

**GENDER PAY GAP REPORTING:**

We report using the six basic calculations required in the current legislation, taking the descriptions from the ACAS website:

1. Your mean gender pay gap
2. Your median gender pay gap
3. Your mean bonus gender pay gap
4. Your median bonus gender pay gap
5. Your proportion of males and females receiving a bonus payment
6. Your proportion of males and females in each quartile band

**Office Cleaning Services Limited responds as follows:**

1. Mean Gender Pay Gap - 0.7%
2. Median Gender Pay Gap - 0%
- 3-5. The company does not pay bonuses so there is no gap.
6. Proportion of males and females in each quartile band:

QUARTILES:	Male	Female
Top Qrt.		
	2.9%	1.7%
	5.3%	4.4%
	26.2%	27.1%
	65.6%	66.7%

Bottom Qrt.

- **The payroll contains by numbers 37.4% Male Employees to 62.6% Female Employees.**
- **ALL jobs are filled on an equal opportunities basis regardless of gender, race, creed, colour or orientation.**
- **The pay rate for an individual job is heavily influenced by the location and so local prevailing rates. These posts are based throughout the UK and NI, including central London and the Home Counties.**
- **The company neither discriminates nor operates a positive discrimination policy and is aware of the varying availability of candidates by gender in different parts of the country.**

Signed:

Date:

29/3/19

**Andrew Harris, Director**

Office Care Services LTD  
08702 438 871  
info@officecare.co.uk  
[www.officecare.co.uk](http://www.officecare.co.uk)



Federation of Small Businesses  
The UK's Leading Business Organisation



V2019-A.  
ISO 9001:2008  
Management  
System  
www.tuv.com  
ID 9108636249



2 Thomas Row, High Street, Swansea, SA1 1NJ  
VAT Reg No. 125 1045 18 CO. Reg No. 1368232

Privacy and GDPR: Our Privacy Policy is available on our website at [www.officecare.co.uk](http://www.officecare.co.uk)

