



ART Hospitality Group - Tips and Tronc Policy

Purpose

This policy outlines how tips and service charges are collected, allocated, and distributed at ART Hospitality Group in compliance with the *Employment (Allocation of Tips) Act 2023*. Our goal is to ensure transparency, fairness, and compliance with all legal obligations.

Scope

This policy applies to all employees and eligible agency workers at ART Hospitality Group (formerly A Rule of Tum). It covers all forms of tips and service charges received at our venues.

Collection and Definition of Tips

1. What Qualifies as Tips:

- Tips include cash, card payments, and vouchers/tokens with a monetary value. Tips received by card or other electronic means are collected by the employer and are subject to this policy. Cash tips directly handed to employees are outside the scope of this policy.

2. Service Charges:

- Service charges included in customer bills will be distributed among staff through the tronc system.
-

Distribution of Tips

1. Fair Allocation:

- All tips will be shared fairly based on **hours worked** during the week. No role, job function, seniority, or length of service will influence the tip distribution. Tips are distributed equally based on the hours each individual worked during the relevant period.

2. Location-Specific:

- Tips are specific to each venue and will **not** be pooled across multiple locations.

3. Timely Payments:

- Tips will be paid weekly, alongside employees' usual wages, on the Friday following the end of the previous week.



A RULE OF TUM GROUP LIMITED trading as ART Hospitality Group

Company number: 11540613 VAT number: 313667113 aruleoftum.com

Registered office address:
32 Aubrey Street, Hereford,
United Kingdom, HR4 0BU



HOSPITALITY

4. Tronc System:

- ART Hospitality Group runs an independent tronc system. The troncmaster, with the assistance of restaurant managers, calculates the distribution of tips each week. This information is passed to the payroll team, which ensures employees receive their due payments.

5. Record-Keeping:

- Clear and transparent records of all tip allocations will be maintained for at least **three years**. Employees can request to see their tip breakdown at any time by contacting management.

Employee Rights

1. Access to Tip Records:

- Employees may request a breakdown of their tip allocation. Full transparency will be provided regarding how tips were calculated for the week.

2. Dispute Resolution:

- If employees believe tips have been unfairly withheld or allocated, they can raise the issue with management. Unresolved disputes can be escalated to an employment tribunal.

Prohibited Deductions

1. No Administrative Deductions:

- ART Hospitality Group will not deduct any fees, such as credit card processing fees, from employees' tips. Administrative costs associated with running the tronc system are absorbed by the employer.

Implementation and Communication

1. Staff Training:

- All managers and staff involved in the collection and distribution of tips will receive training on this policy to ensure compliance with the *Employment (Allocation of Tips) Act 2023*.
- The policy will be readily accessible to all staff and reviewed regularly to ensure alignment with legislative changes.



A RULE OF TUM GROUP LIMITED trading as ART Hospitality Group

Company number: 11540613 VAT number: 313667113 aruleoftum.com

Registered office address:
32 Aubrey Street, Hereford,
United Kingdom, HR4 0BU



2. Customer Communication:

- Our tips and service charge policy will be published on our website for both customers and employees to access and review.
-

Compliance and Review

This policy will be reviewed annually, or sooner if required by legislative changes. ART Hospitality Group will ensure that its tronc system and tip distribution processes remain compliant with all legal obligations, and any updates will be promptly communicated to staff.

Effective Date: 1st October 2024



A RULE OF TUM GROUP LIMITED trading as ART Hospitality Group

Company number: 11540613 VAT number: 313667113 aruleoftum.com

Registered office address:
32 Aubrey Street, Hereford,
United Kingdom, HR4 0BU