

## 1 Introduction

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- 1.1 Foundation Scotland [FS] seeks to remunerate its employees in a fair and consistent manner to attract and keep appropriately qualified staff to lead, manage and support its charitable activities.

## 2 Scope

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- 2.1 This Policy applies to all FS employees.

## 3 Abbreviations and Definitions

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### Definitions

- Living Wage – a minimum hourly rate for employees aged 25 and over. Set by the Government annually.

## 4 Policy

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### Competitive Pay

- 4.1 FS has a bespoke job evaluation scheme which seeks to be a fair, consistent, and progressive framework for the measurement of job roles. All jobs have been evaluated by a panel including a representative from our HR support partner – Gravitare HR. When new roles arise and when a role changes a job evaluation is undertaken by the panel. Any employee can appeal their grade but not the salary.
- 4.2 The salary for each grade was originally based on a benchmarking exercise from equivalent roles across the charity sector in the UK, from organisations which were comparable in nature, staffing size and turnover to the FS. The data used was Croner Charity Benchmark. The Board approved that FS grades should be based on the median market position using that data.

### Pay Progression

- 4.3 Each Grade has 6 points with employees starting on point 0 and moving up a point until they reach the top. FS's intention is that increments will be applied each April but are subject to overall affordability and approval by the Board.
- 4.4 In addition to moving up points on a grade scale the scales themselves will change each year linked to Croner Charity Benchmark data. Where this information is not available for any reason the RPI rate in December prior to the April will be used.
- 4.5 An employee must have passed their probation before being eligible for an increment.

### Performance Related Pay

4.6 FS does not pay bonuses or performance-related pay. FS's culture is one where it seeks to employ people who are inspired by the work it does, within an interesting role and a desire to perform to high standards. Performance below expectations is managed through a performance management process.

### Interns and the Living Wage

4.7 FS does not employ interns without pay and pays the Living Wage as a minimum for all staff.

### Reporting

4.8 FS complies with the requirement to report the number and remuneration of highly paid staff in the Annual Report and Accounts.

### Work-life balance

4.9 Although FS expects employees to be highly productive, it also encourages them to take regular breaks from work. FS therefore offers 35 days' paid holiday [including bank holidays] to all employees from commencement of employment. This is pro-rata for part time workers and new joiners.

### Benefits

4.10 FS provides an employer's pension contribution of 6% and life assurance at three times salary. Included with the life assurance is an employee assistance plan where employees can access support for themselves or their family members on financial, physical, and mental wellbeing matters.

## 5 Training

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- There are no training links associated with this policy

## 6 References

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- MetLife Health Assured Plan

## 7 Review

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7.1 This policy is reviewed, approved, and endorsed by the Board of trustees. It is updated when required by legislation, to ensure that it reflects statutory responsibilities, government guidance and best practice for FS, or every 24 months whichever is the soonest.