

Gender  
Pay  
Gap  
Report

2023

Gender pay gap reporting legislation will require large employers to publish their overall mean and median gender pay gaps from 2021. Under the new laws, employers will have to calculate their gender pay gap from April 2022 and publish the details by April 2023.

**Snapshot Date: 5<sup>th</sup> April 2023**

Ordinary Pay – Gender Pay Gap	
Mean	4.28%
Median	1.03%

Quartile Representations	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
% of Males	46.36	52.25%	53.93%	58.66%
% of Females	53.07%	47.75%	46.07%	41.34%

Bonuses	
Mean	43.99%
Median	54.57%
Proportion of males receiving bonuses	37.5%
Proportion of females receiving bonuses	31.34%

## Terminology

- **Relevant Employee** – Relevant employees are all employees employed by the employer on the snapshot date of a given year, except for partners. This term includes full-pay relevant employees and also other employees employed on the snapshot date but on less than full pay because of leave. Relevant employees are included in the bonus pay gap calculations.
- **Full-Pay Relevant Employee** – Any employee who is employed on the snapshot date and who is paid their usual full basic pay (or pay for piecework) during the relevant pay period will be a full-pay relevant employee. If an employee is paid less than their usual basic pay or piecework rate during the relevant pay period for reasons other than leave (for example because they have been on strike), they still count as a full-pay relevant employee. If employees are being paid less than their usual basic pay or piecework rate, or nil, during the relevant pay period as a result of being on leave, then they are not a ‘full pay relevant employee’.
- **Leave** – Under these regulations, ‘leave’ is interpreted broadly to include:
  - annual leave
  - maternity, paternity, adoption, parental or shared parental leave (where paid less than their usual rate e.g. SMP)
  - sick leave (where paid less than their usual rate e.g. SSP)
  - special leave
  - any other forms of leave (e.g. study leave or sabbaticals)
- **Bonuses** – Bonuses are defined in regulation 4. They include anything that relates to profit sharing, productivity, performance, incentive and commission. They must be received in the form of cash, vouchers, securities, securities options, and interests in securities. Non-consolidated bonuses are included. Long service awards with a monetary value (cash, vouchers or securities) are also included but any other type of non-monetary award

under this category, such as extra annual leave, is instead to be treated as a benefit in kind and excluded. Gross amounts should be used. Bonus pay does not include pay related to paid overtime, redundancy, or termination of employment, pay in lieu of annual leave, or pay which is not money.

- **Ordinary Pay** – Ordinary pay does not include pay related to overtime, redundancy or termination of employment, pay in lieu of annual leave or pay which is not money. As well as actual ‘overtime pay’, payments such as allowances earned during paid overtime hours (to the extent that employers can clearly identify them) should be excluded from ordinary pay.

## Ordinary Pay

For Ordinary Pay calculations we are using full-pay relevant employees. This does not take into account agency workers, contracted workers, or anyone who had taken any leave which would take them below their usual earnings.

## Mean Gender Pay Gap

Mean Gender Pay Gap is calculated by taking the hourly rate of the ordinary pay of all full-pay relevant employees and finding the mean for males and the mean for females. A is the mean hourly rate of pay of all male full-pay relevant employees. B is the mean hourly rate of pay of all female full-pay relevant employees. The result is expressed as a percentage:

$$\frac{(A-B)}{A} \times 100$$

**The Contact Company Mean Gender Pay Gap = 4.28%**

## Median Gender Pay Gap

Median Gender Pay Gap is calculated by taking the hourly rate of the ordinary pay of all full-pay relevant employees and finding the median for males and the median for females. A is the median hourly rate of pay of all male full-pay relevant employees; and B is the median hourly rate of pay of all female full-pay relevant employees. The result is expressed as a percentage:

$$\frac{(A-B)}{A} \times 100$$

**The Contact Company Median Gender Pay Gap = 1.03%**

## Proportion of Genders in Each Quartile Band

Proportion of Genders in Each Quartile Band is calculated by ranking each full-pay relevant employee by hourly rate from the lowest to the highest. Divide this list into four sections (called quartiles) with an equal number of employees in each section (or as close as possible to this). The quartiles (from the lowest to highest) are called the lower quartile, the lower middle quartile, the upper middle quartile, and the upper quartile. Then calculate the percentage of males and females in each quartile.

The Contact Company Interquartile Gender Pay Gap is:

	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
% of Males	46.36%	52.25%	53.93%	58.66%
% of Females	53.07%	47.75%	46.07%	41.34%

## Bonuses

### Mean Bonus Gender Pay Gap

The Mean Bonus Gender Pay Gap shows the difference between the mean bonus pay that male and female relevant employees receive. It is calculated as:

$$\frac{(A-B)}{A} \times 100$$

A is the mean bonus pay of all male relevant employees who were paid bonus pay during the 12-month period ending with the snapshot date. B is the mean bonus pay of all female relevant employees who were paid bonus pay during the 12-month period ending with the snapshot date. Female and male relevant employees who were not paid bonus pay during the 12-month period ending with the snapshot date are not included. The result is expressed as a percentage.

The Contact Company Mean Bonus Gender Pay Gap = 43.99%

## Median Bonus Gender Pay Gap

54.57%

## Proportion of Bonuses Paid to Each Gender

The Proportion of Bonuses Paid to Each Gender is a calculation to show the proportion of the relevant employees of each gender who received a bonus between 6<sup>th</sup> April 2022 and 5<sup>th</sup> April 2023 which was relevant to this period.

The Contact Company Proportion of Bonuses Paid to Each Gender is:

Column1	Proportion of Bonuses Paid to Relevant Employees
Male	37.5%
Female	31.34%