**Policy – Payroll sector**

The following provides the legal requirements within Ufix within the companies financial sector, please read thoroughly. If you do not completely understand the policy or have any queries, contact Ufix to resolve any issues.

Licence Agreement

Customers who are in agreement with using the product, you are granted a non-transferable, non-replicable license to use our product used within multiple computers over a single server.

Employee data

Storing data

Ufix has the right to store employee data (Employee name, age, email address, bank details, home address, telephone number).

Data the company stores will be kept no longer than necessary, in cases of contract termination the company will not keep user data after a period of time.

Distribution of data

The company will not distribute employee data to third-party organisations unless a crime of fraud is committed as under the Data Protection Act 2018 (DPA).

Contract termination

Employee’s must give correct data or risk contract termination, if false data results in financial loss Ufix have the right to claim compensation.

Employee Payment

Monthly payment

Employee’s will be granted one payment monthly which will include basic rate, overtime, annual leave, sick pay and any other additional salary.

National insurance

Ufix will pay the current National Insurance rate per employee and employee’s must abide by the national laws of national insurance payments per month.

Employee tax

At the end of each tax year, Ufix must provide a p60 to all employee’s on payroll consisting of total pay for the year including any deductions made.

Workplace pension

Under workplace pension scheme’s whether applied for or automatically enrolled Ufix will pay a workplace pension in accordance to the minimum rate based on your salary.

Travel and accommodation

Employers will pay any required accommodation ONLY if asked to travel and stay in accommodation by the company itself, this can include for company training or temporary movement to a different site. Travel expenses will be paid by Ufix under the requirement of company training or commuting to a site based outside your permanent placement, any other travel expenses should be paid for by the employee or seek additional funding from government schemes.

Equal opportunity

Within the financial sector equal opportunity will be granted, the company and customer agrees to not discriminate gender, race, disability, religion or belief covered by the “Equality act 2010”. Pay will be equal for anyone within the same role as another company employee/customer, for example both employees having the same job title doing the same job will be paid the same amount before bonuses or workplace schemes have been included.