



Gender Pay Gap Report 2020

Gender equality is critical for business success, and it is key in establishing a truly diverse and inclusive culture. In this report we explain our gender pay gaps and provide insight around the key drivers of our statistics.

KEY DEFINITIONS AND REPORTING REQUIREMENTS

What is the Gender Pay Gap and how is it measured?

This is the difference between average hourly rates of pay between female and male employees, irrespective of role or seniority. It gives companies a metric by which to understand the demographics of their workforce. This is different from “equal pay” which is the legal requirement to pay two individuals the same for equal work.

Mean

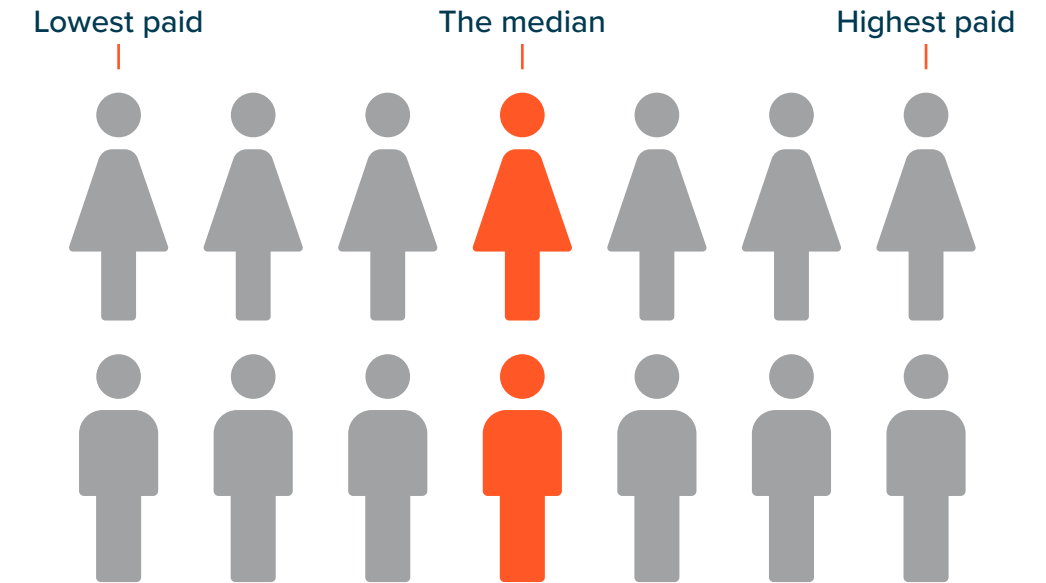
The gender pay gap can be represented as a mean (**an average**), by adding together all hourly rates of pay for men and separately for women and then dividing this by the total number of people in each group. The resulting mean (or average) figures are then comparing against each other.

Median

The gender pay gap can also be represented as a median, by ordering individual rates of pay from lowest to highest and then comparing the middle values for men and women.

The figures we are required to publish around the gender pay gap include:

- The percentage of men and women in each hourly pay quarter/quartile
- The mean (average) gender pay gap using hourly pay
- The median gender pay gap using hourly pay



What is the Bonus Gap?

The bonus gap seeks to demonstrate the difference in average bonus pay that male and female employees receive across a year. This can again be calculated as a mean, dividing total bonuses paid to each gender by the number of people in the group. The median shows the difference in the midpoints of the ranges of bonus pay received by men and women.

The figures we are required to publish around the bonus gap include:

- The percentage of men and women receiving bonus pay
- The mean (average) gender pay gap using bonus pay
- The median gender pay gap using bonus pay

How is the data collected?

