



PAY REVIEW POLICY

Introduction

This policy summarises the key principles that guide our pay review process. It does not form part of any contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to all Cove UK employees. It does not apply to contractors, consultants or any self-employed individuals working for the organisation.

Our Commitment to You

We are committed to ensuring that:

- our pay remains competitive in the labour market;
- we pay individuals in line with normal industry practice and standards;
- our pay is consistent and fair;
- we take into account the official data on inflation;
- we recognise individual performance and reward employees accordingly;
- individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part time or on a fixed-term contract;
- where required, we prepare an annual gender pay gap report to identify any differences in the average pay between male and female workers, and publish that information on our website; and
- individuals are paid at the level of at least the relevant national minimum wage rate on average for each hour worked in a relevant pay reference period.

Pay Review Team

- The Pay Review Team will comprise of our CEO, CFO, Operations Director and Head of Human Resources.

Annual Pay Review Date

- Pay reviews will take place during February and March, so that any change to your pay can take effect in April.

- Your pay will be reviewed in April annually. This will be unless you have received an increase or joined within a period of six months prior to the 1 April.

Annual Pay Review Process

- **First week in February** – Pay review spreadsheets are shared with Directors and GMs (password protected)
- Directors & GMs to check and recommend on team increases in line with performance and within budget
- **First week in March** – finalised spreadsheets returned to HR
- **Second week in March** – Pay Review Team meet and review submissions and sign off
- **Third week in March** – Pay review letters (with digital signatures) submitted for review by Directors and GMs
- **Last Week in March** - Letters issued

Other pay reviews

Separate from the annual pay review process, any other changes must be approved by the Pay Review Team.

The Pay Review Team will meet monthly to review proposals, ensure fairness, consistency and process compliance.

- The Manager proposing a pay review should do so as usual, by submitting a request on Dayforce.
- The Manager must provide comments on Dayforce why the change is being requested (additional responsibilities).
- Requests that are not submitted by the 5th day of each month, will be reviewed the following month.

Pay Review Outcome

The outcome of any pay review will be notified to the manager via Dayforce and to the team member in writing.

Any increase to pay will be at the discretion of the organisation.

Any proposed team increase must not be communicated or confirmed with team members until they have been approved on Dayforce or in writing by the Pay Review Team.

Bonus, Benefits and Payment Schemes (including commission)

Bonus, Benefits and Payment Schemes must be presented to and agreed by the Pay Review Team prior, to launch and communication to teams.

Team members must receive confirmation in writing from Human Resources detailing the scheme(s) and entitlement to validate inclusion or any payments.

Achievement of annual bonus entitlement must not be communicated to team members until they have been approved by the Pay Review Team.

Ad-hoc bonuses must be authorised at the appropriate level of management and communicated to the Pay Review Team.

Data protection

We have in place arrangements with our payroll provider to ensure that it has measures safely and securely to process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract.

You should immediately report any inappropriate access or disclosure of employee data in accordance with our data protection policy as this constitutes a data protection breach. It may also constitute a disciplinary offence, which we will deal with under our disciplinary procedure.

If you have a disability or otherwise require further support as part of this process for example if English is not your first language, you should discuss this with your Manager as soon as possible.

If you have any questions

If you have any questions regarding this policy, please speak to your Manager or Human Resources.