

Equal Pay Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

1 Introduction

- 1.1 This policy sets out the measures that we will take to ensure equal pay for all our workforce.
- 1.2 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2 Scope

- 2.1 This policy applies to employees and workers.

3 Your right to equal pay

- 3.1 Under the equal pay provisions, it is a legal right for men and women to receive equal pay for:
 - 3.1.1 the same or broadly similar work;
 - 3.1.2 work rated as equivalent under a job evaluation study; or
 - 3.1.3 work of equal value.
- 3.2 You have a right to equal pay regardless of your length of service and whether you have a full-time, part-time, fixed-term, zero hours or casual contract.

4 What contractual terms are covered?

- 4.1 The equal pay provisions apply to all contractual terms and conditions, including terms related to your basic pay, overtime pay, sick pay, holiday pay and other benefits.

5 Our commitment to you

- 5.1 We are committed to equal treatment for all staff, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy, maternity, sexual orientation, gender reassignment or disability.
- 5.2 We have a clear policy of paying individuals equally for the same or equivalent work, or work of equal value, regardless of their sex, or anything else listed above. Please ask your Line Manager for details.

6 Complaints

- 6.1 If you have a specific complaint relating to unequal pay, you can raise this under our Grievance Procedure, if it applies to you.
- 6.2 Alternatively, you should raise this with your Line Manager.

7 Data protection

- 7.1 We will process any data collected during pay audits, job evaluations and the preparation of gender pay gap reports in accordance with our Data Protection Policy. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

8 Review

8.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

9 Definitions

9.1 The Foundry ("we", "us", "our")

9.2 The Employee ("you", "your")

Document control box

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