



Equal Pay Policy

POLICY

Our vision is for Stef & Philips to be a successful, caring and welcoming place for employees and visitors. We want to create a supportive and inclusive environment where our employees can reach their full potential without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued.

Part of this vision includes the principle of equal pay between women and men. There should be equitable and fair treatment of our employees, based on capability and merit, rather than biases based on sex.

Stef & Philips will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

We are dedicated to the removal of inequality of pay based on sex. Procedures that determine pay and other conditions should not cause unlawful discrimination and instead will be based on transparent objective criteria.

'Pay' for the purposes of this policy is not just salary/wages (remuneration) but also other terms and conditions of employment such as bonuses, promotion opportunities and training programmes, that may be offered by Stef & Philips.

The principle for determining equal pay between roles is where the work being undertaken is substantially similar, or of equal value, unless there are clear or specific reasons unconnected with sex to explain/justify any difference in pay.

Some of the reasons unconnected with sex that may justify pay differences include factors relating to differences in positions, senior/junior roles, qualifications held or experience.

This policy is connected with the other equality and diversity policies that the Company operates, stemming from the Equality Act 2010.

Equal pay legislative framework

All workers, including full or part time employees, casual workers and temporary workers are covered by the principles of equal pay.

The Equality Act 2010 contains the rights of workers and obligations of employers in respect of equal pay, amongst other areas of equality such as sex and race discrimination provisions. Previous cases heard at the European level have been highly influential in the area of equal pay and continue to guide best practice in this area.

The governing principle enables an employee to make a comparison with the contractual entitlements enjoyed by a 'named comparator'.

There are several basis for making a claim. Comparisons can be based on:

- like work
- work rated as equivalent
- work of equal value.

All contractual terms and pay are included in these comparisons. The men and women should be in identical situations for the comparisons to be made.

STEF & PHILIPS COMMITMENTS

We commit to:

- creating an environment in which individual differences and the contributions of our staff are recognised and valued
- ensuring every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all
- providing training and development to all supervisors and managers involved in pay and pay practices
- providing information to employees on pay practices and how their pay is determined
- ensuring that progression opportunities are available to all staff
- equality of pay in the workplace is good management practice and makes sound business sense
- reviewing all our employment practices and procedures to ensure fairness. The equal pay policy will be discussed and agreed with Directors/ Line Managers/ Employees as appropriate
- undertake annual equal pay audits and take any steps that may be required to resolve any issues.



GRIEVANCE PROCEDURE

If an employee wishes to raise any concerns about their circumstances, they may do so informally in the first instance but are free to raise a complaint under the Company's grievance procedure, so that any concerns can be properly investigated.

Equal pay grievances are treated as matters of priority and Stef & Philips will not unreasonably delay any reviews or investigations into equal pay matters.

More general comments and feedback on the policy can be directed to your line manager or, if that would be inappropriate, the HR Department. Stef & Philips will take appropriate action based on the concerns received.

RESPONSIBILITIES

Ultimate responsibility for ensuring the effectiveness of this policy rests with the Directors. Management responsibility for implementing and monitoring this policy is held by the HR Manager.

Monitoring reports are provided to the Directors on its implementation. Stef & Philips will monitor the effectiveness of this policy and the impact on all other relevant policies and practice. This review will happen when necessary and as a minimum annually. The outcome will be reviewed by the HR Manager.

Any complaints from employees under this policy will be summarised into statistics for the monitoring reports. No personal or other identifiable data will be included in the statistics which are for monitoring purposes only.

All employees involved in recruitment and selection, together with matters involving remuneration such as job promotions, pay reviews etc all have a responsibility to ensure that equal pay principles are adhered to lawfully.