**Pay Review Policy**

[Company Name]

[Address, Company Number, etc]

|  |  |
| --- | --- |
| Issued | [Month, year] |
| Recheck | [Month, year] |

**Introduction**

This policy summarises the key principles that guide our pay review process.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

**Scope**

This policy applies to employees [and workers].

It does not apply to contractors, consultants or any self-employed individuals working for us.

**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;
* [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 date**

Unless your contract provides otherwise, your pay will be reviewed by [insert details] annually.

Pay reviews will normally take place during [month], so that any change to your pay can take effect in [month].

We may conduct and we reserve the right to conduct a pay review at any time of the year.

**Outcome of pay review**

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

Any increase to your pay will be at our absolute discretion and a pay review may result in no pay increase.

**Data protection**

We process personal data as part of the payroll process in accordance with our Data Protection Policy. 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.

**Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed [No. of years] after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**Definitions**

[Company Name] ("we", "us", "our")

The Employee ("you")