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## Minimum wage policy

### 1. Policy Statement

As a responsible employer, our garden maintenance company is committed to ensuring that all our employees are paid at least the National Minimum Wage (NMW) or the National Living Wage (NLW) as required by law. We believe in fair compensation for the work performed by our employees and are dedicated to complying with all relevant employment legislation concerning minimum wage requirements.

### 2. Compliance with Legal Requirements

Our company acknowledges and adheres to the legal obligations set forth by the National Minimum Wage Act and the National Living Wage Act. We are committed to paying our employees in accordance with the current minimum wage rates set by the UK government.

### 3. Communication of Wage Rates

Our company will clearly communicate the applicable minimum wage rates to all employees, ensuring that they are aware of their entitlements and rights to receive at least the minimum wage for their age group and employment status.

### 4. Regular Reviews

We will regularly review our payroll systems and wage rates to ensure that they remain compliant with any changes to the minimum wage legislation. Any necessary adjustments to wage rates will be made promptly and in accordance with the law.

### 5. Record-Keeping

Our company will maintain accurate records of employees' working hours and payments to demonstrate compliance with minimum wage requirements. These records will be kept for the legally required period and will be made available for inspection by authorized personnel if necessary.

### 6. Training and Awareness

We will provide training to our managers and payroll staff to ensure they understand their responsibilities regarding minimum wage compliance. This includes the accurate calculation of wages based on hours worked and the applicable minimum wage rates.

## 7. Reporting Concerns

Employees are encouraged to report any concerns or questions they may have about their wages, including any suspicions of underpayment. We will investigate such reports promptly and take appropriate action to address any issues identified.

## 8. Continuous Improvement

Our company is committed to continuously improving our processes and procedures to ensure compliance with minimum wage legislation. We will regularly review and update this policy to reflect any changes in the law and to further strengthen our commitment to fair compensation for our employees.

## 9. Accountability

The management team of our company is ultimately responsible for ensuring the effective implementation of this policy and for providing the necessary resources to support compliance with minimum wage requirements.

We are dedicated to upholding the rights of our employees and ensuring that they receive fair and legal compensation for their work. This policy will be communicated to all employees and made available for public access.