

# Equal Pay & Gender Policy

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Kings Road, Kings Heath,  
Birmingham B14 6TN.

t: 0121 444 6060

f: 0121 441 1446

e: [sales@castlecartons.co.uk](mailto:sales@castlecartons.co.uk)

w: [www.castlecartons.co.uk](http://www.castlecartons.co.uk)

## Equal Pay and Gender Statement:

### 1. Policy Statement

Castle Cartons Ltd acknowledges the right to equal pay between women and men is a legal right under UK law.

Our business is committed to tackling sex discrimination and providing equal pay.

### 2. Definitions

- The following words/terms used in this document are broadly defined as follows:
- Pay – money from employment, before tax and National Insurance
- Employee – someone who works under an employment contract.

### 3. Objectives or actions

- Castle Cartons Ltd will provide and maintain equal pay by:
- Fulfilling a commitment to provide equal pay for equal work (Including basic pay, non-discretionary bonuses, and other contractual benefits).
- Undertaking regular equal pay reviews or audits for all employees in line with the Code of Practice and repeat at regular intervals, using the details to address any instances of discrimination in pay.
- Use the Equality, Diversity & Inclusion in Employment to assess findings of any equal pay review and take remedial action where necessary.
- Monitoring starting salaries for new staff.
- Provide training and guidance for those involved in determining pay.

### 4. Complaints

- Should any Castle Cartons Ltd employee have grounds to believe that there may be have been a breach of the Equal Pay Policy, then they should report this to the Factory Manager, Operations Manager or the Managing Director.

### 5. Monitoring

- Castle Cartons Ltd will regularly review the Equal Pay Policy and will assess progress in delivering its aims within the Equality, Diversity & Inclusion.

### 6. Responsibilities

The following employees have responsibilities under the Equal Pay Policy:

- Factory Manager
- Operations Manager
- Managing Director

If you require any further information, please do not hesitate to contact us.

Yours sincerely

James Green  
Managing Director