



## POLICY

**4.1** ABACUS CARE & SUPPORT LIMITED understands that if it employs 250 or more employees on the snapshot date each year as defined in the Regulations, it is required to calculate:

- The difference between the mean hourly pay rate of male and female employees
- The difference between the median hourly pay rate of male and female employees
- The difference between the mean bonus paid to male employees and that paid to female employees
- The difference between the median bonus paid to male employees and that paid to female employees
- The proportion of male and female employees who received bonus payments
- The proportion of male and female employees in each quartile band

This information must be published within 12 months of the snapshot date.

**4.2** ABACUS CARE & SUPPORT LIMITED understands that it can volunteer to publish a narrative along with its report, highlighting any circumstances which may have caused a pay gap and setting out what action it plans on taking to reduce any gap.

ABACUS CARE & SUPPORT LIMITED will ensure that the gender pay gap information is accompanied by a written statement signed by a director/member/partner to confirm that the information is accurate.

**4.3** Any data collected as part of this policy will be processed in accordance with current data protection legislation, the Privacy Notice issued to staff and the Data Security and Data Retention Policy and Procedure at ABACUS CARE & SUPPORT LIMITED.

## DEFINITIONS

### 6.1 Employees

- The Regulations use a broad definition of an employee from the Equality Act 2010. Employees are anyone working in Great Britain whose contract of employment is governed by UK legislation. Employees who work overseas are not included. The broader definition includes:
  - Employees (those with a contract of employment)
  - Workers and agency workers (those with a contract to do work or provide services)
  - Apprentices
  - Contractors and consultants who provide personal services (no substitution)
  - Some overseas employees
- Only those Employees defined as “full-pay relevant employees” should be included. Those being paid a reduced rate on the 'Snapshot' date will be excluded, e.g. those on sick leave, maternity leave or special leave

### 6.2 The Snapshot Date

- This is the key date that many of the details needed to carry out the calculations will come from. It is also the date from which an employer has a year to publish their Gender Pay Report. This will always be 5 April in any year where an employer has 250 or more employees

### 6.3 Pay-Quartiles

- The Regulations state that this involves splitting the workforce into four equal-sized groups that are organised according to the hourly pay rate, from the lowest to the highest paid

### 6.4 Gender Pay Gap

- Gender pay gap differs from equal pay as it is concerned with the differences in the average pay between men and women over a period of time, no matter what their role is

### 6.5 Equal Pay

- Equal pay is an employee's entitlement to the same wage as someone doing work of an equal value to them, the same or broadly similar work as them or work rated as 'of equivalent value' by a job evaluation study