

## OfficeTeam Gender Pay Gap Report 2018

OfficeTeam Ltd is required by law to publish an annual gender pay gap report.

### Definitions:

Unlike equal pay data, which considers the differences in pay between men and women carrying out similar jobs or work of equal value, the gender pay gap is a measure of the difference in the average earnings of men and women across the company as a whole, irrespective of role. Positive gender pay gap figures denote higher male earnings, while negative figures denote higher female earnings.

This is its report for the snapshot date of 5 April 2018.

- The mean gender pay gap for Office Team is -1.4%.
- The median gender pay gap for Office Team is -12.2%.
- The mean gender bonus gap for Office Team is 58.8%.
- The median gender bonus gap for Office Team is 1%.
- The proportion of male employees in Office Team receiving a bonus is 28% the proportion of male employees not receiving a bonus is 72% and the proportion of female employees receiving a bonus is 33% the proportion female employees not receiving a bonus is 67%.

### Pay quartiles by gender

Band	Males	Females	Description
A	70.4%	29.6%	Includes all employees whose standard hourly rate places them at or below the lower quartile
B	48.7%	51.3%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
C	65.3%	34.7%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
D	68.5%	31.5%	Includes all employees whose standard hourly rate places them above the upper quartile

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Under the law, men and women must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

The negative gender pay gaps (i.e. average pay for women greater than average pay for men) across the OfficeTeam business as a whole are mainly due to the structure of our workforce. Men and women are paid equally for doing equivalent jobs across our business. Even though females only make up 37% of the workforce, the negative mean and median %s indicate that more females than males are in professional and managerial roles that attract higher than average pay rates.

In the context of widely reported estimates of double-digit positive gender pay gaps within UK workforces, our negative mean and median Gender Pay Gaps may be viewed as encouraging.

OfficeTeam Ltd is of course committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability.

We will always aim to encourage gender diversity across the whole of our workforce and are committed to identifying and, where required, addressing any gender pay gaps, including any gaps in favour of women.

It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex.

As such, it:

- carries out pay and benefits audits at regular intervals; and
- evaluates job roles and pay grades as necessary to ensure a fair structure.

OfficeTeam Ltd is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

To date, the steps that OfficeTeam Ltd has taken to promote gender diversity in all areas of its workforce include the following:

- **Supporting parents:** OfficeTeam Ltd has developed new guidelines for managers on supporting employees prior to, during and on return from maternity and other parental leave, to be backed up by training for all line managers and senior managers. Roll-out of the guidelines will commence in May 2018.

None of these initiatives will, of themselves, remove the gender pay gap - and it may be several years before some have any impact at all. In the meantime, OfficeTeam Ltd is committed to reporting on an annual basis on what it is doing to reduce the gender pay gap and the progress that it is making.

Any further initiatives launched throughout the year will be reported on the company intranet.

I, Pippa Maynard, Group Company Secretary, confirm that the information in this statement is accurate.

Signed:



Date: 5<sup>th</sup> April 2018

Pippa Maynard  
Group Company Secretary