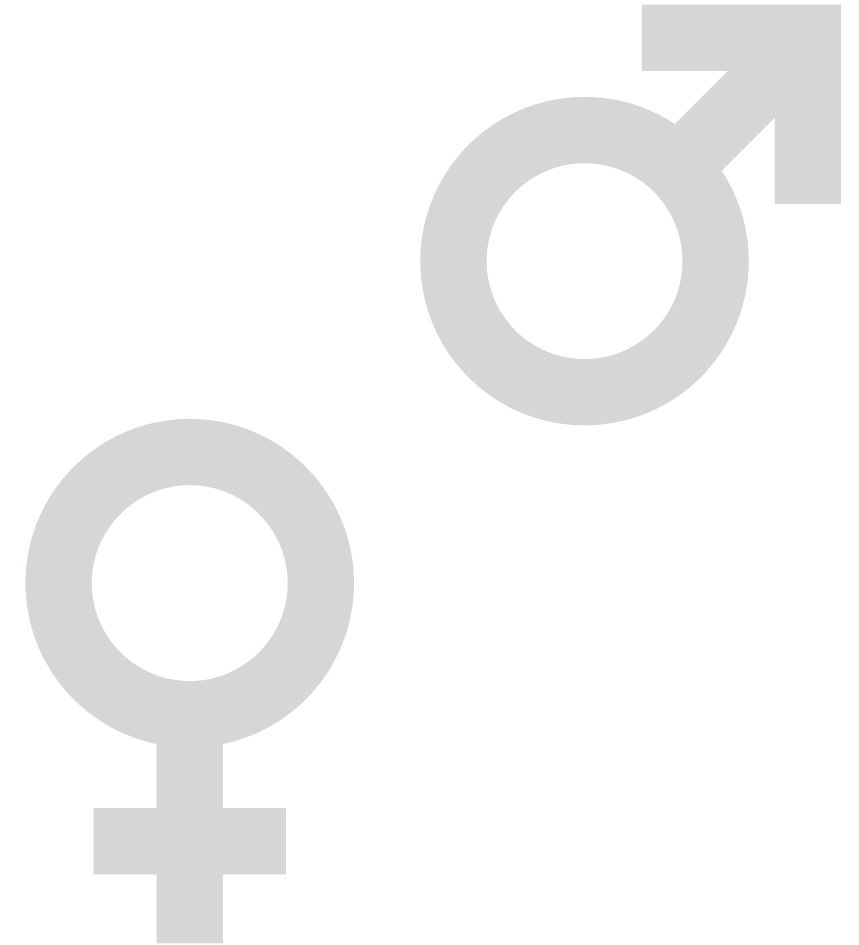
Legislation requires employers to analyse data for a period covering a particular “snapshot” day. In this case: 5th April 2020.

Calculations

Our calculations are based on 264 employees (as of the “snapshot” day) for mean and median pay, and quartile pay bands (for both ordinary pay and bonus pay) are based on hourly rates of pay during the period that includes 5 April 2020. Ordinary pay is not limited to basic pay, but also includes other types of pay such as: pay for allowances, full pay for leave (including sick, maternity, paternity, and adoption) and shift premium pay. It doesn’t include pay for overtime, pay relating to redundancy/ termination of employment, pay in lieu of leave or the value of benefits which are not in the form of money.

Pay quartiles

These look at the proportion of men and women in four pay bands, after we divide our workforce into four equal parts. Anyone who was on leave and in receipt of reduced pay for any reason is not included in the calculations for the pay gap and quartile statistics.



Workforce composition

Relevant employees as of snapshot date. Gender balance, 70% of employees are female and 30% are male.

70% of our employees are female

30% of our employees are male

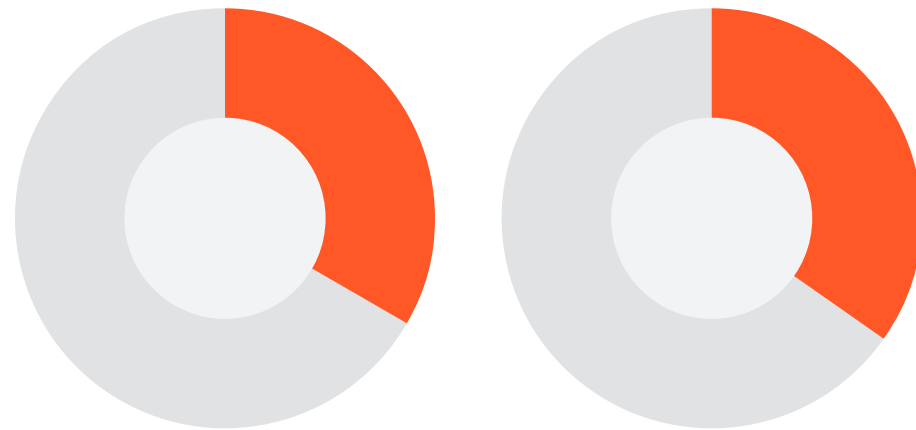


Pay – Hourly Rate

The difference between men and women.

The mean (average) gender pay gap using hourly pay is 33.33%.

The median gender pay gap using hourly pay: 34.79%.



