

## Gender pay gap report 5<sup>th</sup> April 2019

### Context

Action Sustainability Trading Ltd is a small business established in 2006 with a mission to inspire sustainable business. We are a values led business, we donate 2.5% of our turnover to our not for profit sister company, Action Sustainability Community Interest Company Ltd whose mission is to build the body of knowledge around sustainable procurement.

### Employment

On 5<sup>th</sup> April 2019, we employed 19 people, of which all were full or part time employees and one was an apprentice. Our one female apprentice who was paid the London Living Wage and has not been included in this sample, the gender of a single apprentice impacts the mean figure significantly. Overall, 6 of our staff were male, 13 female. 3 out of our 4 highest salary earners were female.

### Mean/Median gender pay gap

Our mean gender pay gap is 17%. Our median gender pay gap is 8%. This is because 60% of the people currently in our lowest paid roles are female. Events and marketing roles dominate this quartile and tend to attract women. We are reaching out to readdress the gender balance by introducing male staff into this role. We also look to promote from within to give our lowest earners the opportunity to grow their careers.

### Bonus

Our gender bonus gap is 95%. This is because the two owners of the business take relatively low salaries and bonuses to reduce the business overhead and incentivise business success. 2018/19 was a successful year so the two co-directors earned significant bonuses. We have changed our bonus policy to offer all our highest salary earners the opportunity to earn bonus, 75% of whom are female. The gender bonus gap in 2019/20 will be lower than 95% we expect it to remain relatively high if the business continues to be successful.

### Quartiles

Our pay by quartiles is shown in the table below. This shows that the majority of our highest earners are female and the majority of our lowest earners are also female. The mean pay gap is distorted by the fact that we have a higher number of people in our lower earnings bracket. The high number of females in our business lead to all quartiles being female dominated.

Quartile	% Male	% Female
Lower	40%	60%
Lower Middle	25%	75%
Upper Middle	50%	50%
Upper	25%	75%

**Actions for 2019/20**

- Actively target men to recruit into events and marketing roles
- Implement the bonus policy to ensure incentives are equitable for relevant roles
- Enhance our policy to grow talent and promote from within