



**BPA
QUALITY**

Gender Pay Gap Report

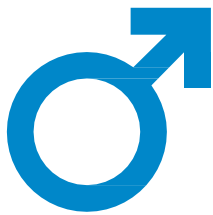
Introduction

Since April 2021, organisations with 250 or more employees are legally required to report their Gender Pay Gap annually. Prior to April 2021, BPA Quality did not have over 250 employees and was therefore not required to report our Gender Pay Gap. The Gender Pay Gap is an equality measure that shows the difference in average earnings between women and men, however, it does not show the differences in pay for comparable jobs. BPA Quality is committed to promoting both equity and opportunity amongst all of our employees, regardless of gender.

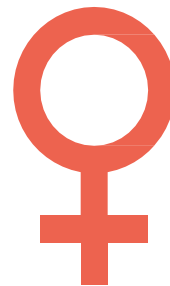
BPA Quality is committed to being a diverse and inclusive employer; our aim is to promote a working environment where all our people are paid fairly for their contribution to the success of our business. BPA Quality is a very diverse and multi-cultural organisation, where many of our people are recruited for their ability to speak languages from across the globe.

BPA Quality Gender Pay Gap

As of 5th April 2022, the BPA Quality headcount using the definition of 'full-pay relevant employees' was 57.89% women and 42.11 men*.



42.11



57.89

*Please note that for the purposes of reporting, our employees who have identified as non-binary or trans have been included as a full-pay relevant employees using the gender to which they identify on our payroll records.

Our Organisation

BPA Quality's overall mean and median gender pay gaps reflect the diversity of roles performed within our organisation, local and national market pay variations, as well as the gender and demographic mix across our business areas.

For example, the average pay for Specialist, Technical and Management roles are typically higher than the Quality Evaluation Analyst roles performed across the business. The gender split is fairly well balanced across the business, with a slightly higher proportion of women working for us. BPA Quality advertises widely and nationally and utilises the support of several national agencies when seeking new hires to secure the best talent and skillsets.

BPA Quality now offers working from home as standard which not only supports increased diversity and inclusion across our business, but it also offers a wider demographic spread of our new hires.

BPA Quality remains fully committed to reviewing our policies and processes and implementing measures aimed at improving diversity and inclusion at all levels, not just in relation to gender. We are confident that we will see the benefit of these improvements in the future, but we also recognise there is more to do.

Understanding BPA Quality's Gender Pay Gap

It is widely recognised within the UK that there is a shortage of females working in some fields including Science, Technology and IT (STEM subjects). BPA Quality makes continued efforts to attract, retain, coach and develop all our staff, regardless of gender. BPA Quality runs a successful apprenticeship programme and looks to support and develop our people within the business to be the best they can be. BPA Quality are accredited Investors in People and have achieved a Silver award.

Having a clear action plan enables focus on reducing any identified gender pay gaps across our business areas and will enable BPA Quality to evaluate any additional steps or measures we might need to take to reduce any gaps.

The salary tier variations across our Quality Evaluation Analyst salaries are underpinned by both knowledge and skillsets and apply to all Quality Evaluation Analysts, regardless of their gender.

Only senior managers and directors are eligible to receive a non-contractual performance related bonus or car allowance (if relevant) as part of their overall remuneration package. This bonus is paid as a percentage of salary and reflects their individual contribution to BPA Quality's success, which sometimes means working outside of the scope of their contracted hours. A higher percentage of our directors are male, which has a direct impact on the bonus calculations.

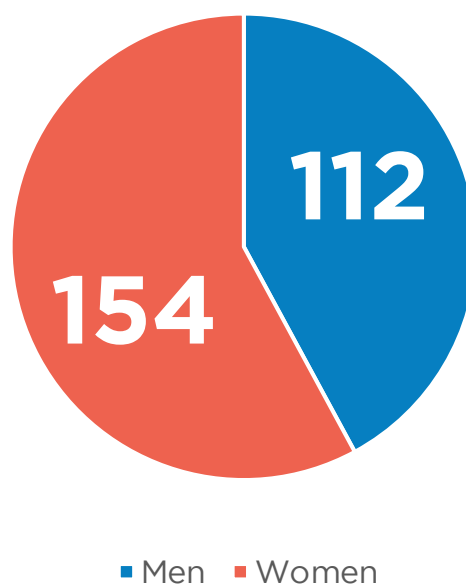
In 2021/2022 11 men and 8 women were eligible for this bonus and as a result, the reduced volume of women in the top quartile has impacted on the data provided and provides an explanation for most of the identified gender pay gaps at BPA Quality.

