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## Gender Pay Gap Reporting

The new gender pay gap reporting obligations have been introduced alongside the existing requirements for specified public bodies. For the public sector gender pay gap reporting is a requirement of the Equality Act 2010 (Specific Duties and Public Authorities) regulations 2017 for employers with 250 employees or more as at a 'snapshot date'. The snapshot date is 5<sup>th</sup> April 2018 for this report and will be 5<sup>th</sup> April of each year for reports in subsequent years.

The regulations require that the organisation publish the following information on the government website [www.gov.uk/genderpaygap](http://www.gov.uk/genderpaygap) and the Company website [www.Ubico.co.uk](http://www.Ubico.co.uk). Publishing is required by 5<sup>th</sup> April 2019 for this report.

This report covers all employees of Ubico Limited including all permanent, fixed term employees and casual contracts, as set out in the ACAS Guidance, Managing Gender Pay Reporting.

There are six calculations to carry out as listed below.

- **Mean gender pay gap** -The percentage pay difference between the average mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.
- **Median gender pay gap** - The percentage pay difference between the average median hourly rate of pay of male full pay relevant employees and that of female full-pay relevant employees.
- **Mean bonus gender pay gap** - The percentage difference between the average mean bonus pay paid to male relevant employees and that paid to female relevant employees.
- **Median bonus gender pay gap** - The percentage difference between the average median bonus pay paid to male relevant employees and that paid to female relevant employees.
- **The proportion by gender receiving a bonus** - The proportions of male and female relevant employees who were paid bonus pay during the relevant period

- **The quartile pay bands** - The proportions of male and female full pay relevant employees in the lower, Lower middle, upper middle and upper quartile pay bands

Ubico is committed to the principle of equal opportunities and equal treatment for all its employees. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender. Ubico operates a comprehensive job evaluation scheme to ensure that rates of pay are fair and based solely on the work being done.

### Definition of Pay

In accordance with the regulations, pay includes basic pay, paid leave, allowances, shift premiums and bonus pay. It **does not** include overtime, expenses, the value of any salary sacrifice schemes (the reduction of salary is included), benefits in kind, redundancy and severance payments.

The data set out in this report has been calculated using the standard methodologies and guidance of the Gender Pay Gap regulations.

### Ubico's Workforce by Gender



### Ubico's Gender Pay Gap

The **CNS Annual Survey of Hours and Earnings (ASHE)** October 2017 report states that the **whole economy Gender Pay Gap is 17.4%** whereas the **Median Gender Pay Gap is reported at 18.4%**.

## Ubico's Gender Pay Gap

	Mean	Median
Pay Gap	3.88%	8.75%
Bonus Gap	93%	21%

The Waste, Recycling and Environmental Industry is predominately a male dominated industry. At **3.88% Ubico's mean gender pay gap** is significantly different to that of the 17.4% reported by the ONS however, Ubico is confident that men and women are paid equally for doing equivalent jobs across the organisation. The gender pay gap is not a pay issue because the organisation has a job evaluation scheme that ensures that it is compliant with equal pay and the pay structure is general neutral by design.

### Overall bonuses were paid to 10% of the workforce

10% of our male workforce received a bonus payment



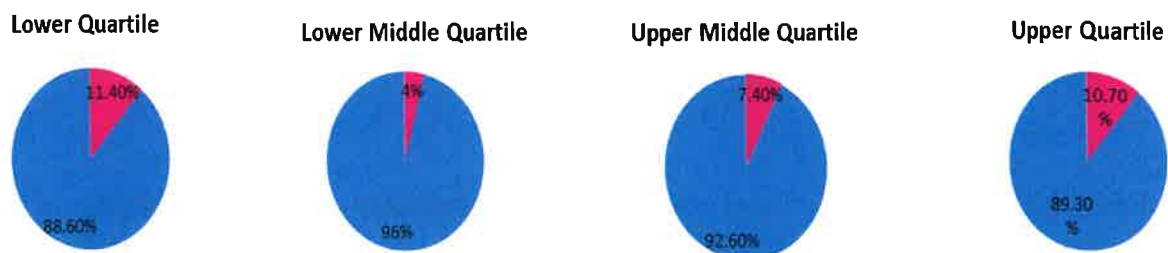
8% of our female workforce received a bonus payment

The significant growth of the Company since it was established in early 2012 and the transfer of individual employees from nine other employers resulted in Ubico having numerous pay, grading structures and terms and conditions of service. During 2016-2017 a whole company review of pay, terms and conditions was undertaken. Working in partnership with the two recognised trade unions, Unison and GMB the company successfully negotiated a new package for all employees. The new package was implemented on the 1<sup>st</sup> April 2017.

### What is a Quartile?

A quartile is a pay bracket that represents a quarter of the Company's workforce; the quartiles are in ascending order by rates of pay. The chart below shows the split between male and female employees in each quartile from the lowest to the highest.

## Proportion of men and women in each quartile of the Company's pay structure



Pay Gap Difference per Quartile				
Quartile	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
	Male Highest	Same	Female Highest	Female Highest
% of difference hourly rate	3.17%	0.00%	0.40%	3.96%

### What are the factors affecting some of the pay differences?

The negative gender pay gaps across the Company 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, so the gaps are not indicative of equal pay issues within our organisation.

Environmental Services, Grounds Maintenance, Waste & Recycling industry employs predominantly male workers, particularly at blue collar level. Currently, 91.6% of our workforce is male.

### Ubico's action plan.

- Ubico is committed to a policy of equality of opportunity in its employment, procedures and practices, ensuring they are and remain non-discriminatory and are compliant with current legislation.
- To ensure that the jobs employees undertake are of equal value, in setting the pay levels Ubico undertakes job evaluation to determine the size of a job by following the nationally recognised job evaluation scheme. Evaluations are undertaken regularly for new jobs and also as part of restructures where a job significantly changes.
- Ubico's recruitment and selection processes looks to support its commitment

to offer internal promotion opportunities and help develop long term careers for employees through creating a mobile, flexible and agile workforce.

- Ubico aim to support women returners to work following maternity/adoption leave in order to enable them to return to work and fit around their work life balance.
- Additionally there is shared parental leave that encourages male employees to also consider more time off for work life balance.
- Ubico will continue to develop new ways of working that offers flexibility that will enable employees to continue to develop within the organisation whilst still enabling them to get the best out of their work life balance.

**Signed:**

**Date**

A handwritten signature in black ink, appearing to read 'John Hays', written in a cursive style.

5/4/2019

**John Hays**  
**Commercial Director**

