



MINIMUM WAGE POLICY

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Version: 1.0

Approved by: James Moseley

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1. Purpose

The purpose of this policy is to outline Viking Security NW Limited's commitment to complying with UK minimum wage legislation and ensuring that all employees receive fair pay for their work. This policy is in line with the National Minimum Wage and National Living Wage requirements.

2. Scope

This policy applies to all employees of Viking Security NW Limited, regardless of their role, contract type, or working hours. It includes permanent, temporary, part-time, and casual staff.

3. Policy Statement

Viking Security NW Limited will pay all employees at least the applicable National Minimum Wage or National Living Wage, as set by the UK Government. Wage rates will be reviewed annually and updated in line with statutory changes.

4. Responsibilities

- Management is responsible for ensuring wage compliance.
- The HR department will keep records of all wage payments and ensure they meet or exceed statutory minimums.
- Employees are encouraged to raise any concerns about pay with their line manager or HR.

5. Procedure

- Wages will be calculated based on hours worked, with reference to official minimum wage rates.
- Any updates to minimum wage legislation will be implemented from the effective date.
- Payroll records will be maintained for at least three years, as required by law.

6. Review

This policy will be reviewed annually or sooner if there are changes to the law. Any updates will be communicated to all employees promptly.