



EQUAL PAY POLICY

The vision for Solo Service Group is 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 gender.

Solo Service Group 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.

Solo Service Group is dedicated to the removal of inequality of pay based on gender. 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 Solo Service Group.

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 gender to explain/justify any difference in pay.

Some of the reasons unconnected with gender 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 Solo Service Group operates, stemming from the Equality Act 2010.

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COMPANY COMMITMENTS:

As set out within this policy, Solo Service Group is committed to the following:

- To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all.
- Provide training and development to all supervisors and managers involved in pay and pay practices.
- Provide information to employees on pay practices and how their pay is determined.
- Ensure that progression opportunities are available to all staff.
- Equality of pay in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- The equal pay policy will be discussed and agreed with an employee's representative as is 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 Solo Service Group's grievance procedure, so that any concerns can be properly investigated.

Equal pay grievances are treated as matters of priority and Solo Service Group 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. Solo Service Group will take appropriate action based on the concerns received.

RESPONSIBILITIES:

Ultimate responsibility for ensuring the effectiveness of this policy rests with the Directors.

Monitoring reports are provided to the Board on its implementation. Solo Service Group 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 management team.

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.

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