

Compensation and Benefits Policy

1. Introduction

- 1.1 At Bristol Together CIC, we are committed to attracting, retaining, and motivating a highly skilled workforce. This Compensation and Benefits Policy outlines our commitment to providing competitive compensation and benefits to our employees, ensuring their financial well-being and job satisfaction.

2. Purpose

- 2.1 Establish clear guidelines for employee compensation and benefits.
- 2.2 Ensure fairness and consistency in compensation practices.
- 2.3 Comply with all applicable laws and regulations related to compensation and benefits.
- 2.4 Provide a framework for regular review and adjustment of compensation and benefits.

3. Scope

- 3.1 This policy applies to all employees of Bristol Together CIC, including full-time, part-time, and temporary employees.

4. Compensation

- 4.1 Salary Structure:
- 4.11 Salaries will be determined based on job responsibilities, qualifications, experience, and market competitiveness.
- 4.12 Salary ranges will be established for each position and reviewed periodically to ensure alignment with market trends.
- 4.13 Employees will receive written confirmation of their salary within their contract.
- 4.2 Salary Reviews:
- 4.21 Employee salaries will be reviewed annually as part of the performance appraisal process.
- 4.22 Salary adjustments may be based on factors such as individual performance, company performance, and changes in the cost of living.



4.23 Promotions and role changes may also warrant salary adjustments.

4.3 Overtime Compensation:

4.31 Non-exempt employees are eligible for overtime pay in accordance with applicable legislation.

4.32 Overtime must be approved in advance by the employee's supervisor.

4.33 Overtime pay rates and calculations will comply with legal requirements.

5. Benefits

5.1 Pension Scheme:

5.11 Employees are eligible to participate in a pension scheme.

5.12 The company may standard contributions to employee pension schemes.

5.2 Paid Leave:

5.21 Employees are entitled to paid leave including holiday, sick leave, and public holidays.

5.22 Employees may request additional unpaid leave in accordance with company policies and applicable laws.

6. Administration

6.1 Payroll:

6.11 Employees will be paid on a regular schedule, typically monthly.

6.12 Payroll processing will be handled in accordance with company procedures and applicable laws.

7. Compliance

7.1 Bristol Together CIC will comply with all applicable laws and regulations related to compensation and benefits.

7.2 The company will maintain records of employee compensation and benefits in accordance with legal requirements.

7.3 Any changes to compensation and benefits policies will be communicated to employees in a timely manner.



8. Review and Adjustment

- 8.1 This Compensation and Benefits Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements and best practices.
- 8.2 Employee feedback on compensation and benefits will be encouraged and considered in policy reviews.

9. Conclusion

- 9.1 Bristol Together CIC is dedicated to providing fair and competitive compensation and benefits to our employees. By doing so, we aim to support their financial stability, health, and overall job satisfaction, contributing to a positive and productive work environment.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Compensation and Benefits Policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025