



Gender Pay Gap Report 2021

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 gap 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?

Gender pay gap reporting seeks to highlight the differences in pay between women and men within organisations. The gender pay gap is the difference between the average (or middle) hourly rates of pay calculated for female and male employees, irrespective of role or seniority. It gives an aggregated view of the differences between the genders, as well as provides deeper insights such as the difference in gender representation throughout the pay range of an organisation. This is different from ‘equal pay’ which is the legal requirement to pay two individuals the same for work of similar or equal value.

Mean

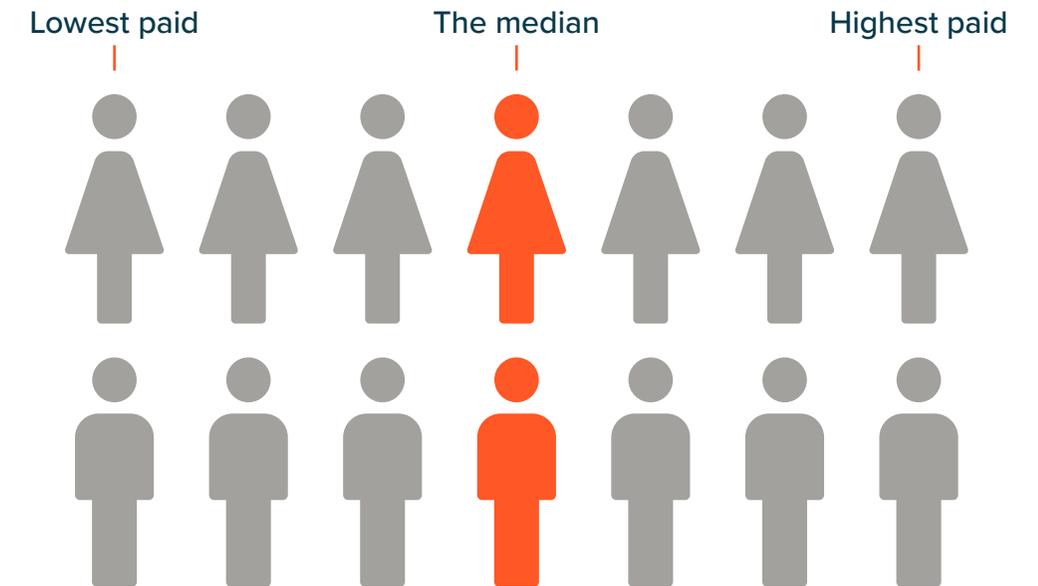
The gender pay gap can be represented as a mean (**average**), by adding together all hourly rates of pay for men and separately for women and then dividing this by the total number of people in each group. The resulting mean (or average) figures are then compared against each other.

Median

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

The metrics we are required to publish include:

- The mean and median pay gap
- The percentages of men and women in each quarter of our pay range
- The percentages of men and women who received a bonus in the 12 months prior to 5 April 2021
- The mean and median bonus gap



What is the Bonus Gap?

The bonus gap seeks to demonstrate the difference in average (or median) bonus amounts that are paid to female and male employees during the 12 months prior to 5 April 2021. This methodology does not distinguish the difference between full and part time roles, so the figures are not a true reflection of the payments that are based on salaries.

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?

