

GENDER PAY GAP REPORT

INTRODUCTION

From April 2017, under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, employers in Great Britain with 250 or more employees are required to publish statutory calculations every year showing the gap between what their male and female employees receive in pay and bonuses.

This is the second Gender Pay Gap Report produced by DOC Cleaning Limited and is based on data as at the snapshot date of 5 April 2018. At this time, DOC Cleaning Limited employed 1,191 employees, 638 (54%) of whom were female and 553 (46%) male.

CONTEXT

DOC Cleaning Limited is a privately owned, family run company. Founded in 1972, we provide a range of cleaning and associated services to a wide range of prestigious and blue chip locations throughout London and the South East.

Our mission is to provide an efficient friendly and professional service which is cost-effective, trouble free and of the highest quality.

We are a family business and pride ourselves on the traditional values of honesty, hard work and loyalty. Our employees are at the heart of our success and we believe our company to be a friendly, considerate and reasonable employer, ensuring our workforce are happy and content in their work.

We are committed to equality and valuing diversity and to providing an inclusive working environment free from any form of direct or indirect discrimination.

We apply fair, equitable and consistent employment policies. We are committed to ensuring that our pay is fair and equitable, based on job roles, and that our employees are never paid differential rates based on gender, or any other characteristic protected under the Equality Act (2010).

As at the snapshot date, DOC Cleaning Limited, had 546 client contracts, each reflecting the clients' awarded rates of pay. As such, overall rates of pay vary between different contracts. For each contract, we ensure that male and female employees holding the same or similar role receive equal rates of pay. We are committed to paying all of our Head Office staff the Living Wage as per the Living Wage Employer agreement and to always offering a Living Wage bid alongside every market rate submittal to all prospective and current clients. We became recognised service providers for the London Living Wage Foundation in 2014.

GENDER PAY GAP STATISTICS

Mean Pay Gap	3.1%
Median Pay Gap	6.9%
Mean Bonus Pay Gap	57.7%
Median Bonus Pay Gap	14.2%
Proportion of male employees receiving bonus pay	11.4%
Proportion of female employees receiving bonus pay	8.8%

PROPORTION OF MALE/FEMALE EMPLOYEES IN EACH PAY QUARTILE

Quartile	Male	Female
Lower Quartile	37%	63%
Lower Middle Quartile	46%	54%
Upper Middle Quartile	49%	51%
Upper Quartile	51%	49%

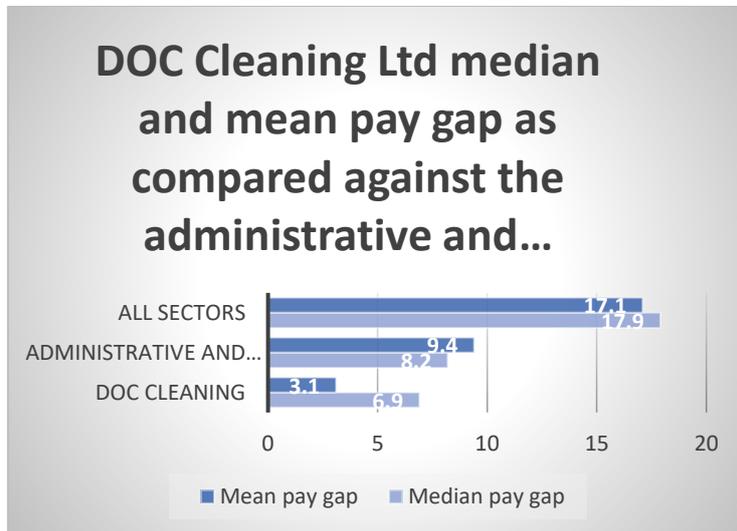
FINDINGS

MEAN AND MEDIAN PAY GAP

The data shows that the overall median gender pay gap at the snapshot date was 6.9%. This compares to a median pay gap of 6.15% in the previous reporting period. The mean gender pay gap at the snapshot date was 3.1% as compared to 4.91% in the previous reporting period.



The 6.9% median pay gap at DOC Cleaning Limited compares to an average median pay gap of 17.9% across all industries and services in the UK and 8.2% across the administrative and support service activities sector¹. The table below shows the median and mean pay gap at DOC Cleaning Limited as compared to the administrative and support service activities sector and all UK industry sectors.



BONUS PAY GAP

As reported in the 2017 Gender Pay Gap Report, DOC Cleaning Limited does not have a company bonus scheme in place. Bonus payments are site specific and awarded at the request of our clients. In the 12-month period ending on the 2017-snapshot date, there was a negative gap in terms of the proportion of male and female employees receiving bonus payments, with 3.98% of male and 4.93% of female employees receiving bonus pay. In the 12-month period ending on the 2018-snapshot date, this negative gap was reversed, however, there was an increase both in the percentage of male and female employees receiving bonuses, with 11.4% of male and 8.8% of females employees receiving bonus pay.

