

## **Rewards, Benefits and Expenses Policy**

### **Purpose of policy**

The purpose of this policy is to outline the rewards, benefits and expenses that will be paid by Top 2% to ensure Top 2% conducts its business in an ethical and responsible manner.

### **Top 2% commitment**

Top 2% will pay the Consultancy its fees at such intervals as set out in the relevant Project Assignment Details Form after Top 2% has received:

- The Consultancy's valid invoice;
- any additional supporting information reasonably requested by Top 2% to confirm the satisfactory performance of the Services; and
- payment of its own charges from the Client. Should the Client not pay, then payment will be made to the Consultancy within 90 days from the end of the relevant course.

Top 2% will pay those of the Consultancy's expenses as agreed and / or specified by Top 2% in the relevant Project Assignment Details Form after Top 2% receives all supporting documentation it may require and the Consultancy's valid invoice.

All fees payable under this Agreement are exclusive of Value Added Tax and any other applicable duty or tax, which shall (if and to the extent applicable) be payable by Top 2%.

The Consultancy shall be solely responsible for all income taxes, national insurance, social security or other withholdings or contributions which may be payable in respect of the Services. The Consultancy shall indemnify Top 2% against all costs, claims, expenses (including legal expenses) and proceedings arising out of or in connection with such payments.

### **Flights**

Any flights undertaken in the delivery training or consultancy will be at the cost of the client and where possible, these will be business class return flights.

### **Expenses**

A maximum of £110 each way for travel to airports for training purposes, will be paid to Consultants and receipts should be scanned and sent with your invoice cover sheet.

### **Monitoring and Review**

The Director will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability.



If the profile of the company's business activity or operating environment changes significantly the policy will be fully reviewed.

All employees, consultants and other personal working in partnership with Top 2% are invited to comment on this policy and suggest ways in which it may be improved.

**Application of the policy**

This policy, its principles and procedures will be applied by the Director, consultants, contractors and other personnel who work in partnership with Top 2%.

TOP 2%