



## Forest Inn Tipping Policy – Effective from 1st October 2024

At the Forest Inn, we believe in fairness and transparency when it comes to tipping. In compliance with **The Employment (Allocation of Tips) Act 2023**, we have implemented the following policy to ensure that all tips and gratuities are distributed fairly among our staff.

### Key Points of Our Tipping Policy:

#### 1. Fair and Transparent Tip Distribution

In accordance with the new law, all tips, gratuities, and service charges that are received will be distributed fairly among the staff. Management will not withhold or make any deductions from tips, and the full amount will go to the employees who contributed to providing the service.

#### 2. Direct and Timely Allocation of Tips

- **Cash Tips Only:** The Forest Inn will only accept cash tips which will be collected and fairly distributed to the relevant staff members. These tips will be allocated no later than the end of the month following the month in which they were received, ensuring timely payment.

#### 3. No Employer Deductions

In line with the new legislation, management will not deduct any amount from tips for business costs (such as processing fees or equipment). Tips are separate from wages and will not be used to meet the National Minimum Wage or cover any other business expenses.

#### 4. Fair Allocation Across Team Members

Tips will be shared fairly between employees who have directly contributed to providing a client's service. This may include chefs, kitchen porters and waiting staff. The exact distribution will be based on the level of involvement in the service. We will ensure that this process is clear and transparent to all team members.

#### 5. Record Keeping and Employee Rights

As required by law, we will keep detailed records of how tips are allocated. Employees have the right to request information on how tips and gratuities have been distributed. These records will be kept for a minimum of three years.



**6. Client Discretion**

While tipping is always appreciated, it is entirely voluntary. Clients should feel free to tip at their discretion based on the service they received.

**7. Compliance with Tax Obligations**

Cash & direct tips remain the individual employee's responsibility to declare for tax purposes.

**8. Employee Feedback**

We encourage our employees to raise any concerns or questions regarding the allocation of tips with management. We are committed to ensuring that all staff feel confident that tips are being handled fairly and legally.

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**Policy Summary**

At the Forest Inn we are committed to ensuring that tips are distributed fairly, transparently, and in line with **The Employment (Allocation of Tips) Act 2023**. If you have any questions about this policy, please feel free to contact management. We greatly appreciate our clients' generosity and our team's hard work in delivering exceptional service.

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