



The United Kingdom Accreditation Service (UKAS)

UKAS Gender Pay Gap Report 2017

Foreword by UKAS Chief Executive Officer

UKAS shows an average gender pay gap of 18.6% in favour of men which, although in line with the national average, it is something that we are committed to taking positive steps to address.

Like many other companies, UKAS has an average gender pay gap which reflects the higher representation of women in our customer service roles and the under representation of women in our more senior roles such as that of assessment managers and senior management positions.

UKAS has a gender pay gap that is lower compared to many of the sectors in which it operates for example Construction, Science and Engineering.

Indeed, we are pleased to report that when looking at pay awards across jobs of equal value the gender pay gaps are marginal. For example, we have an average pay gap of less than 1% in favour of men when looking at 67% of our workforce which comprises of our assessment managers, senior assessment managers and professional services specialists. That said, 63% of this part of our workforce are men which is a reflection of the sectors that we operate in and recruit from.

Given this is a structural issue, there is no quick fix. Though this is challenging, we view this as an opportunity for progression.



Paul Stennett MBE
Chief Executive
United Kingdom Accreditation Service



What is Gender Pay Gap?

Gender pay gap is a percentage of the difference between the average earnings of men and women in an organisation. It is a broader measure of the difference between the average earnings of men and women (irrespective of roles and seniority) – it looks across all jobs at all levels within an organisation. The gender pay gap is not the same as **Equal pay** as equal pay is related to men and women being paid equally for equal work.

This is a legal requirement in the UK and a principle that UKAS is committed to in theory and in practice. We have a gender-neutral approach to determining pay for our roles at all levels and we regularly monitor and benchmark these to ensure we continue to meet legal and moral obligations.

Our Legislative obligation

All UK companies that are private and voluntary with 250 or more employees as on 5 April 2017 are required to publish specific gender pay information. This involves carrying out six calculations that do not involve publishing individual employee's data.

For further information on the legal requirements, please see

<https://www.gov.uk/guidance/gender-pay-gap-reporting-overview>

What have we reported

The figures included in this report relate to UKAS employees only as on the snapshot date of 5th April 2017. UKAS employs over 250 employees directly. Gender Pay Reporting requires our organisation to make calculations based on employee gender that we have established using our existing HR and payroll records.

The outcomes provided through our analysis highlight:

- The differences in mean hourly pay
- The differences in median hourly pay
- The differences in the mean and median bonus payments
- The total distribution of bonuses to male and female employees
- The percentage of male and female employees in each hourly rate quartile.

The mean and median gender pay gap is based on hourly rates of pay as at 5th April 2017.

The mean and median gender bonus gap considers bonus pay received in the 12 months leading up to 5th April 2017, including any annual bonus and any other staff awards given through the various reward and recognition schemes within the organisation.

Pay quartiles look at the proportion of men and women in four pay bands when we divide our workforce into four equal parts.

Mean and Median Gender pay gap

The mean gender pay gap is the difference in average hourly rates of pay that male and female employees receive. This gives an overall indication of the gender pay gap by taking all hourly rates of pay and dividing the total by the number of people in scope.

	Full Pay Employees
Pay Gap	18.63%

The median gender pay gap shows the difference in the midpoints of the ranges of hourly rates of pay for men and women by ordering individual rates of pay from lowest to highest and comparing the middle value.

	Full Pay Employees
Pay Gap	6.86%

The mean hourly full pay gap is 18.63% and the median hourly full pay gap is 6.86% in favour of men.

Mean and Median Gender bonus gap

The mean gender bonus gap is the difference in average bonus pay that male and female employees receive.

UKAS has a discretionary performance bonus policy to recognise any exceptional contributions in the business. For this calculation the definition of a bonus includes, any annual bonus and

any other staff awards given through the various reward and recognition schemes within the organisation.

	Mean Bonus
Pay Gap	11.18%

The median gender bonus gap shows the difference in the midpoints of the ranges of bonus pay received by men and women.

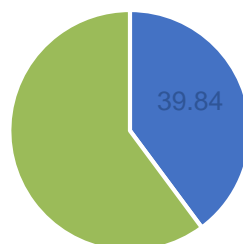
	Median Bonus
Pay Gap	0.00%

The mean bonus pay gap is 11.18% in favour of men and the median bonus pay gap is 0.00%.

Proportion of Males and Females receiving a bonus

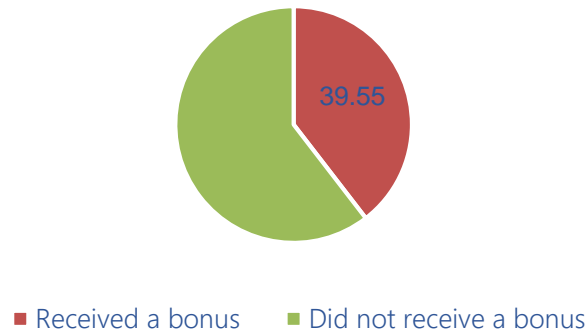
This is the percentage of men and women who received bonus pay in the 12 months leading up to the snapshot date of 5th April 2017. This calculation includes, any annual bonus and any other staff awards given through the various reward and recognition schemes within the organisation.

