

# EQUAL PAY POLICY



## Introduction

The University of the Highlands and Islands is an equal opportunities employer and is committed to the fundamental principle that the pay and conditions of employment of all our staff are non-discriminatory and free from bias. The university supports the principles of equal opportunities in employment, and recognises that in order to achieve equal pay for employees doing equal work it should operate a pay system which is transparent, based on objective criteria and free from gender bias.

In line with the University of the Highlands and Equality and Diversity Charter, the university believes that pay and conditions of employment should be awarded fairly and equitably irrespective of gender, race, disability, age, nationality, religion, creed, political beliefs, marital status, sexual orientation, trade union membership, whether in full time or part time employment, responsibility for dependants, health, socio-economic background or other irrelevant distinction that may cause disadvantage or unfair discrimination.

This policy reflects the legislative framework and principles as detailed in the Equal Opportunities Commission's Code of Practice on Equal Pay.

## Equal Pay Statement

The university supports the principle that male and female staff should receive equal pay, and thus one gender should not be treated less favourably than the other gender, as defined in the legislation and as amended from time to time.

## **Definition of Pay**

For the purpose of this policy, and in line with the relevant legislation, pay is defined as:

- the ordinary basic or minimum wage or salary;
- any other consideration, in cash or in kind, which the employee receives directly or indirectly from his/her employer in respect of his/her employment; and
- other terms of written statement of particulars of employment (normally referred to as the “contract”).

## **Action to implement policy**

In order to put its commitment to equal pay into practice the university will:

- examine its existing and proposed pay practices for all its employees including those in non-standard employment and those who are absent (including, but not limited to, for maternity and parental leave, and for urgent family reasons);
- conduct regular equal pay reviews using published guidance and best practice within the sector and determine what action is required to deal with any inequities revealed by the analysis and diagnosis;
- carry out regular monitoring of the impact of its practices;
- inform employees of how these practices work and how their own pay is determined;
- provide training and guidance for Board Members and managers involved in decisions about pay and benefits;
- discuss and agree the equal pay policy with representatives of the Staff Association.

The university intends, through the implementation and monitoring of this policy, to avoid unfair and unlawful discrimination, reward all staff fairly for the work to which they are appointed or promoted having regard to their job related skills, experience, and qualifications.

The university values the contribution its staff make towards its success. By applying this policy the university aims to improve quality and to enhance efficiency, productivity and competitiveness, and its reputation and image as an employer and educational establishment.

### **Resolving disputes**

The university's Grievance Procedures, which have informal as well as formal routes, are available should a member of staff have a general dispute in relation to his/her pay. The university will respond to grievances on equal pay matters as a priority.