

## **Purpose and Scope**

At Alto Aerospace it is important to us to be aware of and maintain corporate social responsibility. We strive to make decisions and take actions that have a positive impact on our community, our staff, and the people we serve.

As a responsible employer, we believe that our employees need to earn a wage that sustains a lifestyle that meets the needs of daily living and provide some discretionary income. We recognise that paying a living wage constitutes a critical investment in the long-term prosperity of our organization by fostering a dedicated, skilled and healthy workforce.

## **What is the Living Wage**

The Living Wage is an hourly rate set independently and updated annually. It is calculated according to the basic cost of living using the 'Minimum Income Standard' for the UK.

Decisions about what to include in this standard are set by the public; it is a social consensus about what people need to make ends meet.

Employers choose to pay the Living Wage on a voluntary basis. The Living Wage enjoys cross party support, with public backing from the Prime Minister and the Leader of the Opposition.

Current levels for the Living Wage and details of how it is calculated can be found on the Living Wage Foundation website.

## **Policy statement**

Alto Aerospace is committed to being a Living Wage Employer.

The Living Wage commitment means that everyone working at Alto Aerospace, regardless of whether they are permanent employees or third-party contractors and suppliers receive The Living Wage.

## **Application**

The policy applies to all employees employed by Alto Aerospace, as well as all employers employed by a contractor or sub-contractor who perform services directly or indirectly for Alto Aerospace on a regular ongoing basis.

#### Direct Staff

- Staff earning only a salary or wage will earn at minimum a Living Wage
- To determine the wage of staff earning commission, gratuities, or other form of incentive type pay in addition to or instead of a salary or wage will be calculated by taking the total earnings and dividing it by the hours worked. This wage must be, at minimum, a Living Wage.

#### Contracted Staff

- Where services are contracted, e.g. food service, cleaning, etc., we choose vendors/service providers that also pay a living wage to their staff similar to this policy. This clause covers external contracts that provide services for your company on a regular ongoing basis that is for at least 120 hours of labour per year.
- Living Wage clauses are included in all agreements and renegotiated agreements with contractors we hire.

#### Benefits in Consideration

In instances where non-mandatory benefits are provided to staff, the Living Wage may be adjusted to reflect the positive impact these benefits have on the employee's ability to meet basic needs and have some discretionary income, these benefits may include health, dental, and disability coverage for staff covered by this policy.

Benefits may be provided on a cost shared basis, however, the premiums paid by the employee cannot reduce the wage to below an acceptable level with respect to a Living Wage.

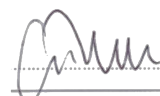
#### Accountability

Alto Aerospace maintains its participation in this policy through the Living Wage Foundation Program. We hold ourselves accountable for upholding and keeping current with our policy . Alto Aerospace will ensure that a relevant process is in place for employees to raise any issues relating to the Living Wage Policy in a safe and confidential manner and that both this policy and its implementation are audited yearly.

Signed on: 17<sup>th</sup> January 2019



Chris Yendell  
Managing Director



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Managing Director