

## Equal Pay Policy

Pro Language Ltd, McLintocks, S70 2NZ  
Company Number: 11455383

Issued	December 2023
Recheck	December 2025

### Introduction

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

### Scope

This policy applies to employees and workers, and any contractor, consultant or self-employed individual who is engaged under a contract to personally do work for us.

### Your right to equal pay

Under the equal pay provisions, it is a legal right for men and women to receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation study; or
- work of equal value.

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.

### What contractual terms are covered?

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.

### Our commitment to you

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. We have a 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).

To ensure a fair and transparent pay system we:

- carry out two-yearly equal pay reviews for all members of staff;
- prepare an annual gender pay gap report;
- provide regular equal pay training for those who are involved in pay reviews;
- take appropriate action to resolve any cases of unequal pay; and
- treat all complaints in relation to unequal pay as a priority.

### Equal pay reviews

Following any equal pay review, we will review the findings and share the results with the staff which are included in the review.

**Complaints**

If you have a specific complaint relating to unequal pay, you can raise this under our grievance procedure if it applies to you. Alternatively, you should raise this with your line manager.

**Data protection**

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.

**Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**Definitions**

Pro Language ("we", "us", "our")

The Employee ("you")