**Pay and Overtime**

Your salary and related payments are paid as detailed in your Contract of Employment in arrears by credit transfer to your bank account subject to business needs at the time. Payment will be made on a fixed date of each month as defined in your Contract of Employment. Deductions are made from your salary for Income Tax and National Insurance contributions. These are shown on your payslip.

**Equal pay**

We are committed to equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy, and maternity, sexual orientation, gender reassignment, or disability.

**Pay Review**

As stated in your Contract of Employment, your basic salary will be reviewed annually. A salary review does not guarantee that any salary increase will follow. Increases to salary are entirely at our discretion.

**Deductions from salary**

* where we have overpaid you for any reason.
* where we suffer loss by your failure to follow instructions or exercise due diligence.
* If, through your wilful or negligent actions or omission, you cause damage to our property, the value of replacement or repair will be deducted.
* if you leave our employment without giving the required notice, the value of your pay for the notice period may be deducted.
* where we have suffered a loss by reason of you binding us into any contract without authority (express or implied), the value of any loss will be deducted.
* when you leave your employment with us, we will deduct any overpayments, advances, and holiday pay taken in excess of your pro rata allowance.
* payment under any study agreements in place.
* student loan deductions, if applicable.

**Overtime**

We may, as required from time to time, according to the needs of the business, ask you to work overtime. You are reasonably expected to be available for overtime as and when required. All overtime should be expressly agreed upon in advance with your line manager.

This statement is issued by way of guidance only. It does not form part of your Contract of Employment or have any contractual effect. This policy may be varied, withdrawn, or replaced at any time by your us at its absolute discretion.

Subject to your individual contract, where you are entitled to overtime, it will be paid at the rates specified in your Contract of Employment, or (at our absolute discretion) you will be granted time off in lieu.

We reserve the right to vary these rates at our entire discretion. You will be notified in writing of any changes. Paid overtime will be added to your wages and paid as usual.