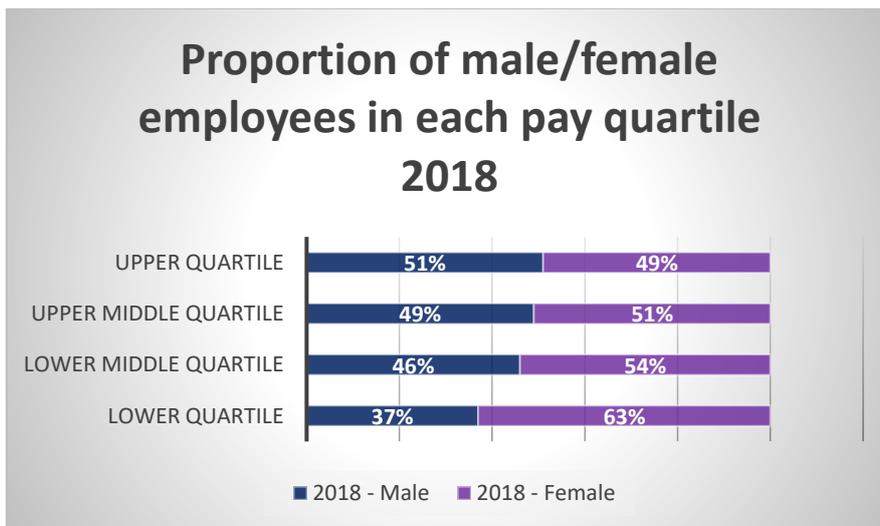
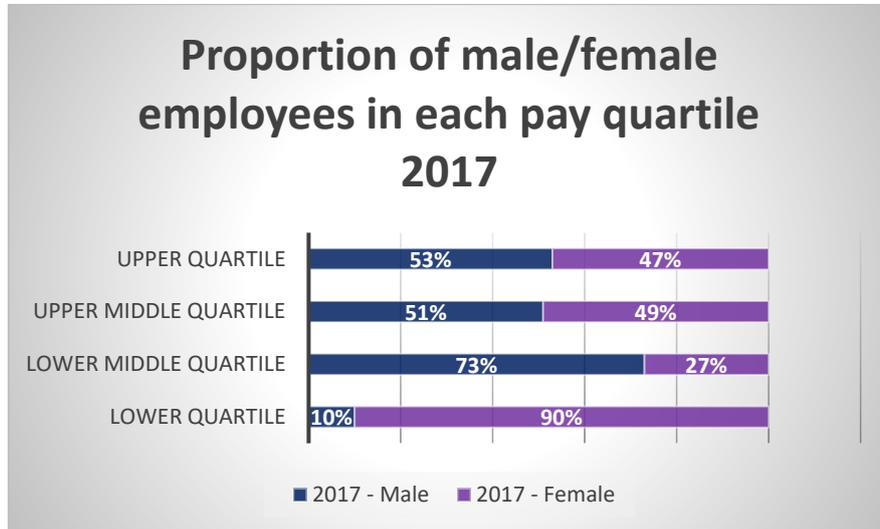
Of those sites where bonus payments are made, the median bonus pay gap had reduced from 63.38% to 14.2%. This figure is reflective of the gender breakdown of the management structure at those sites.

GENDER SPLIT ACROSS PAY QUANTILES

DOC Cleaning Limited continued to employ a slightly higher proportion of women than men which reflects industry trends across the cleaning sector. It is encouraging to see a greater gender balance across each pay quartile.

¹ Office of National Statistics, Annual Survey of Hours and Earning (ASHE) – Gender pay gap tables 2018

It is encouraging to see a reduction of females in the lower quartile pay band from 90% in the previous reporting period to 63% in the current reporting period. The higher concentration of female employees in operational roles continue to influence the pay gap.



ACTION TO ADDRESS THE GENDER PAY GAP

Since the previous reporting period, we have taken the following action with the aim of reducing the gender pay gap:

- We have developed a management development programme to enable our employees to develop and progress their careers through operational pathways. We are pleased to see an increase in the proportion of female employees in the lower and upper middle quartile pay bands.
- We continue to encourage our clients to award the Living Wage and are pleased to have seen an increase in the number of clients awarding the Living Wage.

- We are pleased to have been able to retain and attract the best diverse talent through the provision of flexible working options across operational, administrative and managerial roles.

It is encouraging to see a reduction in the mean pay gap from 4.9% to 3.1% since the previous reporting period and achieve a greater gender balance across pay bands.

The senior leadership team are committed to further improving the gender pay gap and are looking at a number of initiatives to reduce the gender pay gap, these include:

- Continued development and delivery of the management development programme both to existing and aspiring operational managers
- Further development of the management development programme to support administrative career pathways
- Expansion of the DOC apprenticeship programme to provide professional apprenticeships
- An ongoing commitment to working with our clients to ensure fair rates of pay; encouraging them to award the London Living Wage to achieve pay parity across all cleaning operatives and to take action where possible to address the gender pay gap, particularly in relation to bonus pay.

STATEMENT

I confirm that DOC Cleaning Limited is committed to the principle of gender pay equality and has prepared its 2018 gender pay gap results from the company's payroll data on the snapshot date in line with mandatory requirements.

A handwritten signature in black ink, appearing to read 'Lee Andrews'.

Lee Andrews

CEO/Chairman