# Annual Pay Review Policy

# Version Control

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| Version | Date | Amended By | Summary of Change | Approved by: |
| 1.0 | March 2024 | Suzette Smith | New | Michael Moore, Legal Counsel |
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# 1 Introduction.

1.1 This policy summarises the key principles that guide Microlink PC (UK) Limited’s (MLPC) pay review process.

1.2 This policy does not form part of your contract of employment and MLPC reserves the right to amend or withdraw it at any time. There is no contractual right to a pay review.

# 2 Scope.

2.1 This policy applies to employees. It does not apply to contractors, consultants or any self-employed individuals working for MLPC.

2.2 Our commitment to you

2.2.1 We are committed to ensuring that:

2.2.1.1. Our pay remains competitive within the overall labour market.

2.2.1.2. We pay individuals in line with normal industry practice and standards.

2.2.1.3. Our pay is consistent and fair.

2.2.1.4. We recognise individual performance and reward employees accordingly.

2.1.1.5. 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.

2.2.1.6. Individuals are paid at the level of national minimum/national living wage for each hour worked in a relevant pay reference period.

# 3 Pay Review Process.

3.1. Unless your contract provides otherwise, your pay will be reviewed by the Remuneration Committee annually in line with the above commitments.

3.2 The Remuneration Committee will meet in March so that any change to your pay can take effect from 01 April payable in the end of April pay round.

3.3 The Remuneration Committee will adopt a standard process:

3.3.1 Implementing increases to the National Living/Minimum Wage that take effect in April each year.

3.3.2 Considering the published data on average wage growth for the year in question.

3.3.3 Consider MLPC’s available resources.

3.4 The Remuneration Committee will not normally consider a wage increase for employees who have:

3.4.1 Not been employed more than 12 months.

3.4.2 Have received a promotion/increase in the preceding 12 months.

3.4.3 Have given notice or are under notice to leave their employment.

3.5 We may conduct a pay review at any other time of the year to reflect a change in circumstances.

# 4 Outcome of pay review.

4.1 The outcome of any pay review will be notified to you in writing.

4.2 Any increase to your pay will be at the absolute discretion of the MLPC. A pay review may result in no pay increase.

# 5 Data protection.

5.1 We process personal data as part of the payroll process in accordance with our [data protection policy](http://www.xperthr.co.uk/policies-and-procedures/data-protection-policy/162690/). We have arrangements in place with our payroll provider to ensure that it has measures to safely and securely process MLPC’s employee 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.

5.2 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.

## 6 Exceptions

6.1 There are no exceptions to this policy.

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| Name:  | Michael Moore |
| Position: | Legal Counsel |
| Date: | 12 March 2024 |
| Signature: |  |