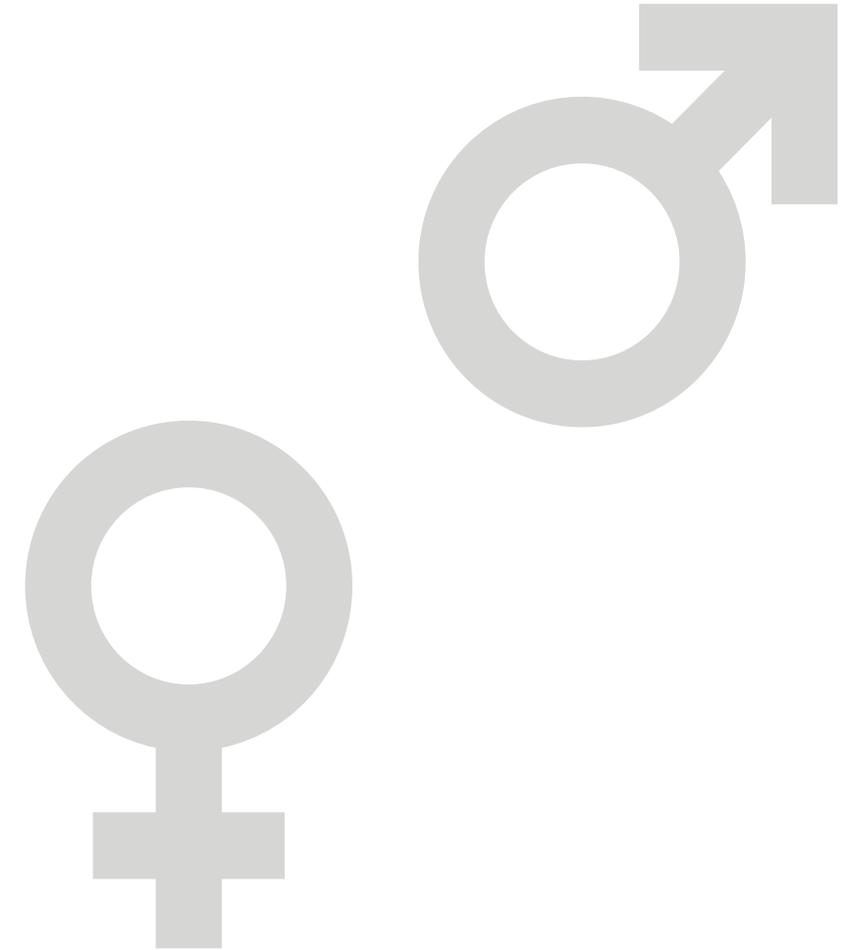
Current legislation requires employers to analyse gender pay gap information for a period covering a particular 'snapshot' day. In this case, 5th April 2021.

Calculations

Our results are based on 353 relevant employees. These relevant employees have been used to calculate the gender bonus gap and bonuses paid figures. For the gender pay gap figures, 16 women and 2 men were excluded because they received less than normal pay during the month of April 2021. 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. This left a count of 338 full-pay, relevant employees of which 235 (69.5%) were women and 103 (30.5%) were men.

Pay quarters

These look at the proportion of men and women in four pay bands, after we divide our workforce into four equal parts. These metrics are the most insightful data points and show how the representation of men and women changes throughout the pay range of an organisation. When compared against the overall gender balance, it shows us where our gaps are and allows us to focus our resources on removing barriers where appropriate. 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 quarter statistics.



Workforce composition

Relevant employees as of snapshot date. Gender balance, 69.5% of employees are female and 30.5% are male.

69.5% of our employees are female

30.5% of our employees are male



Pay – Hourly Rate

The difference in hourly rate between the average (and median) man and woman.

Although it is difficult to compare our 2020 report as 13.5% of our workforce was furloughed, we can see that our pay gap has improved by 6% since last year.

Our gender pay gap, as illustrated below, is in favour of men.

