



SHARP BUSINESS SYSTEMS UK: GENDER PAY GAP REPORTING

April 2019

Introduction

We welcome the opportunity to be transparent about how we pay and treat our employees. As a company with a total workforce of over 250 people, we are required by law to calculate and disclose our gender pay gap. This means showing the difference between the average earnings of men and women throughout our organisation and across all roles. This does not involve us publishing individual employee's data.

The information below provides a snapshot of Sharp employees' pay on 5th April 2018. We are proud of the progress we have made in the last year, but our numbers show we still have a lot more work to do. We'll continue to build on the work we have begun, and make sure that all our employees have the same opportunity to progress and develop at Sharp Business Systems UK.

Gender Pay – our 2018 reported figures

	SHARP 2017/18	SHARP 2016/17	UK*
Mean Pay Gap	25%	29%	17.9%
Median Pay Gap	23%	27%	17.1%

* Based on estimates from the National Office of Statistics' Annual Survey of Hours and Earnings 2018

What is the proportion of men and women in each quarter of our payroll?

On 5th April 2018 the SBS total workforce was **77% men** and **23% women**.

	Men	Women
Top quartile	91%	9%
Upper middle quartile	83%	17%
Lower middle quartile	81%	19%
Bottom quartile	54%	46%

Bonus information

- The proportion of men receiving a bonus including commission is 36% (compared to 31% last year).
- The proportion of women receiving a bonus including commission is 26% (compared to 25% last year).
- The mean bonus pay difference between men and women is 44% lower for women.
- The median bonus pay difference between men and women is 65% lower for women.

Bonus includes commission and performance-based bonuses. We have a smaller proportion of females in commission earning roles, which is where the higher “bonus” values are typically earned.

Understanding the Gap

Last year we worked hard to analyse the reasons for the gap at Sharp Business Systems UK (SBS) and concluded that we have too few women in senior roles and a concentration of women in lower paid roles. Looking at the proportion of men and women at SBS, we also have too few women in our organisation overall.

Other contributing factors were related to our industry (business solutions, print office products and solutions) which traditionally employs more men than women. Most of the roles in our organisation are in sales and engineering. In 2016/17 we received no applications from women for engineering roles, and we received five applications from women for sales roles - two of which we hired.

We recognised that we needed a long-term strategy and a short term action plan to address and improve our gender pay gap, and to make SBS a place where more women want to work and are able to progress their career with us.

Our strategy and 2017/18 progress

We developed a strategy that tackles what we consider to be the main areas where we can improve our gender pay gap and more broadly our gender balance – we call this our ‘POWER’ strategy and it has five workstreams.

Pay Gap - At Sharp Business Systems UK we aim to reduce our pay gap by at least 5% year on year. **Our overall mean gender pay gap to be reported in 2019 has decreased to 25%, a 14% improvement on 2018.**

Our women - All our female employees will be recognised and offered leadership training, with a career plan to enable them to be their best. **In 2018 25% of the graduates from our first High Potential Programme were female. This is a programme specifically designed by Sharp in partnership with an external expert to support individuals in achieving their potential as leaders within the organisation. We also saw one female employee complete our Accelerated Leadership Programme, and a third of the employees participating in our Rising Stars Programme in 2018 were female.**

Working environment - We will offer flexible working and strive to provide a family friendly benefits package to enable women and men to balance their career and home life. We are now offering flexible working across our UK Head office and have held workshops for managers across the business to raise awareness of this plus the other family-friendly policies available. We have seen an increase in flexible working requests because of this initiative.

Entry - grass roots - We will target females when hiring apprentices and trainees to combat the low proportion of women within Sharp Business Systems UK. **We have already had success in recruiting female apprentices at our Furniture business in Scotland and as part of our Head Office Finance Team.**

Recruitment - We will partner with organisations promoting women in industry and strive to shortlist at least one woman (meeting the role criteria) every time we hire. **We run all adverts through gender coding to ensure that the language used doesn't unfairly discourage men or women, and this helped to ensure that women were included on at least half of our recruitment shortlists in 2017/18.**

Our plans for 2018/19

We are proud of our progress in the last 12 months and particularly in reducing the gender pay gap, but we know there is more we can do as a business. Here are some of the actions that we are taking:

Pay Gap - We will continue to monitor pay for all our employees, ensuring that females are paid equitably for the role performed, with the aim of reducing our pay gap by at least 5% year on year.

Our women - In addition to the High Potential Programme and Rising Stars Programme already ongoing at SBS UK, in 2019 we will offer more opportunities for work and personal development through the launch of Sharp Business Sisters and the award-winning Springboard Women's Development programme. The Springboard programme is designed for women from all backgrounds, ages and stages of their lives, and allows women to enhance their own skills and abilities, challenge power and equality while building confidence, assertiveness and a positive image.

Working environment - We will continue to encourage the adoption of flexible working throughout our head office, and will review our maternity and paternity leave provision. We are also increasing diversity and inclusion content in training materials for all employees via our e-learning platform.

Entry - grass roots - We will aim to hire more women at entry level and offer training and career paths with a specific focus on engineering.

Recruitment - We will continue to improve the percentage of women on recruitment shortlists, and we are seeking advice from our recruitment partner to find new creative ways to attract women into the industry.

We welcome this opportunity to improve our organisation.

I confirm the information published above is accurate.



**Sarah Coates,
HR Director, Sharp Business Systems UK PLC**



**Stuart Sykes,
Managing Director, Sharp Business Systems UK**