



bluesource Information Limited is hereinafter referred to as "the Company".

1. Purpose and Commitment

The Company is committed to ensuring that all employees are paid fairly, lawfully, and transparently. This policy sets out the Company's approach to minimum wage compliance, remuneration, and equal pay, and confirms its commitment to ethical employment practices.

In line with the United Nations Global Compact (UNGC), the Company supports:

- Principle 1 & 2:** The protection of internationally recognised human rights, including fair pay and dignified work.
- Principle 6:** The elimination of discrimination in respect of employment and occupation. Fair remuneration is recognised as a fundamental component of decent work and responsible business conduct.

The Company promotes fair pay, equal opportunity, and responsible labour practices through its Minimum Wage and Remuneration Policy, aligned with UK employment law and the UN Global Compact Human Rights and Labour principles.

2. Scope

This policy applies to **all employees of the Company** and is published on the Company intranet. It should be read in conjunction with the Employee Handbook and individual Contracts of Employment.

3. Equal Pay and Non-Discrimination *(Based on ACAS guidance)*

By law, men and women must receive equal pay for doing equal work, defined as work that is:

- The same or broadly similar
- Rated as equivalent
- Of equal value.

Equal pay law applies to pay and contractual terms and conditions, including (but not limited to):

- Basic salary or wages
- Pension arrangements
- Working hours
- Annual leave and holiday pay
- Overtime pay
- Redundancy pay
- Sick pay
- Contractual bonuses or performance-related pay
- Benefits, such as company vehicles or gym membership.

Equal pay law is covered by the **Equality Act 2010** and associated statutory guidance.

When differences in pay might be allowed

Differences in pay and other terms and conditions might be allowed in some circumstances. For example, someone might get paid more than someone of the other sex who does similar work because of:

- Better qualifications and/or experience, if their skills are crucial to the job and hard to recruit.
- Their location, where the cost of living may be greater, such as in London.
- Difference in working pattern, such as shift patterns and working hours.

Getting paid more must have nothing to do with someone's sex.

4. Protection from Discrimination

The Company will not pay an employee less, or apply less favourable contractual terms, because of any protected characteristic, including disability, race, religion or belief, sexual orientation, age, or sex.

This commitment supports UNGC **Principle 6**, ensuring equality of opportunity and treatment in employment.

5. Part-Time Workers

Part-time employees and workers are entitled to the same hourly rates of pay as full-time employees performing comparable work and must not be treated less favourably solely due to their part-time status.

6. Gender Pay Gap Reporting

The Company is not currently required to publish gender pay gap data under statutory thresholds and should this position change, the Company will comply fully with all applicable reporting obligations.

7. National Minimum Wage and National Living Wage rates *(as per Gov.UK)*

The Company confirms that it pays no less than the statutory National Minimum Wage (NMW) and National Living Wage (NLW) as set by the UK Government and updated annually.

Statutory rates effective 1 April 2026 are:

- £12.71 per hour** – National Living Wage (age 21 and over)
- £10.85 per hour** – Age 18 to 20
- £8.00 per hour** – Age 16 to 17 and Apprentices.

The Company will review pay rates annually, or sooner where required by changes in legislation, to ensure ongoing compliance.

Providing lawful minimum pay supports the Company's commitment to **human rights, decent work, and ethical labour standards** under the UN Global Compact.

8. Remuneration *(Summarised from Employee Handbook)*

An employee's pay comprises a basic salary and any additional allowances (such as bonus or commission), as set out in their Contract of Employment. Any changes to remuneration will be confirmed in writing.

All statutory deductions will be made as required by law, including:

- Income Tax (PAYE)
- National Insurance contributions
- Pension contributions (Salary Sacrifice pension scheme in operation)
- Court orders or agreed deductions where applicable.

9. Payment of salary

Salary is normally paid on the 28th day of each calendar month and cover the period from the first to the last day of the month. Where the pay date falls on a weekend or public holiday, payment will be made on the preceding working day.

Employees joining before the 16th of the month, and who have provided all required payroll information, will normally be paid in that month. Where information is received later, payment may be deferred to the following payroll run.

Any back pay owed will be paid in the next available salary run.

Electronic payslips and P60s are issued via the Company's payroll provider. Paper copies are not routinely issued.

10. Company Pension (Salary Sacrifice) *(Summarised from Employee Handbook)*

The Company complies with its duties under pension reform legislation and automatically enrolls eligible jobholders into the workplace pension scheme.

"Eligible Jobholders" are employees who:

- Earn more than £10,000 per year
- Are aged 22 or over
- Are under State Pension Age.

A minimum employee contribution of 5% (via salary sacrifice) applies, with the Company contributing 4% in addition.

11. Bonus (if eligible) *(Summarised from Employee Handbook)*

Where an employee is eligible for a bonus under their Contract of Employment:


- Bonus decisions are made independently of protected characteristics
- Bonuses are subject to the Company's bonus scheme in force at the time
- Bonus eligibility may be affected by:
 - Employment status at the end of the financial year
 - Probationary status
 - Disciplinary outcomes
 - Performance or capability management.

Bonuses are **non-contractual and discretionary**. Payment in one year does not create an entitlement in future years.

12. Commission (if eligible) *(Summarised from Employee Handbook)*

Where applicable, commission arrangements are detailed in individual Contracts of Employment and relevant commission plans. These plans may be reviewed or amended by the Company from time to time and are typically set annually. The Company reserves the right to review such commission plans at any time.

13. Sign-Off

On behalf of bluesource	
Name	Nick Jagers
Position	Head of Operations
Signature	
Date	30 th March 2026

14. Revision History

Revision Date	Reviser	Description of Revision
15/03/2025	Nick Jagers	Introduced to support ethics within the business, as an extension to the Employee handbook
27/03/2026	Nick Jagers	Policy reviewed and updated.
30/03/2026	Nick Jagers	Policy review and rewrite to align with GN Global Compact principles.