



# GENDER PAY GAP TOPPESFIELD LTD | 2022 REPORT

**toppesfield** 





A stylized, handwritten signature in black ink, appearing to read 'Bill Pryor'.

**Bill Pryor**  
Managing Director

Toppesfield continues to be committed to delivering an employee experience that is defined by our values; People First, Integrity, Collaboration, Health & Wellbeing and Innovation. We understand a diverse workforce and an inclusive work environment are critical to the success of our business, and that includes commitment to gender diversity.

I continue to champion initiatives and processes in our business that promotes fairness and consistency with our benefits and packages to ensure we offer a fair, diverse, and inclusive place for all employees regardless of their age, gender, background, race or ethnicity.

We remain confident that men and women are paid equally for doing jobs of equal value across our business and alongside reviewing our gender pay gap we continue to perform regular pay analysis within our company and our sector to ensure we meet our commitment to equal pay. We do however recognise we have a gender pay gap, this is driven by operating in a heavily male-dominated industry, significantly fewer women in operational roles, and the lack of female representation in our senior management levels, that said we are delighted to have appointed a female director in 2022.

Over the last year, some great work has taken place to begin to address this imbalance and we continue to build on the firm foundations created however I recognise that the challenge we face in an industry that is both traditionally and still overwhelmingly male. We know that, like many organisations for genuine transformation, the drivers of our gender pay gap will take time to correct and for some of our plans to show greater results, but we are prepared to keep working and we are committed to the longer-term journey of making the industry more attractive and accessible for females.

Reflecting on the last 12 months covered in this report, whilst I am pleased of the progress we have made so far, we recognise we have much work to do, and I remain agile in my response to ensuring we work hard to close the gap and create an environment where all our employees can thrive.

I can confirm the gender pay gap data contained in this report is accurate for Toppesfield and in line with regulatory requirements as at the snapshot date of 5th April.

Joining the company in 2015 and appointed to my role as HR Director in 2022, I welcome the opportunity to report on our Gender Pay Gap for a second time, this data allows us to understand trends and issues as well as measure the impact of the actions already taken to build material narrowing year on year.

As a business with integrity as a core value and a strong family ethos, we recognise that our employees are essential to the success of our business and it's important that we create a working environment and culture with inclusivity, respect and opportunity for men and women equally, allowing all our employees to achieve their ambitions.

We continue to conduct our employment engagement survey which provides valuable insight and allows our employees to share honest feedback and suggestions providing them with a key part in influencing business change.

Our data highlighted two key areas in which we need to focus our attention; attracting women into our operational roles and, developing a path for women to move into leadership roles. I am passionate about creating initiatives in the business that support female development and continue to work on attracting, retaining, mentoring, and developing women within the business ensuring career development is a priority.

I remain confident that as we continue with our journey of proactive sustainable investment in our entry level schemes this will help lead positive change and continue to drive forward to further decrease the gender pay gap within our business.



*C. Woodward*

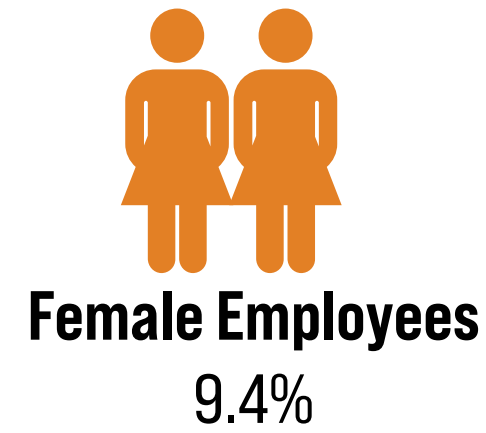
**Chantelle Woodward**

HR Director

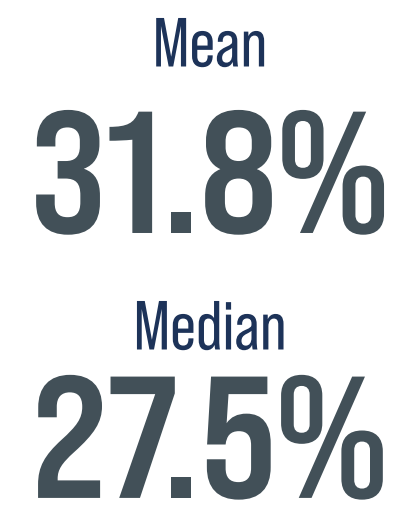




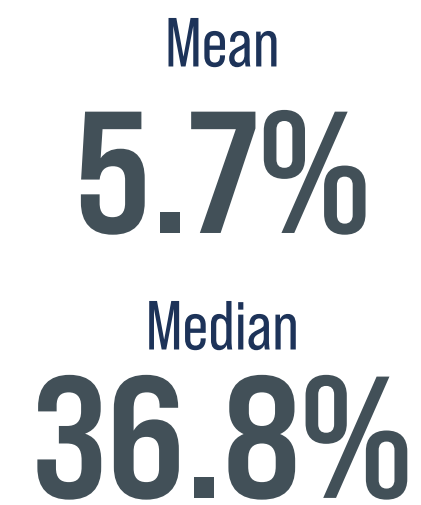
# OUR STATISTICS:



