**Template letter for writing to your employer about gender pay gap reporting and policies to eliminate the gap.**

Dear X,

The X chapel is writing to set up a meeting to discuss the company’s gender pay gap figures.

Any organisation with 250 or more employees must publish and report specific figures about their gender pay gap to the government website: <https://www.gov.uk/guidance/report-your-gender-pay-gap-data>

The NUJ believes that all organisations, whatever their size, should collect the data.

As ACAS advises, it is vital that as well as reporting the data, the company must also put in place policies and strategies to eliminate the gender pay gap.

This government guide gives *Eight ways to understand your organisation's gender pay gap*: <https://gender-pay-gap.service.gov.uk/guidance/eight-ways-to-understand-your-organisations-gender-pay-gap/overview>

The Government Equalities Office provides guidance on action to close the gender pay gap. This includes: introducing transparency to promotion, pay and reward processes; appointing diversity managers and/or diversity task forces; and including multiple women in shortlists for recruitment and promotions: <https://gender-pay-gap.service.gov.uk/actions-to-close-the-gap>

The NUJ is willing to discuss with management plans to reduce and eventually eliminate the gender pay gap. The gap is often because women are less likely to be found in senior and management positions and policies such as improving workplace flexibility for men and women, encouraging the uptake of shared parental leave and having more part-time work for returners can promote a workplace with greater equal opportunities.

The NUJ says companies should also include information on the part-time pay gap and pay gaps by ethnicity and disability and backs the call by the Chartered Management Institute for the mandatory reporting of employees’ socio-economic background.