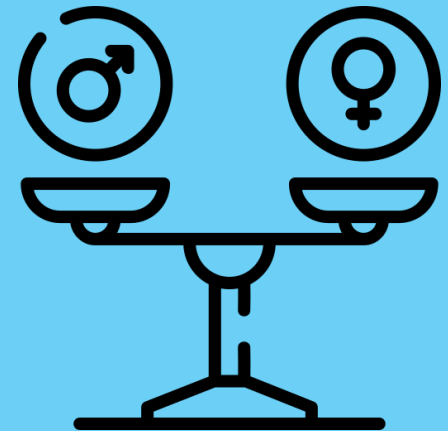




OFFICE CONCIERGE

GENDER PAY GAP REPORT 2021



WHY OC REPORTS ON THE GENDER PAY GAP

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 2021. 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.



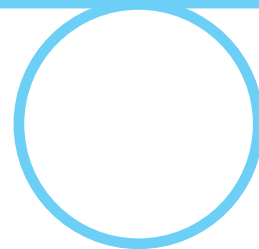
HOURLY RATE OF PAY GAP



DIFFERENCE IN HOURLY RATE OF PAY

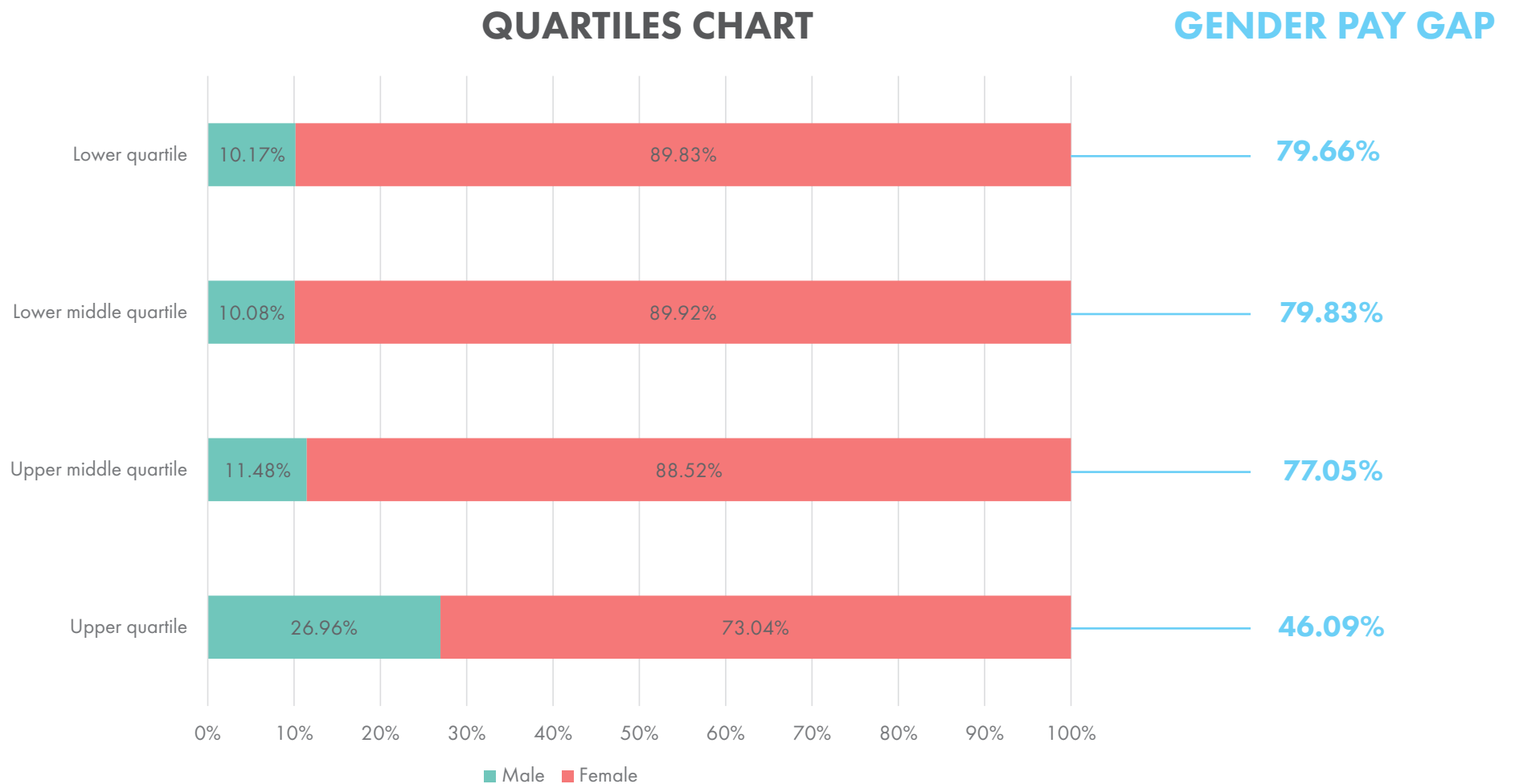
The **mean** gender pay gap is **21.40%**

