

Living Wage to Workers Policy

Category:	<i>Company Wide</i>	Approval Date:	<i>September 2023</i>
Last Reviewed:	<i>New Policy</i>	Next Review	<i>August 2026</i>

Authorised by: *Chief Executive*

Purpose

The purpose of this policy is to ensure all employees and contract workers of Vision College Limited (Vision College) are paid, for each hour worked, at a rate no less than the Living Wage Rate applicable at the time. It is also part of a wider approach to reduce staff turnover and absenteeism, and improve productivity. Vision College aims to enhance individual dignity by ensuring its workers are able to afford the necessities of life.

Definition of Living Wage

The living wage is an hourly rate. Set apart from the minimum wage, it is worker and whānau focused. Paying the living wage rate is voluntary and is not legally mandated. The living wage represents the income necessary for a worker to cover their basic needs. The concept of a living wage aims to provide workers with a wage that allows them to live with dignity.

Scope

This policy applies to:

- a) Employees of Vision College
- b) Contract workers who provide services in their designated contract areas at Vision College

Policy Statement

Vision College is committed to adopting the Living Wage Rate, as a minimum requirement. To support this commitment, Vision College will comply with all applicable New Zealand laws and Standards, and ensure its workers are paid, at minimum, the Living Wage Rate applicable at the time.

Guidelines and Procedures

1. Vision College will keep its workers informed of the 'Living Wage to Workers Policy' and procedures
2. Vision College will include in all new contracts, the commitment to pay its workers the Living Wage Rate applicable at the time, including any annual increases, where applicable
3. Any adjustments in the rates would apply to all new contracts, renewed contracts and existing contracts.

Privacy and Confidentiality

All information collected for the purpose of this policy will be treated with appropriate care to maintain confidentiality. The collection, use and storage of personal information will comply with the Privacy Act 2020.

References

- Employment Relations Act 2000
- Minimum Wage Act 1983
- Wages Protection Act 1983
- Minimum Wage Order 2023
- Human Rights Act 1993
- Privacy Act 2020

Records

Policies will be kept in this location:

G:\Corporate\Manuals, Policies, Procedures and Forms\Manuals, Policies and Procedures\Policies

Amendments to this Policy

Vision College reserves the right to change this Policy from time to time.

Disclaimer

Vision College reserves the right to change or replace this policy at any time. Where there is a dispute with regard to the interpretation of this policy or any part thereof, Vision College reserves the right to clarify the intention and meaning of this policy. The clarification as provided by Vision College will be seen as the final decision on the interpretation of this policy.