**Cash Tips Policy**

June 2019

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to cash tips. This policy applies to all employees of the Company, regardless of their position. It applies equally to all employees regardless of their age, sex, marital or civil partnership status, racial or ethnic group, disability, sexual orientation, religion or belief.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

Principles

Key principles of this policy are:

* To ensure employees are aware of their responsibility to declare cash tips they receive to HMRC
* Provides an incentive for staff to ‘go the extra mile’ in the provision of excellent service.
* Supports the ethos of teamwork and recognises the contribution that everyone makes in the delivery of a positive experience to our guest.
* Is transparent as a process and understood by all members of the team.
* Meets current legislative and audit requirements
* The company does not use gratuities as a method of ‘substituting’ basic wages nor as a means of meeting its obligations under the national minimum wage.

# Tip Allocation

Guests give tips/service charge in recognition of great service. By offering outstanding service our guests will come back again and again. They will also tell their friends to come and try us out.

In our business we believe that all team members make a significant contribution to the level of service that can be given to our guests. We therefore believe front of house team members who receive tips should share their tips with their colleagues

**Cash Tips**

* Any cash tips received represent an arrangement between the individual team member and the guest. Consequently, the Company will have no involvement whatsoever in dealing with any cash tips received by team members from our guests.
* Team members should informally share them out amongst themselves at the end of their shift. Important – no one team member should be nominated to share out any cash tips received, and they should not be shared out on a formal or structured basis. To do so may have serious consequences for the individuals concerned in respect of the deduction and payment of tax to HM Revenue and Customs.
* To ensure team members are aware of their responsibility to declare cash tips they receive to HM Revenue & Customs, all team members in receipt of cash tips must sign a policy confirmation form to confirm they have read the policy.