuring that all employees are paid at least the national minimum wage and for ensuring that sufficient resources are allocated to meet our minimum wage obligations.

The Payroll Coordinator is responsible for the implementation and maintenance of this policy, and for providing guidance and support to employees on minimum wage matters.

All employees have the right to be paid at least the national minimum wage and have the right to raise any concerns they may have about their pay with their manager or the Payroll Coordinator.

# Current National Minimum Wage:

The Company will ensure all employees are paid at least the minimum wage for their age group as per the below guidance MRC guidance below

<https://www.gov.uk/national-minimum-wage-rates>

Company will ensure that all employees are paid at least these rates and will review and update the policy as necessary when the national minimum wage rates change.

# Deductions:

The Company will not make any unauthorized deductions from an employee's pay that would bring the employee's pay below the national minimum wage.

# Overtime Pay:

The Company will ensure that all overtime pay is calculated correctly and that employees are paid at least the national minimum wage for overtime hours worked.

# Record Keeping:

The Company will keep accurate records of all employees' pay and hours worked and will make these records available for inspection by the relevant authorities if required.

# Training and Communication:

The Company will provide all employees with the necessary information, instruction, and training on minimum wage matters to ensure that they understand their rights and can raise any concerns they may have about their pay.

# Monitoring and Review:

The Company will regularly monitor and review its compliance with minimum wage laws and will make any necessary changes to ensure ongoing compliance.

# Conclusion:

The Company is committed to paying its employees in accordance with the national minimum wage laws and regulations. We will ensure that all employees are paid at least the current national minimum wage and will review and update the policy as necessary when the national minimum wage rates change. The company will not make any unauthorised deductions from an employee's pay and will ensure that overtime pay is calculated correctly. The company will also keep accurate records of all employees' pay and hours worked and will provide the necessary information and training on minimum wage matters to employees. The company will regularly monitor and review its compliance with minimum wage laws and will make any necessary changes to ensure ongoing compliance.