



NATIONAL MINIMUM WAGE POLICY

Konecta UK is committed to the fair and equitable compensation of all its employees within the United Kingdom. This policy outlines the company's approach to National Minimum Wage (NMW) compliance.

Purpose

This policy aims to:

- Ensure full compliance with the UK National Minimum Wage (NMW) legislation.
- Establish guidelines for determining and adjusting wage rates within the company.
- Promote transparency and understanding of the company's wage practices.

Scope

This policy applies to all employees of **Konecta** working within the United Kingdom, regardless of their employment status (full-time, part-time, temporary, apprentice, etc.) or location, unless otherwise specified by applicable law or collective bargaining agreements.

Definitions

- **National Minimum Wage (NMW):** The minimum hourly rate of pay that most workers in the UK are entitled to. The rate depends on a worker's age and whether they are an apprentice.
- **Base Wage:** The standard hourly rate of pay for an employee, excluding overtime, bonuses, or other forms of compensation.

NMW Compliance

- **Legal Compliance:** **Konecta** will, as a minimum, comply fully with the latest UK National Minimum Wage (NMW) legislation.
- **Age-Related Rates:** The company will adhere to the specific NMW rates applicable to different age groups and apprentices as outlined by UK government regulations.
- **Regular Review:** We will regularly review employee base wage rates and employee ages to ensure ongoing compliance with the NMW.
- **Working Time:** All employees must complete accurate time records, and the company will ensure that pay rates for all hours worked, including overtime, adhere to NMW legislation.
- **Allowances and Deductions:** Only legally permissible deductions from wages will be made. Any deductions for accommodation, uniforms, or other expenses will be carefully assessed to ensure they do not reduce pay below the NMW.
- **Record Keeping:** **Konecta** will maintain accurate records of employee work hours and wages in accordance with UK legal requirements, demonstrating compliance with NMW legislation.

Wage Determination and Adjustments

- **Initial Wage Setting:** Starting wages for all positions will be determined based on factors such as job responsibilities, required skills and experience, internal equity, and relevant market rates, ensuring they meet or exceed the applicable NMW.
- **Performance Reviews and Wage Increases:** Employee performance will be regularly reviewed, and wage increases may be considered based on performance, contribution to the company, and overall market conditions, while always adhering to NMW.
- **Market Adjustments:** Konecta will periodically review market wage data to ensure its compensation remains competitive and aligned with industry standards, while upholding its commitment to NMW.
- **Promotions and Transfers:** When an employee is promoted or transferred to a new role with increased responsibilities, their base wage will be adjusted accordingly, ensuring it meets the minimum legal requirements for the new position and aligns with internal equity and market rates, with consideration for NMW principles.

Responsibilities

- **HR Department:** Responsible for developing, implementing, and maintaining this policy, ensuring compliance with all applicable wage laws, conducting regular wage reviews, managing payroll, and addressing employee inquiries related to wages.
- **Managers and Supervisors:** Responsible for understanding and adhering to this policy, accurately recording employee work hours, and communicating wage-related information to their team members.
- **Employees:** Responsible for understanding their wage rates and reporting any concerns or discrepancies to their supervisor or the HR department.

This policy is a statement of current intent and may be subject to change or modification at Konecta's sole discretion and in accordance with applicable law.

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