

## APOLLO TEACHING SERVICES

### 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 April 5<sup>th</sup>

The company strives to ensure staff are paid on an equal basis but the nature of the work we undertake and the mix of our employees can produce some differences in pay when looked at at the aggregate level

For the 2019/20 tax year all staff on furlough have been omitted from the calculations as per Government guidance and this has produced an unrepresentative data set of a small number of employees who continued to work during the pandemic. These employees are not representative of the total Company workforce and the roles within the organisation.

We normally 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 supervisor or manager**
- **contacting your HR department**
- **participating in focus groups**
- **looking at our company handbook or website]**

Gender Pay Reporting requires our organisation to make calculations based on employee gender. We will establish this by **using our existing HR and payroll records**. All employees can confirm and update their records if they choose to by contacting **Danielle Power**.

You can learn more about Gender Pay Reporting by visiting  
[www.acas.org.uk/genderpay](http://www.acas.org.uk/genderpay)

