

SAMPLE TIPS AND GRATUITIES NOTICE TEMPLATE

Policy on Tips and Gratuities

Sample A

All Tips and Gratuities (and Service Charges) collected by electronic or other means are distributed to our Staff (and Contract Workers) in a manner that has been agreed with our staff.

The Staff have agreed to share the amount (insert basis)

Date 1st December 2022

Sample B

All Tips and Gratuities (and Service Charges) collected by electronic means are distributed to our staff in a manner that has been agreed with our staff.

The business shares the amount (insert as appropriate)

- among all staff equally
- based on seniority and experience
- based on number of hours worked
- the worker's role in service delivery

Date 1st December 2022

Sample C

All Tips and Gratuities made to or left for employees in a form other than an electronic mode of Payment **are distributed to our staff in a manner that has been agreed with our staff.**

The business shares the amount (insert as appropriate)

- among all staff equally
- based on seniority and experience
- based on number of hours worked
- the worker's role in service delivery

Mandatory Charges collected by electronic means

A mandatory service charge is added to customers' bills [where... insert details] which is distributed to employees. This service charge is distributed *[delete or amend as appropriate/choose the relevant option(s) below]*

- among all staff equally

- based on seniority and experience
- based on number of hours worked
- the worker's role in service delivery

Date 1st December 2022