



## Employee Communication: Gender Pay Gap Reporting

We are delighted to publish our second Gender Pay Gap Report as required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. We are required to publish the results on our own website and a government website

Gender Pay Reporting requires our organisation to make calculations based on employee gender. We will establish this by using our existing HR and payroll records.

We carried out six calculations that show the difference between the average earnings of men and women in our organisation; it did not involve publishing individual employees data.

We can use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

The challenge in our organisation and across Great Britain is to eliminate any gender pay gap. We will be working on reducing our gender pay gap according to the objectives in our business plan.

Corporate Travel Management has a high percentage of female employees. Our largest employee group is our client-facing Business Travel Consultants. We offer working from home and part-time working which attracts a high number of women to roles within the lower and lower middle salary quartiles. Additionally we have also employed a number of relatively unskilled younger female employees as part of our succession planning. In these areas of the business between 70.4% and 66.20% of our employees are women. This lowers the overall average hourly pay for women which contribute to the gender pay gap.

Women are well represented in management roles throughout the business. We are providing the right conditions for women to reach the upper levels in our company as evidenced by women accounting for 60% of our Senior Management Team.

All employees can confirm and update their records if they choose to by either contacting Gina Daniels, Head of Human Resources or by checking their electronic record on CIPHR, our HR system.

*Debbie*

Debbie Carling CEO

You can learn more about Gender Pay Reporting by visiting [www.acas.org.uk/genderpay](http://www.acas.org.uk/genderpay)