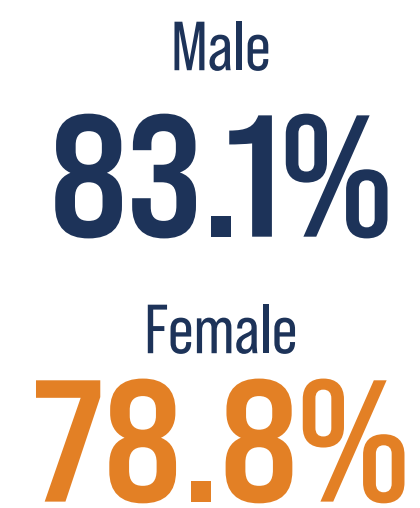
## Mean and median gender pay gap



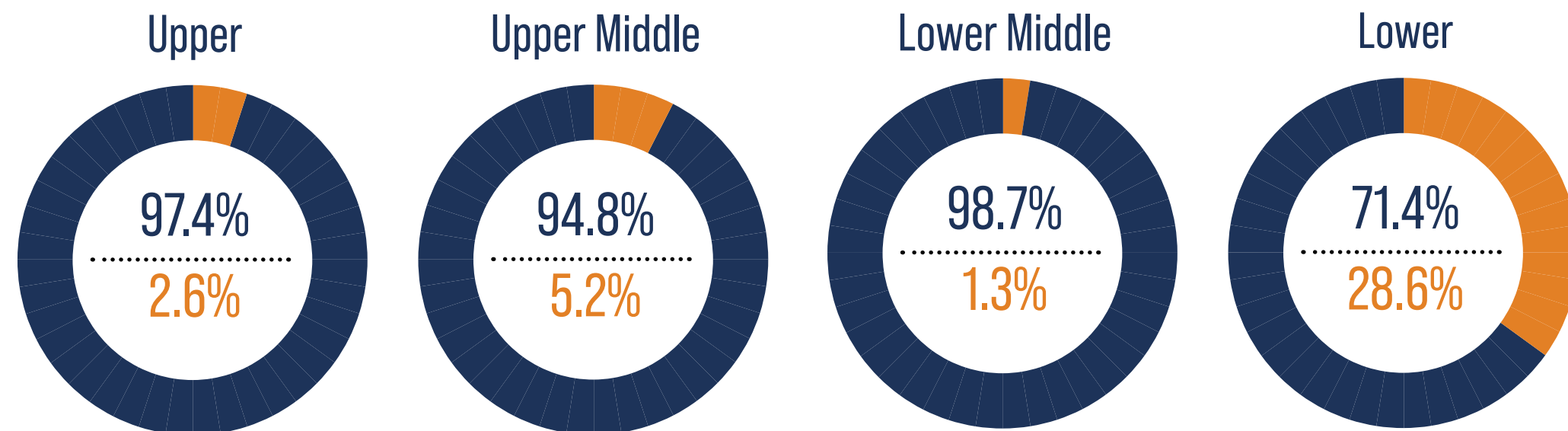
## Mean and median bonus pay gap



## Proportion of employees receiving a bonus payment



## Proportion of men and women in each quartile of the organisation's pay structure



## Reporting Requirements

Introduced in 2017, any UK organisation employing 250 or more employees must publish and report specific figures about their gender pay gap.

