

Tatry Group Ltd Advance Payment Policy

INTRODUCTION

Tatry Group Ltd (the Company) pays staff and workers monthly in arrears for work completed, with payments made on the 15th of each month. On the 15th of the month, payments will be made for all work completed in the previous calendar month (from the first day to the last day).

Depending on the start date, this can mean that an individual may work for up to six weeks before receiving their first payment. The process for payment of staff and workers is clearly stated in the terms and conditions of employment, so the expectation is that individuals agree to this when they sign their contract with the Company.

However, the Company will consider applications for an advance payment prior to 15th of the month in the following exceptional circumstances:

- Where an individual would face significant financial hardship if this payment was not made
- Following a TUPE transfer where the individuals pay date has changed (this will only be considered for a maximum of 3 months)

The decision to grant an advance payment is at the discretion of the Company, and payment can only be made against 50% of hours already worked. For example, if an individual has completed two weeks of work by the date of the request, the maximum advance that can be requested is one weeks of work. The advance is limited to a maximum of 50% of hours already worked to ensure that the amount advanced does not exceed the net earnings when the loan is recouped via payroll.

PROCEDURE FOR MAKING AN ADVANCE PAYMENT REQUEST

The following points should be noted prior to making or considering an advance payment request:

- There is no entitlement to an advance of salary, all requests will be determined on an individual basis based on individual circumstances
- Before an approach is made for an advance, the individual must have exhausted all other avenues of assistance
- The Company can only give assistance in exceptional circumstances.

To make an advance payment request, the individual must email their line manager outlining why they need the payment and indicating the alternative avenues of assistance they have considered.

Individuals are expected to have noted the process for payment of staff when signing their contract and to have made arrangements to cover the period between their start date and payment on 15th of the following month.

The individual will need to clearly state the reasons why they are requesting an exceptional payment. Advance payments should not be treated as an entitlement and should not be paid regularly to individuals.

In the event that their line manager is not available, individuals should redirect their email to accounts@tatry-group.com

The Managing Director will be responsible for making the final decision on all requests from main staff and workers but may do so in liaison with relevant HR or Payroll staff and the individual's line manager.

Requests must be made by the affected individual; managers or colleagues are not permitted to submit a request on behalf of the individual.

Requests for advance payments must be submitted at least ten days before payment is needed. If additional information is required to make a decision, the individual will be contacted to request this. The advance is limited to a maximum of 50% of hours already worked to ensure that the amount advanced

does not exceed the net earnings when the loan is recouped via payroll

This Policy has been reviewed and approved by

Name: Jonathan Sisk
Position: Managing Director
Date: 10/06/2022
Signature: ***Jonathan Sisk***