The **median** gender pay gap is **9.92%**



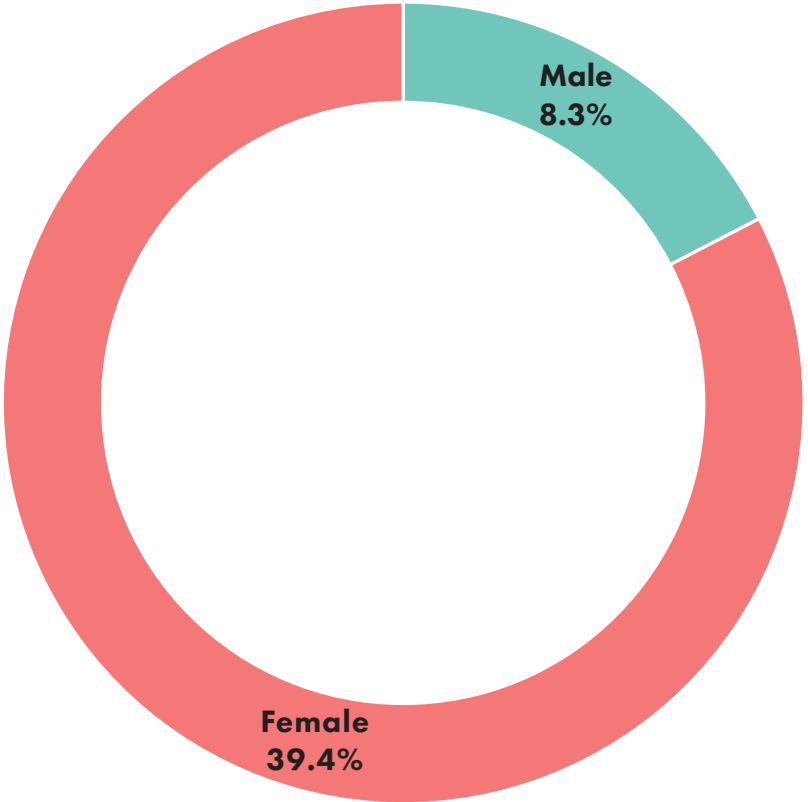
GENDER PAY GAP RESULTS

The quartiles demonstrate the pay rate of our team members in four groups from lowest to highest of our workforce. This is then split again into percentage of male and females in each quartile.



PERFORMANCE BONUS GAP

PERCENTAGE OF EMPLOYEES WHO RECEIVED BONUS PAY



DIFFERENCE IN PERFORMANCE BONUS

The **mean** gender pay gap is **7.16%**
The **median** gender pay gap is **32.88%**



CLOSING STATEMENT/OC ACTIONS



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.

A handwritten signature in black ink, appearing to read 'Anne Marie Holland'.

Anne Marie Holland
Managing Director