

## Office Holdings Limited

### Gender Pay Gap Report

**Snapshot date: 5 April 2017**

#### Introduction

As Office Holdings Limited ('Office') employs more than 250 employees located in Great Britain we are required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 to publish an annual gender pay gap report.

This report shows the difference between the average earnings of male and female employees, regardless of role seniority. The report also reflects differences in the average bonuses earned by such employees, the percentages of male and female employees receiving a bonus, and the proportions of males and females in each pay quartile of our workforce.

The report outlines the gender pay gap for Office for 2017, calculated as per the regulations, at the snapshot date of 5 April 2017.

#### How is Gender Pay Gap calculated?

This is the difference between average hourly pay (including any bonus) of males and females across the organisation, expressed as a percentage. It is reported as a mean average and median average (mid-point) figure.

#### Gender Pay Gap Summary

We are pleased that Office's overall gender pay gap mean is 8.6%, and the overall median gender pay gap is 2.6%. Both percentages are significantly lower than the UK National average and UK Retail Sector gender pay gaps, as detailed in the table below.

	Office	UK Retail Sector*	UK National*
Mean	8.6%	16.4%	17.4%
Median	2.6%	9.3%	18.4%

\*Based on estimates from the National Office of Statistics Annual Survey of Hours and Earnings (ASHE) 2017

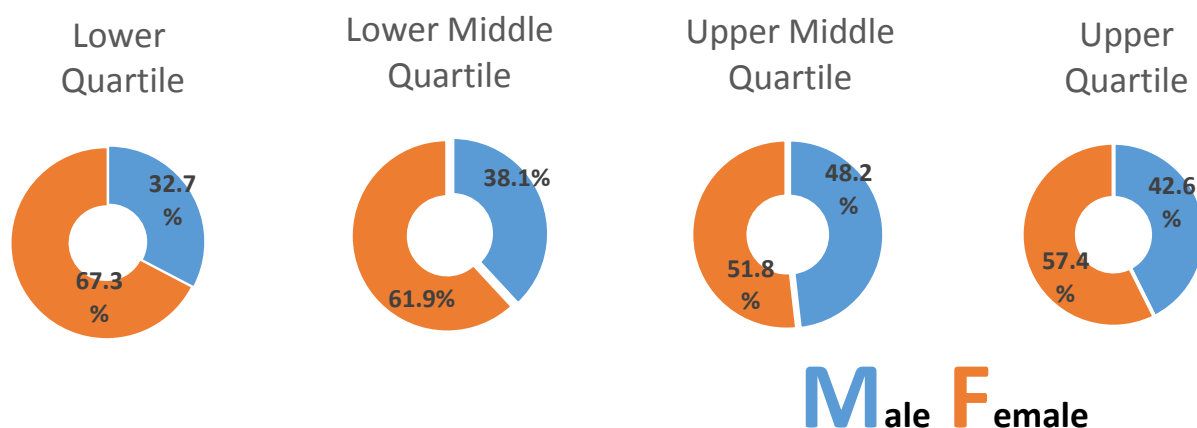
Of all males employed by Office in the 12 month period ending on 5 April 2017, 59.5% received a bonus, while the corresponding proportion for females was 50.4%. The difference in the values of bonus received between male and female employees was a mean of 22.6% and a median of 22.1%.

## Our Results Explained

### **Pay Gap:**

The mean difference of 8.6% is predominately driven by the variance in the hourly rate of pay of male versus female employees in the upper quartile of hourly rates of pay. This can be attributed to the fact that we have a higher proportion of male employees in more senior roles in this quartile.

As with many other retailers, key factors behind the gender pay gap for Office are the relatively higher proportions of female employees across job levels and in part time roles. The below charts show the proportion of males and females across Office's four pay quartiles. From this, it is evident that Office's female representation is higher than males across each quartile.



### **Bonus Gap:**

Although male and female employees are afforded the same bonus (which includes commission) earnings potential within Office, part time staff inherently face a lower earnings potential than full time employees due to the lower number of hours they work.

The proportion of female employees in part time roles is significantly higher than males, impacting the mean and median values of bonuses paid between males and females.

There is no difference in the bonus and commission structure between male and female employees within Office.

## Conclusion and Director Statement

Although the results of the Office gender pay gap analysis are positive and compare well to national and industry results, we will not become complacent but will continue to keep our performance in this area under ongoing review and seek to enhance the experience of all of our employees in respect of equality, diversity and inclusion.

I confirm that Office is committed to the principle of gender pay equality and has prepared its 2017 gender pay gap results in line with mandatory requirements. I confirm that the information contained in this report is accurate at the time of publishing.



Brian McCluskey

CEO

3 April 2018