Pay and Reward Policy

Statement and Purpose of the Policy

This policy statement covers the Company's approach to its pay structure, pay points, pay rates and pay reviews for all employees. The policy is intended to provide pay arrangements which are competitive within the sector enabling positive recruitment and retention of employees. All payments will be authorised via the Company's governance arrangements.

This policy sets out for shareholders, employees, and other interested parties the approach to pay which the company will adhere to.

1. Scope

This policy statement applies to all employees of the company and pay is defined as all remuneration due under a relevant contract of employment.

2. Pay Structure

The company will reward employees according to where their role fits within the pay structure. The pay rates related to each role will be determined by the Company who will normally apply common pay rates to each pay level but reserve the right to pay differentially to reflect such factors as individual expertise or market forces. Agreed pay rates will apply for a defined financial year period and in any instances where the company pays differentially it will comply with its obligations under relevant equality legislation.

The company will ensure that it meets its legal obligations in respect of the National Minimum Wage and National Living Wage. In periods of sickness absence, statutory sick pay arrangements will apply to all employees and statutory maternity leave arrangements will apply to any employees that have met the schemes requirements.

The company will determine when payment beyond the normal applicable rate will be appropriate to recognise overtime/ out of hours normal work.

3. Pay Period and Dates

All employees will be paid on a 4-weekly basis at the date specified in their contact of employment or advised in advance. The company will however meet its legal obligations in relation to the payment of employees that have transferred in line with the Transfer of Undertakings (Protection of Employment Regulations)

4. Pension Scheme

The company will meet its legal obligations in respect of ensuring that all employees are enrolled in an appropriate pension scheme unless they exercise the right to withdraw from such a scheme.

5. Monitoring and Review

Compliance with this policy will be monitored on a regular basis to ensure effective implementation of the pay arrangements and the policy and pay rates will be reviewed on an annual basis.

Document Control

Date Approved: June 2026 Target Audience: All Serenta Homecare Staff Review Date: June 2027 Author: Fran Beardsmore