

## **The Crown Estate 2025 UK Gender Pay Gap Reporting Methodology**

This document provides details about The Crown Estate's commitment and response to the UK statutory Gender Pay Gap reporting. It includes a summary of the relevant legislation, metrics, methodology, scope, eligibility, and other relevant descriptors.

### **1. Legislation**

The Crown Estate prepares the Gender Pay Gap in line with the requirements of the Gender Pay Gap Regulations, otherwise known as the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 which came into force in April 2017, that require all private and voluntary-sector employers with 250 or more employees to publish their gender pay gap data.

### **2. Metrics**

In accordance with the legislation, The Crown Estate publishes the following metrics:

- Mean gender pay gap (%) – includes all elements of pay identified as relevant pay according to government legislation. This is based on payroll data as at the snapshot date of 5 April 2025.
- Median gender pay gap (%) – includes all elements of pay identified as relevant pay according to government legislation. This is based on payroll data as at the snapshot date of 5 April 2025.
- Mean gender bonus gap (%) – includes any bonus payments received between April 2024 and March 2025. Employees who do not receive a bonus are excluded, and this is based on actual figures.
- Median gender bonus gap (%) – includes any bonus payments received between April 2024 and March 2025. Employees who do not receive a bonus are excluded, and this is based on actual figures.
- Proportion of men receiving a bonus payment during the eligibility period (between April 2024 and March 2025) (%).
- Proportion of women receiving a bonus payment during the eligibility period (between April 2024 and March 2025) (%).
- Proportion of men and women in each pay quartile of the organisation (%). Quartiles are the proportion of males and females in each quartile, ranked by hourly pay (lowest to highest). Where our employees cannot be divided equally into four quartiles, we apportion employees as evenly as possible between the quartiles, in accordance with UK government Gender Pay Gap guidance.

### **3. Methodology**

Our Gender Pay Gap disclosed metrics are calculated in accordance with above legislation as well as the guidance available on the government website (Gender Pay Gap Reporting: Guidance for Employers).

The end-to-end process is as follows:

Firstly, demographic, and pay-related data are extracted from our HR Information System (HRIS) and our payroll reports.

For our Gender Pay Gap reporting, we use the April payroll report (April 2025) to calculate the employee's ordinary pay for employees on permanent and fixed term contracts, and we use the May payroll report (May 2025) to calculate the employee's ordinary pay for employees on casual contracts, as they are paid a month in arrears. We use the March payroll (year-end – April 2024 to March 2025) report to calculate bonuses paid, as we do not pay bonuses in April the March payroll provides the bonuses paid in the 12 months ending on the snapshot date.

Ordinary pay includes employees on the payroll who were employed as at the snapshot date 5th April 2025 and all payroll elements. For employees on casual contracts, who work irregular hours, ordinary pay includes employees on the payroll at the snapshot date 5th April 2025 and who worked during the April payroll period. As such we do not include casual employees who were not on assignment during the April payroll period.

For the bonus calculation we only include those employees in employment as at the snapshot date 5th April 2025. As such we do not include all active employees in the March payroll, as they may have left before the snapshot date.

For gender pay reporting purposes and in keeping with the regulations gender must be reported as men and women and the data used for the calculation come from the HMRC records, which we acknowledge may not accurately reflect the gender identity of some of our employees.

Then, the information is pulled together and reconciled in accordance with employee eligibility criteria and employment circumstances based on the guidance. This will lead to a set of data relevant to the gender pay gap calculations for the following considerations:

- a) Relevant employee
- b) Full pay relevant employee
- c) Relevant pay period/bonus pay period
- d) Ordinary pay/bonus pay

To determine the ordinary pay/bonus pay, we have set formulas which automatically calculate ordinary pay and bonus pay based on specific payroll codes. Each year, we review the paycodes to capture new paycodes which then need to be considered in the formulas. For the current reporting period new paycodes were added as a result of the transfer of employees from JLL and where necessary the treatment of the new paycodes are reviewed by an appointed external legal firm.

We have formulas in our reports to easily identify the relevant/full pay relevant employees. However, we may run additional reports, if needed, to determine whether an employee should be treated as full pay relevant or not.

The population with their relevant remuneration is then used to complete the statutory calculations, using set formulas with automatically calculate the metrics.

The data is prepared and reviewed by the People Team. Our Communications and DEI teams prepare our messaging and the Executive Director People and Culture signs off our report. The Remuneration Committee receive a report on our gender pay gap prior to publication.

#### **4. Comparative Data and Prior Period Restatements**

We consider restating/revising prior period results when there has been a change in methodology, better quality data or a failure to use (or misuse of) information that was available when the information was being compiled and that could have been reasonably expected to have been considered. A restatement or revision is considered material if they exceed 5% for the specific scope. Material prior-period restatements/revisions are corrected retrospectively by correcting the comparative amounts and are clearly disclosed in the relevant area for transparency.

