

Employee Communication: Gender Pay Gap Reporting

We are an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation; it will not involve publishing individual employees data.

We are required to publish the results on our own website and a government website. We will do this within one calendar year of 5th April 2017.

We can use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

The challenge in our organisation and across Great Britain is to eliminate any gender pay gap.

Further details about how we intend to tackle our gender pay gap can be found by:

- **talking to your manager or, if you are a Flexible Employee or Apprentice, your consultant**
- **contacting our HR department**

Gender Pay Reporting requires our organisation to make calculations based on employee gender. We will establish this by using our existing CRM database and HR and payroll records. All employees can confirm and update their records if they choose to by contacting their manager (or, if you are a Flexible Employee or Apprentice, your consultant).

Reporting as STEP AHEAD SOCIAL ENTERPRISE
COMMUNITY INTEREST COMPANY

Review your gender pay gap data

Your organisation's 2017 to 2018 gender pay gap data

[Edit](#)

Difference in mean hourly rate of pay	0.3%
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Difference in median hourly rate of pay	0.5%
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Difference in mean bonus pay	-10.8%
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Difference in median bonus pay	-10%
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	Male	Female
Percentage of employees who received bonus pay	3.9%	10.5%

Employees by pay quartile	Male	Female
Upper quartile	32.8%	67.2%
Upper middle quartile	41%	59%
Lower middle quartile	40%	60%
Lower quartile	42.6%	57.4%

Person responsible in your organisation

[Edit](#)

Jackie Bedford
Director

Size of your organisation

[Edit](#)

Number of employees within your organisation	250 to 499
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