



Tips and Gratuities Notice In compliance with section 4E of the Payment of Wages Act 1991

(as inserted by section 3 of the Payment of Wages (Tips and Gratuities) Act 2022)

This notice advises employees and customers on how tips, gratuities, service charges and other mandatory charges are treated on this premises.

- In the Grand Canal Hotel and The Waterbank Gastro Bar, all Tips and Gratuities collected by electronic or other means are distributed to employees in a manner that has been agreed upon with our employees.
- The Grand Canal Hotel and The Waterbank Gastro Bar do not apply Service Charges to tables.

Payment of tips and gratuities by electric means

- The employees of The Waterbank Gastro Bar have agreed to share the amount of tips received by electronic means on a per hour worked basis.
- The amount of electronic tips received is calculated on a weekly basis.
- 20% of the total amount is distributed between kitchen staff on a per hour worked basis.
- The remaining 80% is divided between all The Waterbank Gastro Bar team members. The amount received is dependent on the total number of hours worked in the week.
- All tips or gratuities for each week are paid, along with employees wages the following week. Tips will appear on payslips as 'other pay'. This 'other pay' details the amount of tips or gratuities and service charges distributed to the employee to whom the payslip is provided.
- Grand Canal Hotel and The Waterbank Gastro Bar do not retain any share of tips or gratuities received except those required by law (e.g., deductions for income tax, PRSI, USC etc).
- A statement will be sent to employees detailing the total amount of tips or gratuities by the employer for the period to which the statement relates within 10 days of the distribution.

Payment of tips and gratuities by cash

- The employees have agreed to share the amount of tips received by cash means on a daily or shift basis as appropriate.
- Cash tips are calculated with 20% of the total amount distributed amongst the kitchen staff.
- The remaining 80% is divided between all The Waterbank Gastro Bar team members. The amount received is dependent on the total number of hours worked in the week.
- The management of the Grand Canal Hotel takes no involvement or responsibility for the distribution or allocation of cash tips.

Date 1st December 2022