

# Remuneration policy

DECISION DATE: 20/01/2022

DECISION BY: Concrete Jungle Foundation's Board

APPLICABLE FROM: 20/01/2022

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## Policy Statement and Scope

As an organisation we recognise our key responsibilities towards our beneficiaries, donors, supporters, staff and the public. We understand the significance of raising accountability and transparency in all aspects of our work. That's why we are detailing our approach to pay. At Concrete Jungle Foundation, each of us is driven by our mission to empower disadvantaged individuals and communities worldwide through fostering and sustaining the positive values inherent to skateboarding. This means that we are committed to maximising our impact across all elements of our life-changing work. We must offer a fair salary for the skills and the experience that we need to run a high performing, cost-effective and successful charity. Aiming to maximise our impact through fair salaries for talented people is what defines our approach to pay. This policy will apply to all staff employed at Concrete Jungle Foundation, it does not however apply to self-employed contractors engaged on a contract of service.

Note: This policy is non contractual and may be updated or varied by CJF.

## 1. Aims of this policy:

The Concrete Jungle Foundation remuneration policy is built around the following aims:

- Pay will be competitive so that the charitable objectives can be delivered.
- Every employee is different, so every employee's needs and motivations are different.
- Peoples' working arrangements can be flexible to aid productivity (where appropriate to the job role)
- Concrete Jungle Foundation encourages a work-life balance and encourages regular breaks from work using paid holiday.
- Strong governance structures in place to ensure remuneration is managed in line with best practice and properly monitored

## 2. How Pay Is Governed at Concrete Jungle Foundation

2.1. Our principles are to pay our staff a fair salary, proportionate to the complexity of each role, it's related funding and responsible in line with our charitable objectives.

2.2. Pay levels for all employees are to be reviewed annually and any overall percentage increases are to be authorised by the Board.

2.3. The Executive Director is responsible for setting all other employees salaries.

2.4. Salary increases will relate to the funding available for each role and whether the increase will be affordable long term.

### **3. Equal Pay**

Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. We recognise it is unlawful to pay people unequally because they are a man or a woman.

### **4. The Wider Employment**

We understand that pay is one part of the employment package we offer to our employees, we seek to promote personal development and fulfilment where possible. The charity is open to discussions with staff if they feel that their role can be worked more productively in another way.

### **5. Board remuneration**

5.1. The Board Members are to receive no remuneration for their activities.

5.2. They are however entitled to reasonable compensation for the expenses they incur as a result of carrying out their function on a basis by submitting proper documents (see Financial Management and Risk Policy).

### **6. Volunteer remuneration**

Volunteers are entitled to receive, to prior approval of the Directors or Managers, remuneration for expenses incurred on a reimbursement basis by submitting proper documents (see Financial Management and Risk Policy).