

## EQUAL PAY POLICY

This policy applies to all staff employed by QRS Market Research Ltd, either on a full or part-time, on temporary, fixed-term or permanent contracts.

### **Pay Policy Statement:**

The following details the principles upon which QRS will develop and maintain a pay structure.

- QRS is committed to valuing employees, to equal opportunities in employment and to the principle that all employees should receive equal pay for the same or similar work, or for work of equal value or for work rated as equivalent.
- QRS recognises that in order to achieve equal pay for employees doing equal work, any pay structure must be based on objective criteria and free from discriminatory bias.
- Any pay structure should enable a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
- Any pay structure must allow QRS to attract and retain its employees and in order to do so, respond to situations where market forces dictate the necessity to apply supplements to established salaries.
- Any pay structure must enable the provision of quality cost effective services.
- Where it is defined and accepted that exceptional performance should be recognised within the overall pay structure, assessment and payment will be based on nondiscriminatory criteria.
- When necessary, QRS may need to recruit experienced personnel using industry recruitment agencies. On such occasions, market forces outside of our control may dictate the salary levels.
- Salaries are reviewed entirely at the Director's discretion.

### **Relevant Legislation:**

The relevant legislation concerning equal pay is: Equal Pay Act 1970, Sex Discrimination Act 1975, Equal Pay (Amendment) Regulations 1983, Pensions Act 1995, Equalities Act 2006 and the Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007. The rights under this legislation apply to all employees of QRS whether full or part-time, on temporary, fixed-term or permanent contracts.



**Definitions :**

For the purposes of this Policy and in accordance with relevant legislation, pay is defined as:

*“The ordinary basic or minimum wage or salary and any other consideration, whether in cash or in kind, which the worker receives directly or indirectly, in respect of his or her employment from his or her employer” (Article 141 of the Treaty of Rome).*

Pay, therefore, includes pensions, discretionary bonuses, and contractual sick pay as well as any other additional benefits.

*These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company’s current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.*