

## Equal Pay Policy

### Introduction

The organisation is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability.

This policy is intended to set out how the organisation will demonstrate its commitment to equal pay.

### Our commitment

As part of its commitment to equal opportunities, the organisation believes that its male and female workers should receive equal pay for:

- the same or similar work;
- work rated as equivalent under a job evaluation study; or
- work of equal value.

Equal pay means all forms of contractual remuneration (including contractual bonus payments, overtime rates, pension benefits and holiday pay) and non-cash contractual benefits such as a company car/a company mobile phone.

The organisation aims to ensure that it operates a fair and transparent pay system based on objective criteria and free from gender bias. The organisation will do this by:

- Carrying out two-yearly audits of pay and benefits for existing workers and initial pay and benefits for new workers within the organisation, including those on maternity leave, sick leave;
- providing training for all managers and those members of staff who are involved in salary reviews on equal pay issues;
- evaluating job roles and pay grades, where appropriate, to ensure that these are structured fairly, using benchmarking, where applicable;
- informing workers how their pay and contractual bonus has been determined in each salary review; and
- treating any grievance in relation to equal pay as a priority.

### Complaints

If a worker considers that he/she is not being paid equally to another worker of the opposite sex for the same or similar work, for work rated as equivalent (following a job evaluation study) or for work of equal value, he/she should raise his/her concerns informally with his/her line manager or the HR manager.

If informal discussions do not resolve the matter to the employee's satisfaction, he/she should write to the Finance Director or HR manager setting out his/her concerns in accordance with the organisation's grievance procedure, contained in the organisation's staff handbook.

Details of any complaints regarding equal pay will be retained confidentially for monitoring purposes.

## **Responsibility**

The Finance Director or HR manager is responsible for equal pay within the organisation and will review and ensure compliance with this policy at regular intervals.