

Landward Research

EQUAL PAY POLICY



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1 Equal Pay Policy Statement

Landward Research supports the principle of equity of treatment in employment, and is committed to having procedures to determine the pay and conditions of employment of all our employees that do not discriminate unlawfully and are free from bias.

Landward Research will ensure that all staff, regardless of their sex, receive equal pay. This will ensure that Landward Research complies with UK legislation and also demonstrates a duty and belief of fairness for all. Landward Research will follow processes that aim to eliminate any actual or potential discriminatory practices in relation to pay and any bias in its pay system. As well as gender, the law requires employers not to pay an employee less, or give them terms and conditions that put them at a disadvantage, because of their disability, race, religion, sexual orientation or another protected characteristic.

2 Scope

For the purposes of this policy, and in line with relevant legislation, pay is defined by Article 141 of the Treaty of Rome as:

“The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives directly or indirectly in respect of his (her) employment from his (her) employer”.

Pay therefore includes pensions, bonuses and sick pay, as well as other benefits of monetary value.

This policy applies equally and fully to:

- Employees
- Workers
- Apprentices
- Interns
- Agency workers
- Full time, part time or temporary contracts
- Self-employed people who are hired to personally do the work

This procedure applies equally and fully to Landward Research Ltd and to all subsidiary companies of Landward Research Ltd (on 24th June 2021: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

3 Definitions

Under the Equality Act 2010, 'equal work' counts as either:

- **'Like work'** – work where the job and skills are the same or similar
- **'Work rated as equivalent'** – work rated as equivalent, usually using a fair job evaluation. This could be because the level of skill, responsibility and effort needed to do the work are equivalent
- **'Work of equal value'** – work that is not similar but is of equal value. This could be because the level of skill, training, responsibility or demands of the working conditions are of equal value

Some jobs can be classed as equal work, even if the roles seem different.

4 Objectives

In order to achieve and maintain equal pay, Landward Research will:

- Pay all staff the London Living Wage as a minimum
- Maintain our accreditation as a Living Wage Employer
- Ensure all part time, temporary and agency workers are covered by the pay policy, and not treated any less favourably.
- Reward fairly and equitably all staff, ensuring no-one is disadvantaged because of career breaks linked to caring responsibilities.
- Undertake regular equal pay reviews for core staff in line with guidance issued by the Equalities and Human Rights Commission (EHRC)
- Monitor starting salaries for new staff
- Respond to any grievances raised on equal pay issues

5 When Differences In Pay Might Be Allowed

Differences in pay and other terms and conditions might be allowed by Landward Research in some circumstances. For example, it might be possible for someone to

be paid more than someone of the opposite sex who does similar work because they're better qualified, for example, if their skills are crucial to the job and hard to recruit.

In such circumstance case, it must be shown that this is due to a material factor, such as different hours of work, market forces or rewarding productivity. These roles must be taken through an evaluation process, led by HR to ensure a fair process is applied.

6 Complaints

Landward Research will provide a supportive environment for staff who wish to make a claim of pay inequality. Employees should initially raise an equal pay claim through Landward Research's grievance procedure.

If a member of staff has a complaint about the lack of equal pay they should speak to their line manager, who will consult with the HR Department.

A claim for equal pay can be brought at any time during the employment, irrespective of employees' length of service. Any claim for equal pay brought by an employee under the Equality Act 2010 does not prejudice any right they may have to bring a sex discrimination claim under the same Act.

7 Monitoring

HR will undertake regular equal pay reviews. The findings of these reviews will be considered by the Board of Directors.

8 Responsibilities

The CEO is responsible for ensuring that employees are treated equitably. HR has an additional responsibility for ensuring that initial starting salaries are consistent with this policy.

9 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Grievance Policy
- Conduct Code
- Complaints Policy
- Equity, Diversity, and Inclusion Policy
- Employee Wellbeing Policy

Relevant Legislation:

- The Equality Act 2010

10 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.