Our mean (average) gender pay gap is: 27.3%

Our median (middle) gender pay gap is: 30.7%



Pay gap

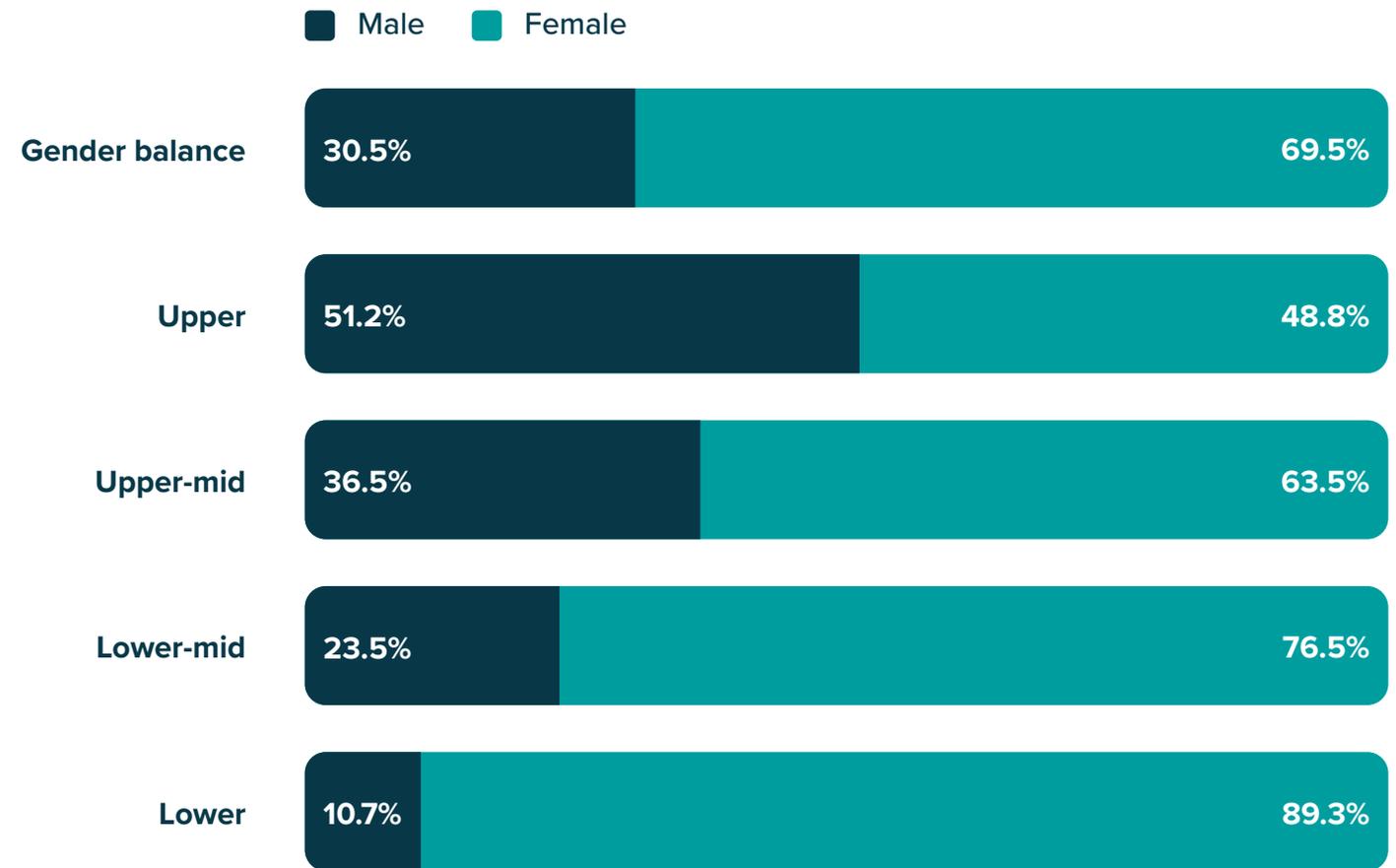
Mean
27.3%

Median
30.7%

Pay Quarters

Our quarters begin to illustrate that we have too many men in upper quarter and too few men in the lower quarter. The two very different areas will be investigated over the coming months.

Below is a chart showing the distribution of men and women throughout the pay ranges of our organisation. You can clearly see that we have some continued work to do across our quarters to shape our organisation towards a more equal composition.



Bonus gap

The percentages of men and women who received bonus pay between 6 April 2020 and 5 April 2021.

The mean and median bonus gap considers bonus pay received in the 12 months leading up to 5 April 2021. The bonus gaps are calculated only from those workers who received a bonus.

Our bonus gap is in favour of females. It is important to note that we had more bonuses paid this year than last and large proportion of our bonuses are paid to personnel in roles where we have a higher proportion of women.

For context, bonuses at Travel Chapter are awarded on a discretionary basis to reward personal contribution and do not make up a significant part of remuneration packages. These calculations are based on actual payments made and no account is taken of the differences between full and part time employees.

Gap in bonus pay



Mean
16.5%



Median
33.4%



Proportion of women who received bonus pay: 12.9%



Proportion of men who received bonus pay: 7.6%

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 ensure that Travel Chapter performs as well as it possibly can for our employees, owners, and customers. We have already put in place infrastructure, policy and support to stimulate progress throughout the business. We are now analysing our data more thoroughly and will seek to identify the contributory factors affecting the shape of our organisation in more detail. We remain committed to continuous improvement 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