% of females that received a bonus



■ Received a bonus ■ Did not receive a bonus

% of males that received a bonus

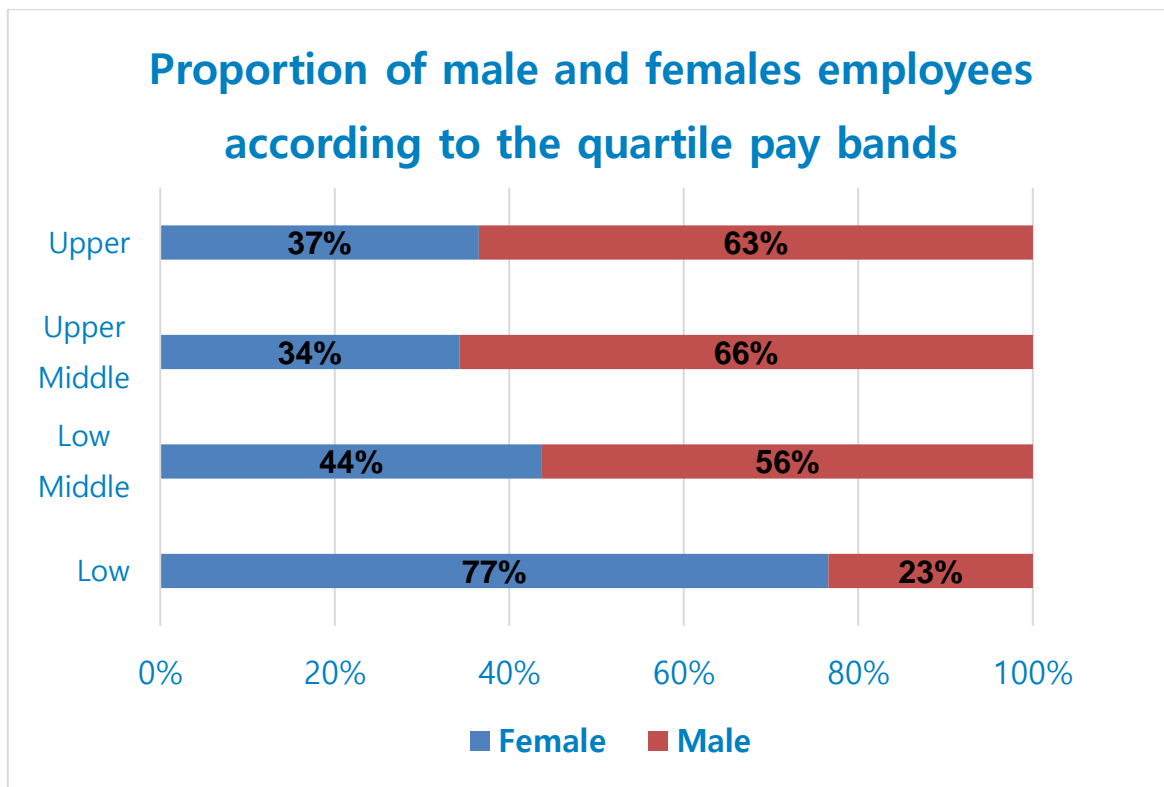


39.55% of all relevant males and 39.84% of all relevant females received a bonus payment in the twelve months preceding the snapshot date

Proportion of Males and Females by pay quartiles

This is the percentage of male and female employees in four quartiles pay bands, dividing our workforce into four equal parts.

The graph below shows the proportion of males and females in each quartile versus their hourly pay. The proportion of women is higher within the lower and lower middle quartile, compared to that in the upper and upper middle quartile owing to more women employees within support roles such as functional administration and customer services.



Why do we have a gender pay gap?

As of the snapshot period the gender split of the workforce at UKAS comprises of 48% women and 52% men, signifying a higher proportion of women than men in our more junior roles and fewer women than men in our senior and management roles.

We recognise the fact that as an employer we work within sectors specialising in Science, Engineering, Construction amongst many and draw our pool of talent from a vast array of technical domains that have traditionally not been as gender neutral as many other areas. Thus, the imbalance in the industry has had an impact upon the distribution and presence of women in these areas within our organisation.

We pride ourselves on having an average length of service in the organisation that surpasses the current industry average of five years with some employees continuing to work with us from the time they started off their careers with UKAS or joined the industry. This has invariably led to there being more men in senior roles than women within the organisation.

Our internal employee surveys and feedback mechanisms give us a lot of confidence that our employees can be themselves at work without fear of discrimination or gender bias enabling people from diverse backgrounds to be able to work alongside each other at UKAS. However,

our gender pay gap data suggests that we need to do more to create opportunities for women to progress.

Being an Employer of Choice, we believe very strongly in attracting the right people, effectively inducting them into both the technical and cultural aspects of the business, continually engaging with and developing those individuals throughout their employee lifetime and how we all go about our jobs and treat each other. We want to reinforce the importance that UKAS places on the value of its staff. It is crucial that we create an inclusive and diverse environment where employees will want to work. We ensure that we are maintaining work which is interesting, engaging and challenging (but not impossible) and that there is appropriate remuneration and recognition that comes with it.

To ensure we make a positive impact we will continue to focus on recruitment, training and development, diversity and inclusion as key focus areas to bring about a positive change. We already recruit from a wide pool of candidates from relevant backgrounds to be able to hire the most competent person for the role. Jobs at UKAS are advertised at all levels to encourage a diverse pool of applicants. We ensure that our adverts are gender neutral and we regularly scrutinise our recruitment process to eliminate bias, as diversity and inclusion is very much embedded in our policies and procedures.

We have some further work to do in developing and training women within the organisation though we have a range of support and development opportunities for women available to all including the study assistance policy.

We offer a wide range of family friendly policies including maternity, paternity and shared parental leave. We also offer flexible working and part time opportunities. We have a range of benefits that are available to current and prospective employees.

We continually review suggestions submitted through the employee suggestion box, surveys and forums, carry out and review the staff survey as a means of identifying issues and measuring on-going staff satisfaction.

We are a diverse and inclusive workplace and hope that if we continue to focus on initiatives ensuring men and women are represented equally at all levels in our business, the gender pay gap will reduce and eventually close.