



Employee Communication: Gender Pay Gap Reporting.

We are delighted to publish our Gender Pay Gap Report as required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. In this report, we provide our gender pay gap information for our business. We identify the causes of the gap and outline our plans for closing it. We're committed to delivering current and new initiatives to improve how we attract, engage, and develop women, as well as other under-represented groups. We publish the results on our own website and a government website.

Gender Pay Reporting requires our organisation to make calculations based on employee gender. We establish this by using our existing HR and payroll records.

We carried out six calculations that show the difference between the average earnings of men and women in our organisation; it does not involve publishing individual employees' data.

We use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

Gender pay is an important area of focus for CTM and it forms part of our global and regional business plans. The challenge in our organisation is to eliminate any gender pay gap. We are focused on reducing our gender pay gap according to the objectives in our business plan.

Corporate Travel Management has a high percentage of female employees. Our largest employee group is our client-facing Business Travel Consultants. We offer working from home and part-time working which attracts a high number of women to roles within the lower and lower middle salary quartiles. In addition, we offer a significant number of part-time roles to students meaning in certain areas we have a high percentage of employees under 23. In these areas of the business between 60.9% and 76.2% of our employees are women. This lowers the overall average hourly pay for women which contribute to the gender pay gap.

Women are well represented in management roles throughout the business particularly in the upper middle quartile at 50.8%.

All employees can confirm and update their records if they choose to by either contacting Nina Goel, Head of Human Resources or by checking their electronic record on ADP, our HR system.

Debbie

Debbie Carling CEO

You can learn more about Gender Pay Reporting by visiting www.acas.org.uk/genderpay

Gender Pay Gap Data.

Corporate Travel Management United Kingdom Limited.

- Women's hourly rate is 12.4% lower (mean) and 15.8% lower (median).
 - Top salary quartile has 51.6% men and 48.4% women.
 - Upper middle salary quartile has 49.2% men and 50.8% women.
 - Lower middle salary quartile has 39.1% men and 60.9% women.
 - Lower salary quartile has 23.8% men and 76.2% women.
 - Women's bonus pay is -66.8% lower (mean) and 20.1% lower (median).
- 50.5% of men and 60.4% of women received bonus pay.**