



The Donaldson Trust

Equal Pay Statement

1.0 Introduction

The Donaldson Trust 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, the Trust 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

The Donaldson Trust 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 2018

- 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 | 6 | 89.02 | 14.84 |
| Female | 19 | 311.32 | 16.39 |
| Total | 25 | 400.34 | 31.23 |
| | | Mean Gender Pay Gap | <u>-10.4%</u> |

Part Time Employees

| Gender | Staff Number | Hourly Rate of Pay Combined | Average Hourly Rate of Pay |
|---------------|--------------|-----------------------------|----------------------------|
| Male | 1 | 10.19 | 10.19 |
| Female | 16 | 221.38 | 13.84 |
| Total | 17 | 231.57 | 24.03 |
| | | Mean Gender Pay Gap | -35.8% |

The Donaldson Trust’s mean gender pay gap for full time employees in 2017 was -6.43% and in 2018 was -10.4%. The Donaldson Trust’s mean gender pay gap in 2017 for part time employees was -22.99% and -35.8% in 2018. The Trust has worked hard over the past year to harmonise pay and benefits for our staff, the majority of whom are female. This process of harmonisation has directly resulted in an increased pay gap in favour of women.

The mean gender pay gap is showing significantly lower than the Scottish Government’s national mean gender pay gap stats¹ in 2017 of 6.6%. The negative result means that the average pay of men is actually lower than the average pay of women.

6.0 Occupational Segregation

THE DONALDSON TRUST EMPLOYEE PAY GRADES BY GENDER AS AT MARCH 2018

| SERVICE AREA | GENDER | 9 | 10 | Nov-13 | 14 | 15 | 16 | 17 | 18-19 | 20 | 21-27 | 28 | 29 | 30 | 31 | 32 | 33-38 | 39 | 40 | 41-42 | 43 | 44-45 | 46 | 47-49 | 50 | Corporate | Teachers | Totals |
|---------------|--------|---|----|--------|----|----|----|----|-------|----|-------|----|----|----|----|----|-------|----|----|-------|----|-------|----|-------|----|-----------|----------|--------|
| SUPPORT/ADMIN | Female | 2 | 7 | | 3 | | 1 | | 1 | 3 | 1 | 1 | 1 | | 2 | | | 3 | 2 | | | | 1 | 1 | | 1 | | 30 |
| | Male | | 1 | | 3 | | | | | | | | | | | | | | | 1 | | | | | | | 1 | 6 |
| TEACHERS | Female | | | | | | | | | | | | | | | | | | | | | | | | | | 6 | 6 |
| | Male | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALL | Female | 2 | 7 | | 3 | | 1 | | 1 | 3 | 1 | 1 | 1 | | 2 | | | 3 | 2 | | | | 1 | 1 | | 1 | 6 | 36 |
| | Male | | 1 | | 3 | | | | | | | | | | | | | | | 1 | | | | | | | 1 | 6 |

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