



Government Equalities Office

Think, Act, Report framework

Maximising female talent in the workplace means first asking the right questions to identify and understand any challenges or barriers that may exist within your organisation.

By signing up, you pledge to:

- *Think*: identify any issues around gender equality
- *Act*: take action to fix those issues
- *Report*: on how your business ensures gender equality

Organisations supporting **Think, Act, Report** should choose to look at a range of measures which they consider to be the most relevant to them. But they are particularly encouraged to consider analysing and publishing one or more of the following types of information:

1. Policy and narrative measures: these provide useful contextual information.

Measures could include:

- Description of overall objectives and key policies;
- Results of employee surveys.

2. Representation measures: these explain the composition and structure of the workforce.

Measures could include those relating to:

- Representation of men and women at different levels by role;
- Representation of men and women at different salary bands (e.g. £10-20k, £20-30k etc.) or pay quartiles;
- Composition of the workforce as a whole;
- Promotion rates by gender;
- Uptake of flexible working across the company;
- Maternity/Parental leave returners;
- Representation in different occupational groups;
- Representation by business region/unit.

3. Pay measures: these directly capture the pay differences between men and women, and also reflect wider pay and benefits.

Measures could include:

- Difference between average basic pay and total average earnings of men and women by grade and job type;
- Difference between men and women's starting salaries;
- Reward components at different levels;
- Full-time gender pay gap;
- Part-time gender pay gap;
- Overall gender pay gap;
- Percentage change in gender pay gap over time;

- Difference between average bonus payments (e.g. mean or median) paid to men and women and the proportion of men and women who receive a bonus.