Mean Gender Pay Gap

BPA Quality has 154 women and 112 men working across the business.

65.41% of our people are employed as Quality Evaluation Analysts (the split of Quality Evaluation Analysts is 61.11% female and 38.89% male); the other 34.59% of employees are spread across varied professional, technical, management and support roles across the organisation.

If we add together the hourly pay rates that women earn, divide by the number of women in our workforce and then compare with the same calculation for men, we find that women overall receive 21.57% an hour less than men do.



This calculation is directly influenced by the bonus and car allowance payments amongst the senior leadership team in the upper quartile, due to the majority of these recipients being male at the present time.

Mean Women Hourly Rate	Mean Men Hourly Rate	Mean Gender Pay Gap
£12.71	£16.21	21.59%

Median Gender Pay Gap

If we list all our people by their hourly pay rate and then compare what the women in the middle of the female pay range received compared to what the men in the middle of the male pay range received, we get the median gender pay gap.

Women earned exactly the same as men according to BPA's median calculation providing parity of pay.

Median Women Hourly Rate	Median Men Hourly Rate	Median Gender Pay Gap
£10.97	£10.97	0.0%

Bonus Pay Gap

Bonus Mean Women	Percentage Difference	Percentage Receiving a Bonus Payment
Women earn 27.23p for every £1 that men earn when comparing mean bonus pay	72.77%	5.19% of women received a bonus payment 9.85% of men received a bonus payment

Bonus Median Women	Percentage Difference
Women earn 20.94p for every £1 that men earn when comparing median bonus pay	79.06%

Hourly Rate Quartiles

A quartile is a pay bracket that represents a quarter of the BPA Quality workforce; the quartiles are shown in ascending order by rates of pay per hour. The charts below show the split between male and female employees in each quartile from the lowest to the highest.

Gender	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
Male	35.82%	42.42%	46.96%	43.29%
Female	64.18%	57.58%	53.04%	56.71%

Summary

BPA Quality:

- Adopts the principles of the National Foundation Living Wage and is confident that all genders are paid equally for doing equivalent jobs across our organisation.
- Are confident that we provide equality of access to support, development, training, secondment and other promotional opportunities across all parts of our organisation.
- Accepts that women are under-represented in our senior management structure and when opportunities arise, we ensure our recruitment documentation and selection processes are free of bias and that accessibility is fully supported and promoted to all applicants regardless of their gender.
- Are committed to equal opportunities and the fair treatment of all our employees, regardless of gender or any other protected characteristic.
- Have created a Gender Pay Gap Action Plan which sets out how we will reduce any Gender Pay Gaps within BPA Quality over the next year.

Signed:



Dated: 15.03.23

Alex Bobba

Managing Director, BPA Quality

Appendix 1

This provides detailed explanations of each of the six calculations. Irrespective of the role, the Gender Pay Gap report demonstrates the difference in pay between what women earn and what men earn within BPA Quality.

Gender pay gaps can fluctuate from month to month across the pay quartiles depending on changes to headcount. To create a level playing field for all reporting organisations the data is taken on a snapshot date – for the private sector this is 5th April 2022.

The definitions are taken from the Managing Gender Pay Reporting guide produced by ACAS and shared with employers. The guide explains what the Gender Pay Gap is and how to report information to comply with legislation.

Gender Pay Gap Calculations

Mean Gender Pay Gap	A mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. This calculation requires an employer to show the difference between the mean hourly rates of pay that male and female full-pay relevant employees receive.
Median Gender Pay Gap	A median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. This calculation requires an employer to show the difference between the median hourly rates of pay that male and female full-pay relevant employees receive.
Mean Bonus Gap	A mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. This calculation requires an employer to show the difference between the mean bonus pay that male and female relevant employees receive.
Median Bonus Gap	A median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. This calculation requires an employer to show the difference between the median bonus pay that male and female relevant employees receive.
Bonus Proportions	This calculation requires BPA Quality to show the proportion of male relevant employees who were paid any amount of bonus pay and the proportion of female relevant employees who were paid any amount of bonus pay.
Quartile Pay Bands	This calculation requires an employer to show the proportions of male and female full-pay relevant employees in four quartile pay bands, which is done by dividing the workforce into four equal parts. These quartiles pay bands are established when making the calculation, so any other pay banding used in a workplace must not be used.

Appendix 2: Gender Pay Gap Action Plan

The BPA Quality Gender Pay Gap Action Plan sets out how we will seek to reduce any gaps in pay between genders within our workforce. The action plan aligns with the BPA Quality existing Equity, Diversity and Inclusion objectives. This document is a live document and will be updated periodically to reflect changing organisational priorities and any changes to our processes and policies.