#### **5. Scope, eligibility, and key definitions.**

The Crown Estate does not have operating offices outside the UK, so all relevant employees are included.

We publish our gender pay gap results on the government's website as well as our external websites by the statutory deadline 4<sup>th</sup> April as required. The results are also published on our internal website.

The Gender Pay Gap results will be published on The Crown Estate's external website <https://www.thecrownestate.co.uk/careers/pay-gap-report-2025>.

See Appendix 1 for our key definitions.

#### **Notes:**

Leavers before 5<sup>th</sup> April 2025 and new joiners after the 5<sup>th</sup> April 2025 are excluded from the calculation. Employees leaving after 5<sup>th</sup> April but before 30<sup>th</sup> April, or joining before 5<sup>th</sup> April but after 1<sup>st</sup> April are included, with pay calculated based on their actual pay for the period (i.e., in these instances we do not calculate up to the full month equivalent).

Employees not receiving full pay in April (such as those on unpaid maternity/paternity leave, unpaid sick or unpaid leave) are deemed to be "relevant employees" and have been included in the bonus calculation, however, are not considered "full pay relevant employees" so are not included in snapshot pay data.

We pay our employees monthly and therefore as per the regulations for ordinary pay calculations, a month is treated as having 30.44 days. As such, for our employees on permanent and fixed term contracts, the hourly rate is calculated as: 7 days over 30.44 = 0.23. (Total monthly salary \* 0.23)/weekly working hours. For our employees on casual contracts who work irregular hours, we use their pay for the month of April, and their hours worked for that period which includes the snapshot date. This provides an hourly rate that more fairly represents the employees hourly rate than using the 12-week average.

Where retrospective salary increases have been awarded, backdated to 5th April 2025 or before, we have used the amounts actually paid in April 2025.

Within our quartile calculations, if there are male and female employees at the cut off for a given quartile earning the same ordinary pay, we split the employees as evenly as possible between the quartiles.

Non-executive board members are included in our payroll, however, do not fall under the definition of an “employee” so are excluded from the analysis. The CEO is the only executive board member but meets the definition of “employee” and is therefore included in our calculation.

## Appendix 1

### Key Definitions

Bonus	Bonuses include annual bonus payments (performance related), long term incentives plan payment, commission, sign-on or completion bonuses, recognition awards or any other special bonuses paid using the bonus payments, LTIP, recognition award or special bonus paycodes. Bonuses associated with referral bonuses, i.e., where an employee is paid a one-off payment for referring an employee to The Crown Estate are not included within the bonus calculation.
Bonus period	This covers any bonus payments received between 1 April 2024 and 31 March 2025.
Full-pay relevant employee	A full-pay relevant employee is one who is employed by The Crown Estate on the snapshot date of 5 April and is paid their usual full basic pay during the pay period in which the snapshot date falls (the relevant pay period). This excludes employees who are receiving pay at a reduced rate in the April 2025 payroll, as a result of being on any type of leave (maternity, paternity, shared parental, sick or any unpaid leave).
Hourly Pay	Hourly pay is the sum of ordinary pay, and any bonus pay (including any pro-rated bonus pay) that was paid in the pay period in which the snapshot date falls (April 2025). Bonus payments are included if they are paid during the relevant pay period. For employees on permanent and fixed term contracts the hourly rate is calculated as: $7 \text{ days over } 30.44 = 0.23$ . (Total monthly salary * 0.23)/weekly working hours. For our employees on casual contracts, we use their pay for the month of April, and their hours worked for that period, which provides an hourly rate. Total monthly salary/monthly working hours.
Leave	Employees not at work, as a result of maternity, paternity, shared parental, sick leave, unpaid or any other leave.
Ordinary Pay	Ordinary pay includes basic pay, allowances such as flexible benefits, pension

	allowances, all hours and game allowances, annual leave pay and cash in lieu payments such as private medical insurance cash in lieu.
Pay period	The monthly schedule on which employees are paid on a re-occurring basis.
Relevant Employee	Those employees who are in active employment at the snapshot date. This includes full-pay relevant employees and other employees employed on the snapshot date but on less than full pay because of leave. Relevant employees are included in overall headcount and bonus gap calculations.
Relevant pay period	The month in which the snapshot date falls, which is April 2025.
Snapshot Date	The specific date each year on which gender pay gap calculations will be based, which is 5 April 2025.
Weekly working hours	The weekly working schedule of a person in employment over a selected period. This excludes any hours for which an employee is entitled to overtime pay.