

# CARR & DAY & MARTIN

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APPROVED	Gareth Connolly: Chief Executive Officer
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CIRCULATION LEVEL	ALL STAFF

# Fair and Equal Pay Policy

## Introduction

Carr & Day & Martin Ltd. ("the Company") is committed to the principle of equal pay for like work, work of equal value and work rated as equivalent for all its employees and understands that equal pay between men and women is a legal right under both European law and UK law.

This policy does not form part of any employee's contract of employment and the Company may amend it at any time.

## Equal Pay Statement

The Company supports the principle of equality of opportunity for all staff. It recognises the importance of, and is committed to, providing a fair, objective, and transparent pay system which is free from gender bias.

As good business practice and in the interests of equality and fairness the company is committed to taking action to ensure that it provides equal pay for men and women for like work, work of equal value and work rated as equivalent. Pay, therefore, includes access to, and level of benefits under, occupational pension schemes, contractual and discretionary bonuses, and sick pay as well as any other additional benefits.

## Objectives

The Company's objectives relating to equal pay are to:

- Eliminate any unfair, unjust, or unlawful practices that impact on pay.
- Take appropriate remedial action.
- Review other Company policies to ensure consistency with equal pay principles.

To achieve these objectives the Company will:

- Implement regular equal pay reviews for all staff (including staff on maternity or sick leave).
- Carry out job evaluation and regular equal pay audits.
- Inform staff of how these practices work and how their own pay is determined.
- Respond to grievances on equal pay.
- Monitor pay statistics regularly and gather other relevant information to assess the impact of this.

## Policy

The Company will:

- Ensure that any differential in pay is due to a "material factor" such as length of service, skills and qualifications, performance, and levels of responsibility.
- Promote and achieve equality of opportunity for men and women.
- Eliminate unlawful discrimination and harassment.

## Living Wage

We will provide employees with a total remuneration package that meets or exceeds the legal minimum standards and in line with industry standards in the markets in which we operate.