



## HR042 Living Wage Policy Version 1

### Introduction

This policy sets out our commitment to paying employees a fair and reasonable wage that reflects the real cost of living. We believe that paying a living wage supports employee wellbeing, improves retention, and contributes to a more sustainable and responsible business.

### Scope

This policy applies to all employees and workers directly employed by the organisation in the UK. We also encourage suppliers and contractors to adopt similar standards.

### Our Commitment

#### Living Wage Standard

We are committed to paying all employees at least the independently calculated Living Wage, as defined by the Living Wage Foundation.

This rate is higher than the statutory minimum set out in the National Minimum Wage Act 1998 and reflects the actual cost of living in the UK.

### Application

- The Living Wage applies to all directly employed staff, regardless of age (excluding apprentices where legally permitted, though we aim to exceed minimum requirements where possible).
- Pay rates are reviewed annually to ensure alignment with updated Living Wage rates.
- No employee will be paid below the applicable Living Wage threshold after 1 year of employment.

### Third-Party Workers

We recognise the importance of fair pay beyond our direct workforce. We:

- Encourage contractors, suppliers, and service providers to pay the Living Wage
- Consider fair pay practices when selecting and renewing supplier contracts

### Pay Transparency and Fairness

We are committed to transparent and fair pay practices. Employees will receive clear information about their pay, and we aim to maintain equitable pay structures across the organisation.

### Compliance and Monitoring

We regularly review our pay practices to ensure compliance with this policy and relevant legislation. Any discrepancies will be addressed promptly.

### Benefits of the Living Wage

We recognise that paying a Living Wage:

- Improves employee wellbeing and financial security
- Enhances motivation and productivity
- Supports recruitment and retention
- Contributes positively to the wider community

### Accountability

Senior management is responsible for implementing this policy and ensuring it is applied consistently across the organisation.

### Review

This policy will be reviewed annually to reflect changes in Living Wage rates, economic conditions, and best practice.