



Living Wage Policy

Te Kaupapa Here mō te Utu Oranga

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: May 2026 | Mei 2026

Next Review | ā houanga arotake: May 2027 | Mei 2027

Policy Owner | Rangatira Kaupapa Māhere: Chief People Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Financial Officer, Chief Operating Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Set out He Whānau Manaaki o Tararua (Whānau Manaaki) commitment to paying the Aotearoa Living Wage to all its employees.
- Ensure a consistent approach to paying the Living Wage across positions, including contractors.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki employees and those contracted to Whānau Manaaki.

General Principles | Mātāpono Whānui

1. Whānau Manaaki supports Aotearoa's Living Wage as the hourly wage and/or salary a worker needs to earn to pay for the necessities of life and participate as active citizens in the community. It reflects the basic expenses of workers and their families, such as food, transportation, housing and childcare and is modelled on the average family in Aotearoa.
2. Whānau Manaaki will pay all directly employed workers the current Living Wage from the date it comes into effect, usually 1 September of each year.
3. No employee will have their employment terms and conditions reduced in order to meet the current Living Wage rate. For example, a reduction of hours or other benefits in order to pay for the cost of delivering the Living Wage.
4. Whānau Manaaki is committed to becoming an Accredited Living Wage employer and will take the necessary steps towards becoming one. This includes exploring, discussing, and if necessary, negotiating, with its contractors the payment of the Living Wage to the contractor's employees.

Relevant Legislation and Regulations | Whaitake Ture me Waeture

Minimum Wage Order 2021

Wages Protection Act 1983

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

None

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed every year. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.