Gender Pay Gap Report 2018
**Gender Pay Report 2018**

Following the introduction of gender pay reporting legislation from 2018, where the Government requires employers that process a payroll of 250 or more employees (including temporary employees) to publish statutory calculations every year, to provide transparency of the gender pay gap between male and female employees.

UNICUS as a wholly owned subsidiary of The University of Sheffield operates a number of distinct commercial services, including cafes, hotels and hospitality venues within the University campus and processes a payroll for 350 staff.

All future reporting of the Gender Pay Gap will be on an annual basis in line with the new legislative requirements, enabling UNICUS to directly compare our position and evaluate the impact and contribution we are making as an organisation.

From the summary below the gender pay report for UNICUS provides an insight into the equality of pay within UNICUS.

<table>
<thead>
<tr>
<th>Mean Percentage Difference</th>
<th>Median Percentage Pay Gap Difference</th>
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</thead>
<tbody>
<tr>
<td>7.9%</td>
<td>The median is the value separating the higher half of a data sample (i.e. taken from the full salary report for males &amp; females). In simple terms, it is the “middle” value % of the data set</td>
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<td>0%</td>
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The figures left capture our overall mean and median gender pay gap. This demonstrates that there is a mean pay gap, which is attributed to the fact that within the organisation UNICUS aims to attract and retain a diverse workforce that reflects the community we work within. To support this the organisations approach to pay is gender neutral by design- UNICUS pays male and females equally for equal roles.

However, the organisation recognises that for individual senior roles we are market driven to attract the calibre of staff required for these individual roles, we have to be able to pay competitive salaries and there is a higher percentage of these individual roles occupied by males. This is distinct from equal pay, which is the difference in pay between males and females doing similar jobs. Where we employee the largest numbers of staff within equal roles, there is no pay gap with the median hourly pay rate the same for females and males within UNICUS.
Below are the details of the percentage of men and women paid in each quartile.

### Q1 Lower Quartile
- Proportion of male and females in Lower Quartile

### Q2 Lower Middle Quartile
- Proportion of male and females in Lower Middle Quartile

### Q3 Upper Middle Quartile
- Proportion of male and females in Upper Middle Quartile

### Q4 Upper Quartile
- Proportion of male and females in Upper Quartile

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**Bonus Gap**

There is shift in the annual Bonus (Performance Related Pay) payment as detailed below.

This is impacted by the fact that:
- There is a larger proportion of male colleagues that occupy more senior roles within the organisation and these roles are eligible to receive a bonus payment.

### Bonus Mean Percentage Different
is the average % difference between male and female.

**35%**

### Bonus Median Percentage Pay Gap Difference
The median in simple terms, it is the "middle" value % of the data set

**15%**

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Our Focus

Within UNICUS, we continue to actively work towards creating a workplace that is flexible and truly representative, where each employee is respected, supported and able to develop to their full potential. We are committed to rewarding our staff fairly and take action to improve and promote gender equality as part of our re-numeration committee review cycle.

We are committed to addressing this through the following actions:

1. Building on our existing flexible working policies, to encourage and support working parents and staff that have caring responsibilities for adults, through offering flexible contracts of employment, encouraging returners from maternity/ paternity leave and career breaks.

2. We actively review each role in relation to the existing diversity within the team and feed into the Recruitment & Selection activity- by exploring with manager's different approaches to identify opportunities to recruit for difference and ensuring this is integrated into the recruitment documentation and interview panel selection process.

3. Through our communication processes, we will actively encourage females in traditionally male roles, and males into traditionally female roles.

4. Training our managers to look at how we can attract & retain staff will contribute to building diverse teams through training, mentoring and personal development.

5. Review the annual reward scheme to identify gender difference and agree actions to address.

6. Continue to raise awareness and build into development plans for staff & managers- Unconscious Bias and Equality and Diversity training.

7. Through the Talent Management Programme, we have actively encouraged a diverse contribution from both female and male colleagues. This will ensure the potential is identified broadly and across all areas regardless of gender to give individuals the scope to be the future leaders of the business.

8. Communicate out to all staff and managers through our existing channels for internal communication.

- Caryn Masters
Director of Accommodation and Commercial Services