## What is gender pay gap?

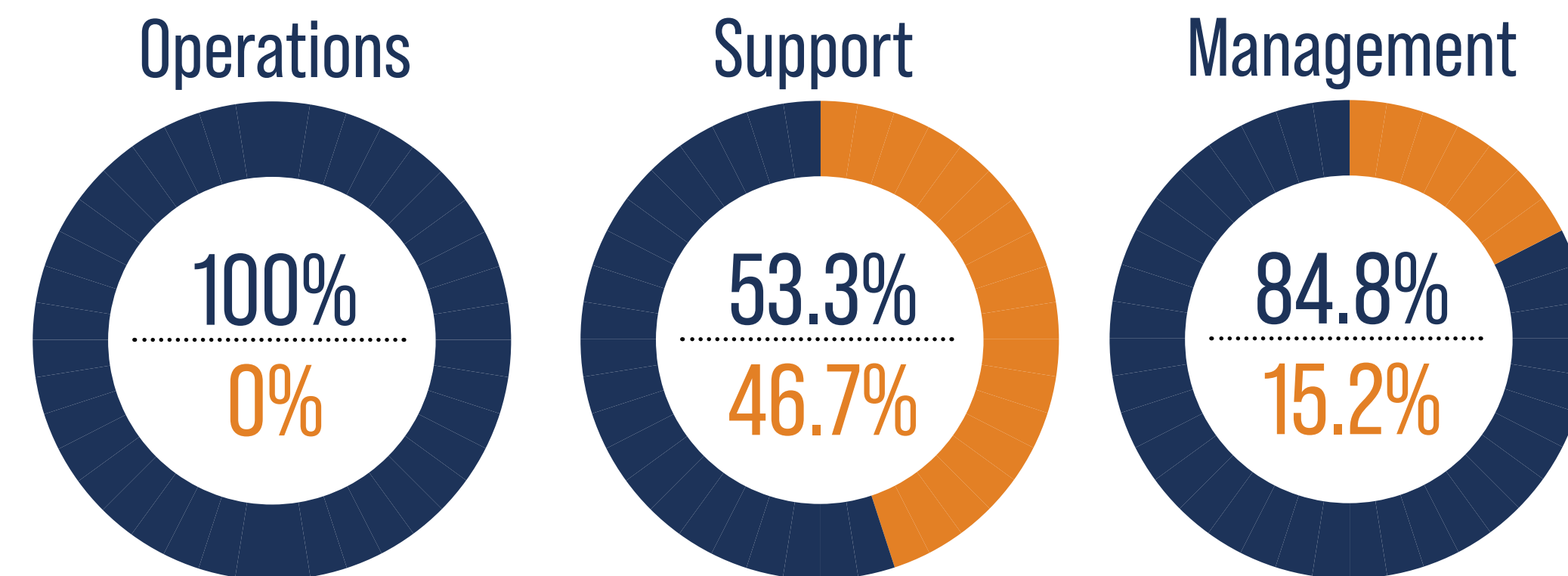
The gender pay gap provides a snapshot of the gender balance within an organisation. It compares the average pay by gender of all roles collectively, regardless of their role or seniority in a company. The report requires organisations to publish a range of data based on a standard methodology the "mean", which is a straightforward calculation of the average hourly rate and the "median", which is the middle salary if all salaries were listed in order from lowest to highest. All organisations are required to use data on a specific 'snapshot' date which is 5th April annually.





# UNDERSTANDING THE GAP:

Proportion of men and women in each business area



Our Gender Pay Gap continues to be reflective of the lack of female representation in our operational based roles, which makes up 80.1% of our workforce and by nature of these roles they receive shift premium pay and attract higher rates of pay.

We have seen minimal difference in our pay quartiles within the business since our last reporting period, other than our lower quartiles, this is following significant investment into attracting younger talent into the business with development opportunities, in 2022 56% off new starters within our support functions were aged between 19-25.

Whilst there is a downward trend in our mean gender pay gap of 4.2% this is identified following investment into the recruitment of female talent in our business which has seen an increase of 11.4% since our last snapshot date with women now representing 9.4% of our business (6.9% in 2021). We accepted that the actions we have taken over the last 12 months will have an adverse effect on some of our gender pay metrics before improvement is seen.

In 2020 we implemented a transparent bonus scheme linked to company and individual performance, entitling all employees to earn a bonus, subject to eligibility criteria. In this reporting year, 298 employees were eligible, 92% male employees and 8% female employees. We have seen our mean bonus increase by 25.9% since our last snapshot date, however due to the nature in which bonus are calculated and gender representation split of males in the quartiles, this has contributed to our median bonus gap.



# HOW WE WILL MAKE A DIFFERENCE:

We continue to monitor our current initiatives and invest in further initiatives to ensure we are reducing the Gender Pay Gap within our business.

## **Employee Forum**

Our employee forum is a vital safe space for people to share experiences, voice ideas, build initiatives, shape policies and improve business processes. Our aim is for this action group to work collaboratively to ensure Toppesfield is a fair and transparent business.

## **Recruitment and Career Opportunities**

We know that to improve gender imbalance we need to continue to play our part in attracting, retaining and developing a future generation of talent, providing clear development opportunities that will allow women to build long term careers. We commit to a review of all our current job vacancies ensuring that all gender bias wording is removed, and ensure all language used is inclusive.

## **Leadership Programme**

In 2023, we will launch our Leadership Management Programme, aimed at supporting our employee's growth and upskilling current managers. We aim to provide managers tools that focus on conversations to create opportunities, developing employees and attracting new talent in the business. Through this management scheme we aim to promote future leaders from within the business providing clear pathways for progression.

## **Wellbeing Strategy**

Protecting our employees wellbeing remains important, in 2023 we will launch our Wellbeing Strategy supporting 4 pillars; Mental, Physical, Social and Financial. Our focus remains in ensuring we are supporting our employees at all stages of their lives.

## **Hybrid Working**

The ability for employees to incorporate flexibility into their role and our motivation to create an agile working environment remains key, this brings opportunity enable us to recruitment from a larger talent pool and increase gender representation, creating a culture that enables our employees to achieve a better work life balance.

## **Female PPE**

We recognise to improve our Gender Pay Gap it is imperative we attract female talent into our operational roles, we will work with females in our business to ensure the PPE we issue is fit for purpose ensuring that all individuals have access to PPE fit for purpose.

