

Office Concierge

Gender Pay Gap Report

Employers with 250 or more employees are now legally required to publish, on an annual basis, certain information relating to their gender pay gap. This statement sets out the relevant information for Office Concierge, for the period 5th April 2017. This information has been calculated in accordance with the requirements of the gender pay gap regulations.

Office Concierge aims to be a fair and progressive employer, and is committed to tackling inequality and promoting diversity. Our employment arrangements are aligned with all relevant equality legislation and codes of practice and are regularly monitored to ensure no discrimination or other unfairness occurs.

Pay & Bonus Gap

	Mean	Median
Difference in hourly rate of pay	2.04%	0.47%
Difference in bonus pay	3.47%	26.87%

The above table shows the overall mean and median gender pay gap based on hourly rates of pay. It also illustrates the mean and median difference in bonuses paid to employees within the year leading up to the 5th April 2017

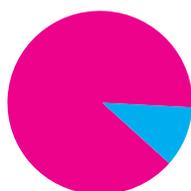
Our median bonus pay gap is due to us having a higher ratio of female team members in the business who are receiving quarterly performance related bonuses. This figure is skewed due to the number of new starters joining us who are receiving a performance related bonus on a pro-rata calculation.

Proportion of colleagues awarded a bonus for 2016

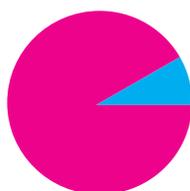
Percentage of employees who received bonus pay: **Male 22%** **Female 25%**

Pay Quartiles:

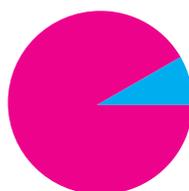
Male ■ Female ■



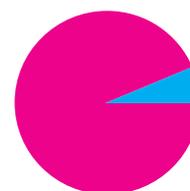
UPPER QUARTILE
Male - 10.77%
Female - 89.23%



UPPER MIDDLE QUARTILE
Male - 8.46%
Female - 91.54%



LOWER MIDDLE QUARTILE
Male - 8.46%
Female - 91.54%



LOWER QUARTILE
Male - 6.06%
Female - 93.94%

These figures show the proportions of male and female employees who received bonus pay during the relevant period. The overall gender composition of the workforce is predominantly female with 92% of our employees being female on the snapshot date.

We are confident that men and women are paid equally for doing equivalent jobs across our business. Our aim is to maintain gender pay equality throughout our business and we have developed an action plan by which to ensure that gender pay gap continues to not be an issue for our business.

The actions we will be taking include –

- Reviewing pay and/or bonus procedures and practices to ensure they are applied fairly and equitably.
- Monitoring the outcomes of decisions in relation to pay and/or bonus to ensure no gender, or other, bias is occurring.

We will be monitoring progress on a regular basis and reporting on this in future gender pay gap statements.

These actions are part of, and integrated with, our broader approach to equality and diversity.

Statement confirming the accuracy of the information

Signature: 

Name: Anne Marie Holland

Job Title: Managing Director

Date of Statement: 26th of March 2018