BPA Quality commits to undertake the following to support Equity, Diversity and Inclusion amongst our employees and to reduce any barriers which might contribute to our Gender Pay Gap.

BPA Quality continues to:

Recruitment and Development
<ul style="list-style-type: none"> • Support and encourage gender diversity at all levels • We use skill based assessments and structured interviews as part of our selection processes • Regularly review our recruitment channels to ensure they are inclusive and that we are using gender neutral language in all of our recruitment literature • Support recruiting managers to focus on ensuring a gender balance of applicants within our organisation • We communicate salary ranges to encourage employees to negotiate their salary • Make every effort to ensure interviewing selection panels are both relevant to the role being recruited and that both genders are represented • Provide mentoring and wellbeing support to all new employees to ensure that their needs are fully supported in line with policy • All opportunities are made accessible to all employees, including those on maternity and paternity leave or on long term sick leave. • We provide the option of homeworking from day 1 which promotes selection from a wider demographic area
Flexible Working
<ul style="list-style-type: none"> • Actively support the progression of our female talent to more senior roles through development, secondment and within our succession planning. • Undertake impact assessments and reviews across our business to help identify and overcome any barriers and working practices that might impact on employee groups, including females • Provide all employees the option to work from home on a permanent basis, if they choose • Support extended periods of leave, both paid and unpaid, to enable our people to travel to see family living outside of the UK or to undertake personal objectives • Support working parents • Support working carers • Ongoing review of how we can enhance the flexibility that we offer across our business and take an individual approach to reasonable adjustments and support, including the structure of the working day

Career Progression

- Continually monitor the progression of all its people, including female employees, through our recruitment and development programmes. This helps ensure that these are gender neutral, free from bias and encourages females to progress into more senior roles
- Offer individual mentoring and peer support across the business at all levels
- Run a successful apprenticeship programme
- Offer individual development plans
- Continue to offer both group and individual coaching and feedback programme to all line managers

Reward and Recognition

- We provide a reward and recognition programme across the business, with an organisation wide 360-degree approach to feedback and communication. The rewards package enables employees to choose their rewards
- Workstreams to explore external and internal salary benchmarking, to ensure our approach continues to be free from gender bias, is non- discriminatory and equitable in its application at all stages (start pay, progression and promotion)
- Annually review reward, recognition and benefits packages for all employees

Culture

- Retain Investors in People Silver Accreditation and aspire to hold Gold Accreditation in the near future
- We are a Level 1 Disability Confident Employer
- We provide a Menopause Policy and offer support for all employees, regardless of gender identity
- We offer dedicated breastfeeding facilities for parents
- We provide a private space for prayer
- Adopt the principles of the National Foundation Living Wage and pay all employees above this level
- Continue to adopt an individual approach in respect of support and reasonable adjustments
- Recognise the importance of the psychological contract and its impact on wellbeing and embed into our processes
- We regularly run both local and national events to facilitate team building and charitable support
- We have implemented a communications tool to promote awareness of topical issues
- We have an Equity, Diversity and Inclusion Policy and Equal Opportunity Policy and have recently published a Transitioning at Work Policy.

Education and Training

- Provide awareness sessions with all employees, including line managers, as part of our wider Equality, Diversity & Inclusion aspirations, with ever-increasing focus on the avoidance of unconscious bias
- Support for our employees to obtain functional skills
- We have funded a member of our HR Team to undertake a Level 6 Equality, Diversity and Inclusion qualification to support objectives within our business
- Support a wide range of development objectives, both formally and informally

Action Plan 2022/2023

BPA Quality will:

- Publish our Gender Pay Gap report on our website and ensure it is accessible to our employees
- Provide external counselling and support via our new Employee Assistance Provider
- Review our Equality, Diversity and Inclusion measures
- Continue to offer homeworking opportunities from day one
- Ensure our recruitment processes and documentation are gender neutral and fully inclusive
- Continuously review all employment policies and processes to ensure inclusivity
- Review our support for those experiencing menopause
- Ensure all interview panels are representative of both genders
- Continue to roll out coaching programmes to our managers
- Offer individual development plans to all employees
- Analyse our Gender Pay Gap report and develop specific action plans where required
- Continue to undertake weekly pulse surveys to evaluate the wellbeing of our employees
- Continue to provide supportive options to all parents, regardless of gender
- Continue to engage with all employees and potential employees to identify and remove any barriers to their success
- Undertake Equality Impact Assessments to support periods of organisational change and seek to identify any negative impacts at the earliest opportunity
- Increase the accessibility and frequency of training across our business