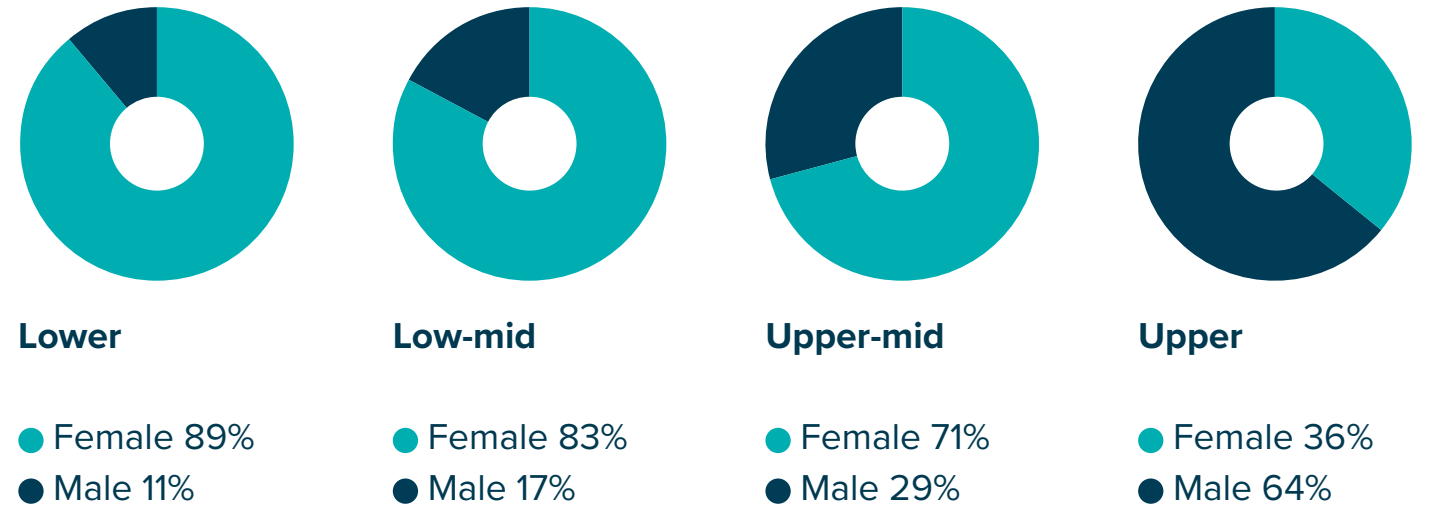
Pay gap

Mean
33.3%

Median
34.79%

Pay Quartiles

Total distribution of male and female employees by hourly pay quartile.



Our workforce composition shows a strong female presence from lower to upper middle roles.

It does however skew towards males in the upper quartile. There is a slight overrepresentation of men amongst our higher paid roles.

It must be noted that a portion of the organisation (approximately 13.5%) was furloughed during the snapshot period due to the COVID19 pandemic, which had a negative impact on our gender pay gap results.

Bonus gap

The percentage of men and women receiving bonus pay.

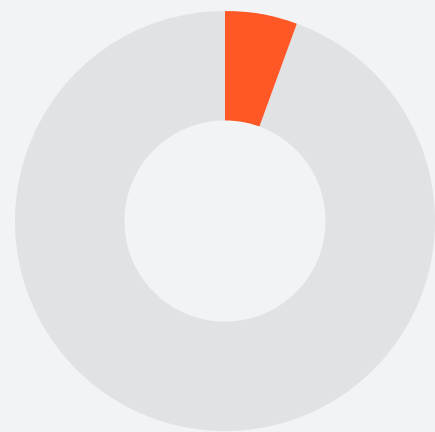
The mean and median bonus gap considers bonus pay received in the 12 months leading up to 5 April 2020. The bonus gaps are calculated only from those workers who received a bonus.

For context, bonuses at the Travel Chapter are awarded on a discretionary basis to reward personal contribution and do not make up a significant part of remuneration packages.

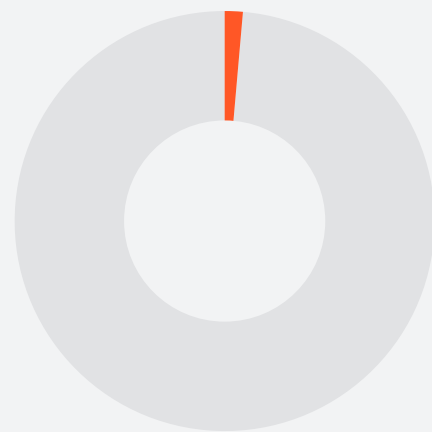
At the snapshot date we saw approximately 16.35% of the workforce receive a bonus.

The mean bonus pay gap is 5.79% in favour of females; and the median bonus pay gap is 1.55% in favour of males, this is partly driven by the slight over-representation of men in the upper quartile of our company.

Gap in
bonus pay



Mean
5.79%



Median
1.55%



Proportion of women
who received bonus pay:
22.70%



Proportion of men who
received bonus pay:
10.13%

Commitment to progress

We remain firmly committed to achieving progress against all metrics published in this report, and to achieve gender balance across all quartiles and across our organisation. We recognise that gender pay equality is a complex journey, but we believe that change is critical to ensuring the highest possible performance of the Travel Chapter for our employees, owners, and customers. We have already put in place infrastructure, policy, and support to create progress through the business, and we remain committed to continuous improvement against these metrics, and others, now and in the future.



Declaration

I confirm that our data has been calculated according to the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

A handwritten signature in black ink that reads "Jayne McClure".

Jayne McClure, CEO Travel Chapter

