ZAM FM LTD National Minimum Wage Policy

DISTRIBUTION

This national minimum wage policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Purpose

The purpose of this policy is to ensure that all employees of ZAM FM LTD are paid at least the National Minimum Wage, as mandated by UK legislation. This policy serves to affirm our commitment to fair pay practices and compliance with the law.

Scope

This policy applies to all staff members of ZAM FM LTD, regardless of their position, contract type, or the number of hours they work. It covers both full-time and part-time employees, temporary staff, and any other individuals classified as workers.

Policy Statement

ZAM FM LTD is committed to legal and ethical business practices, which include full compliance with the National Minimum Wage Act 1998 and any subsequent amendments or updates to this legislation. We ensure that all our employees receive at least the minimum wage as specified by the government, reflecting their age and employment type.

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National Minimum Wage Rates

The NMW rates are reviewed annually by the government. ZAM FM LTD will adjust wages accordingly to ensure compliance with updated rates. The NMW rates are divided into different categories based on age and apprenticeship status:

- **16-17 years old:** For workers under 18 but above the compulsory school leaving age who is not apprentices.
- **18-20 years old:** For workers aged 18 to 20 who are not apprentices.
- **21-22 years old:** For workers aged 21 to 22.
- **23 years old and over (National Living Wage):** For workers aged 23 and over.
- **Apprentice rate:** For apprentices under 19 or those in their first year of an apprenticeship.

Compliance

- **Wage Adjustments:** Wage adjustments to comply with NMW updates will be implemented from the effective date announced by the government.
- **Record Keeping:** ZAM FM LTD will maintain accurate and current records of all wages paid to employees to demonstrate compliance with NMW requirements.
- **Employee Information:** All employees will be informed of their current wage rate and any changes to the NMW rates through direct communication or updates to company policies.

Reporting Concerns

Employees who believe they are being paid less than the NMW should report their concerns to their immediate supervisor or the HR department. ZAM FM LTD ensures that all queries related to wages will be treated confidentially and investigated promptly.

Review and Update of Policy

This policy will be reviewed annually or following any significant legal changes related to the NMW. ZAM FM LTD commits to updating this policy as necessary to ensure ongoing compliance with NMW legislation.

Managing Director
Name: DANISH IFTIKHAR **Sign:**  **Dated:** 22/09/2023