



## Al-Emaan Centre Staff Remuneration Policy

January 2025

*"Give full measure and do not be of those who cause loss. And weigh with an even balance."  
(Surah Ash-Shu'ara 26:181-182)*

### **Purpose:**

This policy outlines the principles governing staff remuneration to ensure fairness, competitiveness, and adherence to legal standards.

### *Salary Structure:*

- Salaries will be determined based on factors such as qualifications, experience, and role responsibilities.
- Regular salary reviews will be conducted to ensure competitiveness with industry standards.
- Salary increases will include a base inflation increase yearly, plus a discretionary increase based upon performance.
- Bonuses will be based solely on performance.

### *Performance:*

Performance objectives must be set and agreed with staff, reviewed monthly, evidenced with the final review being an overall indicator of yearly performance. The final rating should take place yearly, on the date that the employee began employment and should not be a surprise to the staff member.

- *Needs Improvement:* did not complete some or all tasks allocated, to a satisfactory degree.

No bonus. No salary increase, apart from inflation.

- *Met Expectations:* completed all tasks allocated to a satisfactory degree.

Bonus: 3% of gross salary. Salary increase: inflation plus 3%.

- *Exceeded Expectations:* completed all tasks to a satisfactory degree, some tasks were performed to an exceptional standard and or tasks that weren't expected were completed, and or went above and beyond in significant ways to deliver for the Centre and community.

Bonus: 5% of gross salary. Salary increase: inflation plus 5%.

Bonuses and salary increases (apart from inflation) are *discretionary according to affordability*; to be determined by the Finance Committee.

### *Further performance-linked Incentives:*

- Other performance-linked incentives may be provided to recognize and reward outstanding staff contributions, especially during Ramadhan and other periods of extended working hours/efforts.

These could include financial bonuses, gifts, time off etc. according to the discretion of the Finance Committee.

**Benefits:**

- Staff members may be eligible for benefits such as health insurance, pension contributions, and other benefits as per the organization's policies and financial capabilities.
- Staff members will receive an extra day of holiday per year of service, up to 10 days maximum.
- All PAYE staff will be immediately enrolled onto the AEC Pension as soon as they are contracted, as per the legal requirement.

**Legal Compliance:**

- The organization will comply with all legal requirements related to minimum wages, working hours, and other employment regulations.

**Review and Amendments:**

- This policy will be reviewed periodically to ensure its continued effectiveness. Amendments may be made as necessary, with proper communication to all staff members.

**Acknowledgment:**

I acknowledge that I have received and read the Al-Emaan Remuneration Policy and understand my rights and responsibilities regarding remuneration.

[Signature] \_\_\_\_\_ [Date] \_\_\_\_\_

For inquiries or concerns related to this policy, please contact us at [info@al-emaan.org.uk](mailto:info@al-emaan.org.uk).

<b>Version:</b>	2.0
<b>Document owner:</b>	Al-Emaan Centre
<b>Date of approval:</b>	Jan 2025
<b>Effective from:</b>	Jan 2025