



Equal Pay Policy

Vision and Commitment

Hartland Group Ltd is committed to fostering a successful, inclusive, and supportive workplace for all employees and visitors. Our aim is to create an environment where individuals can thrive without prejudice or discrimination. We uphold a culture of respect, understanding, and positive recognition of diverse backgrounds and circumstances.

As part of this commitment, we uphold the principle of equal pay between men and women, ensuring that all employees receive fair and equitable treatment based on merit and capability rather than gender-based biases.

Hartland Group Ltd guarantees that all employees, regardless of gender, receive the same contractual pay and benefits when performing the same work, work rated as equivalent, or work of equal value.

We are dedicated to eliminating pay inequality and ensuring that all pay-related procedures are transparent, objective, and free from unlawful discrimination.

Definition of Pay

For the purposes of this policy, "*pay*" includes not only salary/wages (remuneration) but also other employment terms and conditions, such as:

1. Bonuses
2. Promotion opportunities
3. Training and development programmes
4. Other contractual benefits

Principles of Equal Pay

The determination of equal pay is based on roles that involve substantially similar work or work of equal value, unless there are legitimate and gender-neutral reasons justifying differences in pay. Such justifications may include:

1. Differences in job responsibilities (senior vs. junior roles)
2. Relevant qualifications
3. Level of experience

This policy aligns with the *Equality Act 2010* and is integrated with other equality and diversity policies within Hartland Group Ltd.



Company Commitments

Hartland Group Ltd is dedicated to:

1. Recognising and valuing individual differences and contributions in the workplace.
2. Providing a working environment that promotes dignity and respect for all employees, workers, and contractors.
3. Training and developing supervisors and managers responsible for pay decisions.
4. Ensuring employees understand pay practices and how their pay is determined.
5. Offering fair progression opportunities to all employees.
6. Conducting annual equal pay audits and addressing any identified discrepancies.
7. Engaging with employee representatives to discuss and agree on equal pay policies.
8. Regularly reviewing employment practices and procedures to maintain fairness.

Grievance Procedure

Employees who have concerns about their pay may:

1. Raise the issue informally in the first instance.
2. If necessary, submit a formal complaint under Hartland Group Ltd's grievance procedure.

Equal pay grievances are treated as a priority, and Hartland Group Ltd is committed to ensuring prompt and fair investigations. Employees can also direct general feedback about this policy to their line manager or the HR department.

Responsibilities and Monitoring

1. The **Directors** hold ultimate responsibility for ensuring this policy's effectiveness.
2. The **Board of Directors** receives regular monitoring reports on policy implementation.
3. Hartland Group Ltd will review the policy annually, assessing its effectiveness and impact on related policies and practices.
4. Employees involved in recruitment, selection, pay reviews, promotions, and other remuneration decisions must ensure compliance with equal pay principles.

Hartland Group Ltd remains committed to fostering a fair and inclusive workplace where all employees are valued, respected, and compensated equitably for their contributions.

Name Roderick Brobbey

Role Director

Date 30/01/2025

Signed 