



KINGDOM
Group

Payments Policy

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Approved: Feb 2019
Next Review: Feb 2024

PAYMENTS POLICY

Introduction

One of Kingdom's strategic objectives is to be an employer of choice.

This policy does not form part of an employee's contract of employment, and we reserve the right to amend this policy at any time.

In line with our commitment to diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or media. Reasonable adjustments will also be made to assist individuals who have a disability.

General Principles

This policy applies to all our employees and bank staff.

This policy is to ensure all employees and bank staff are treated fairly and consistently when it comes to expenses such as disturbance allowance, travel expenses and the awarding of any discretionary payments.

Payments / Allowances

Disturbance Allowance

This allowance will be paid to employees whose base location has been moved by Kingdom, where this results in a longer commute to work and the additional mileage is over 5 miles.

The allowance will be made to qualifying employees for up to 45 weeks. The allowance will be calculated using AA Route Planner and the individual's normal mileage rate or, where they are not a business car user, HMRC's recommended mileage rate. The allowance will be paid through payroll and taxed at source. Payment will, as default, be given as a lump sum but employees may instead request it to be paid in 12 equal instalments.

The allowance will not be paid if the move is classed as temporary (i.e. less than one month).

Non-Contractual and/or Discretionary Payments

Kingdom is a registered social landlord with charitable status. Kingdom must ensure that any discretionary payments made to employees are appropriate, and comply with Scottish Housing Regulator standards and charity law.

A discretionary payment is a payment made to an employee which is in addition to any contractual payments. Examples of discretionary payments:

- Bonus; or
- The cost of attending an event on behalf of Kingdom Housing Association (recorded in the Gifts & Hospitality Register)



A discretionary payment may be awarded by the Board providing it is in line with this policy.

The maximum amount of discretionary payment that can be awarded to an employee in any financial year should not exceed 5% of gross annual salary.

The Board reserves the right **not to** make discretionary payment for the following reasons:

- Employee has less than one year service;
- Employee's contract has terminated or is under a notice of termination;
- Employee's performance is below required standard; or
- Employee has a live disciplinary warning

Kingdom are not obliged to make any additional pension contributions in respect of discretionary payments unless required by law or agreed in writing.

Travel & Expenses

If you are required to use your vehicle in the course of your employment with Kingdom you should submit expenses claims for business car usage. You must provide the following details:

- Current Motor Insurance Certificate showing business use;
- Driving Licence – should any endorsements be added to your licence, you must inform the HR Team; and
- Current MOT Certificate, if applicable.

It is your responsibility to keep all documentation up to date and inform Kingdom of any changes. Failure to produce the above documentation may result in you not being authorised to drive your vehicle(s) for Kingdom business and no expenses for business car usage will be paid.

You will be responsible for the payment of any traffic or parking fines incurred, even whilst undertaking business activities.

Subsistence Allowances

Subsistence allowances will be paid to employees who are required to purchase a meal, stay away from home or incur reasonable expenses while on Kingdom business.

Subsistence allowance does not apply if suitable meals are provided at the event attended or included in packages such as dinner, bed and breakfast if hotel accommodation is required.

Employees are required to provide receipts to support all purchases/claims.

Monitoring and Review

This policy will be reviewed 5 years from the date of implementation or latest review; which will be the date the policy is approved by the governing body, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.



PAYMENTS POLICY

Policy drawn up with reference to:

- Unfair Contract Terms Act 1977
- Employment Rights Act 1996
- Data Protection Act 1998
- Financial Services and Markets Act 2000
- Equality Act 2010

HR Team reviewed on 30 August 2018

Circulated to Directors and Managers: September 2019

Circulated to the Employee Forum: November 2019

Sub Committee reviewed on 27 November 2019

Presented to the Board of Management of KHA: 18 February 2019

Policy Approved: Yes

Next review date: February 2024

