



Donaldson's Trust
Success Through Communication

Equal Pay Statement

1.0 Introduction

Donaldson's is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, colour, nationality, ethnic or national origin, religion or belief, age, marital or civil partner status, pregnancy or maternity, sexual orientation, gender reassignment, or disability.

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

This policy does not form part of any employee's contract of employment and we may amend it at any time without notice.

2.0 Our Commitment

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

- the same or broadly similar work;
- work rated as equivalent under a job evaluation study or scheme; or
- work of equal value (i.e. work which is equal in terms of the demands made when compared under headings such as effort, skill and decision-making).

Equal pay means all forms of contractual remuneration (including contractual bonus payments, overtime rates, pension benefits and holiday pay) and contractual benefits in kind.

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 regular 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 [and career breaks]
- [preparing an annual gender pay gap report to identify any differences in the average pay between male and female workers, and publishing that information on our website;]
- 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 has been determined in each salary review; and
- dealing with any grievance in relation to equal pay

Donaldson's will discuss equal pay issues with recognised trade unions where appropriate

3.0 Complaints

Any employee who considers that they are not being paid equally to another worker of the opposite sex for the same or similar work, for work rated as equivalent or for work of equal value, should raise his/her concerns informally with their line manager.

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

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

4.0 Responsibility

The CEO/HR Manager is responsible for equal pay within the organisation and will review and ensure compliance with this policy at regular intervals.

5.0 Gender Pay Gap

Mean Pay-gap Calculation as at 31st March 2017

- Male Average Salary – Female Average Salary = pay-gap (monetary)
- Pay-gap (monetary) / male average salary x 100 = pay-gap (%)

Full Time Employees

Gender	Staff Number	Hourly Rate of Pay Combined	Average Hourly Rate of Pay
Male	5	70.75	14.15
Female	25	376.50	15.06
Total	30	447.25	29.21
		Mean Gender Pay Gap	<u>-6.43%</u>

Part Time Employees

Gender	Staff Number	Hourly Rate of Pay Combined	Average Hourly Rate of Pay
<u>Male</u>	1	9.96	9.96
<u>Female</u>	11	376.59	12.25
<u>Total</u>	12	386.55	22.21
		Mean Gender Pay Gap	<u>-22.99%</u>

This is the first time that Donaldson’s has reported median gender pay gap information. Donaldson’s mean gender pay gap for full time employees is -6.43%. Donaldson’s mean gender pay gap for part time employees is -22.99%. The mean gender pay gap is showing significantly lower than the Scottish Governments national mean gender pay gap stats in 2016 of 6.2% and the negative result means that the average pay of men is actually lower than the average pay of women.

6.0 Occupational Segregation

DONALDSONS EMPLOYEE PAY GRADES BY GENDER AS AT MARCH 2017																														
SERVICE AREA	GENDER	9	10	11 to 13	14	15	16	17	18 to-19	20	21-27	28	29	30	31	32	33-38	39	40	41-42	43	44-45	46	47-49	50	Chief	Corporat	Teachers	Totals	
SUPPORT/ ADMIN	Female	2	7	4	1	1			3		1	1	1	2				2	1		1		1			1	1			30
	Male		1	3												1												1		6
TEACHERS	Female																												6	6
	Male																												0	
ALL	Female	2	7	4	1	1			3		1	1	1	2				2	1		1		1			1	1		6	36
	Male		1	3												1												1		6

Donaldson’s recognises the link between gender pay gap and occupational segregation, as well as its responsibility to address any potential issues. Donaldson’s is committed to do this by reviewing current data and future trends by having good employment practices and policies in place which assist in the reduction of occupational segregation.

As well as a focus on policy and monitoring, Donaldson’s will reflect on its own practices to ensure occupational segregation is reduced as far as reasonably practical by looking at recruitment, training and development, workplace culture, mentoring and networking and presentism.