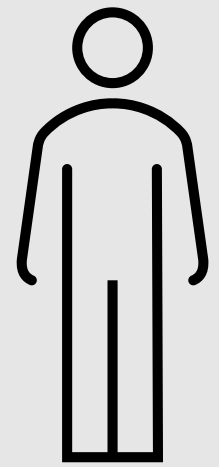


# Gender Pay Report

Snapshot Date:  
5<sup>th</sup> April 2022

# sigma



# sigma



# Sigma Gender Pay Report

## Introduction

Our people ambition at Sigma is to become a great place to work where everyone is inspired to be the best they can be. We feel this is achievable by creating an inclusive and diverse environment.

All UK companies with over 250 employees are required to report and publish their gender pay gap each year. This is under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. At Sigma we employed more than 250 colleagues on the 5<sup>th</sup> of April 2022.

This report sets out the gender pay gap statistics for Sigma Retail Solutions in relation to the reporting year of 2022. The information has been calculated in accordance with the regulations and is legally compliant. This report enables us to understand our position, the differentials and create change where it is needed to achieve our people ambition, increasing diversity and inclusion.

The report covers:

- Our mean and median gender pay gaps
- The mean and median gender bonus pay gaps
- The percentage of male and female employees who received a bonus payment
- The percentage of male and females in each quartile

## Sigma – Who we are and what we do

Sigma are the complete end to end service solution provider across your building lifecycle.

When considering the lifecycle of a building, key milestones include operation, maintenance and renovation/demolition. Following the initial design and planning stage and over its lifetime a building can fulfil many purposes, beginning life as a retail store to its end of life as commercial offices and everything in between. When considering changes in occupancy, fit-outs, extensions or end of life, Sigma have a suite of building services and specialise in providing a true end-to-end service tailored to any stage of a building's lifecycle - from ground up construction to building closure.

Sigma are a multi site growing business.

# Sigma Gender Pay Report

## The gender pay gap

The gender pay gap is the difference between the average pay of men and women, expressed as a percentage. The gap is calculated across the entire workforce of an organisation.

The gender pay gap has many contributing factors which will differ from organisation to organisation, across sectors and across geographical locations. These factors may or may not be unlawful or discriminatory, guided by society or cultural aspects, or as a result of internal organisational practices.

Percentages of all our male and female colleagues included in Gender Pay Snapshot as of 5<sup>th</sup> April 2022 and previously as of 5<sup>th</sup> of April 2021



**66% of Sigma employees are Male (2022)**

**67% of Sigma employees are Male (2021)**



**34% of Sigma employees are Female (2022)**

**33% of Sigma employees are Female (2021)**

In a sector that historically is male dominated and this is reflected in the gender percentages, we are encouraged to see an increase in female representation and we will continue to attract more females, improving diversity further. At 34%, the proportion of women within our business is significantly higher than average within the industry.

## Our approach to pay and reward

We introduced our Sigma Career Framework to ensure that we drive fairness and equality when making reward decisions. We are committed to continue to review our Career Framework and rewards to attract, grow and retain a diverse and inclusive workforce.

We also introduced a Performance Management matrix to support fairness and equality when assessing individual performance which is carried out on a bi-annual basis.

# Sigma Gender Pay Gap

The following table separates our entire workforce into four equal quartiles based on the salaries that are paid to these employees.

These quartiles are then further broken down into the number and proportion, expressed as a percentage, of male and female employees in each quartile.

Percentage of Male and Female in each hourly pay quarter		
<b>Q1 - Upper Hourly Pay Quarter</b>	15.7% Female	84.29% Male
<b>Q2 - upper middle hourly pay quarter</b>	21.13% Female	78.87% Male
<b>Q3 - lower middle hourly pay quarter</b>	36.62% Female	63.38% Male
<b>Q4 - lower hourly pay quarter</b>	59.15% Female	40.85% Male

2022 Median Pay Gap	2022 Mean Pay Gap
38%	31%

This data reflects a lower percentage of female representation in Senior leadership roles. Therefore the pay gap represents the fact that women are predominantly in roles attracting a lower hourly pay rate. Our current leadership development offerings are focussed on addressing this. The lower representation is typical within this industry but we are focussed on becoming a truly diverse business with a higher representation of women in leadership roles.

# Sigma Gender Bonus Gap

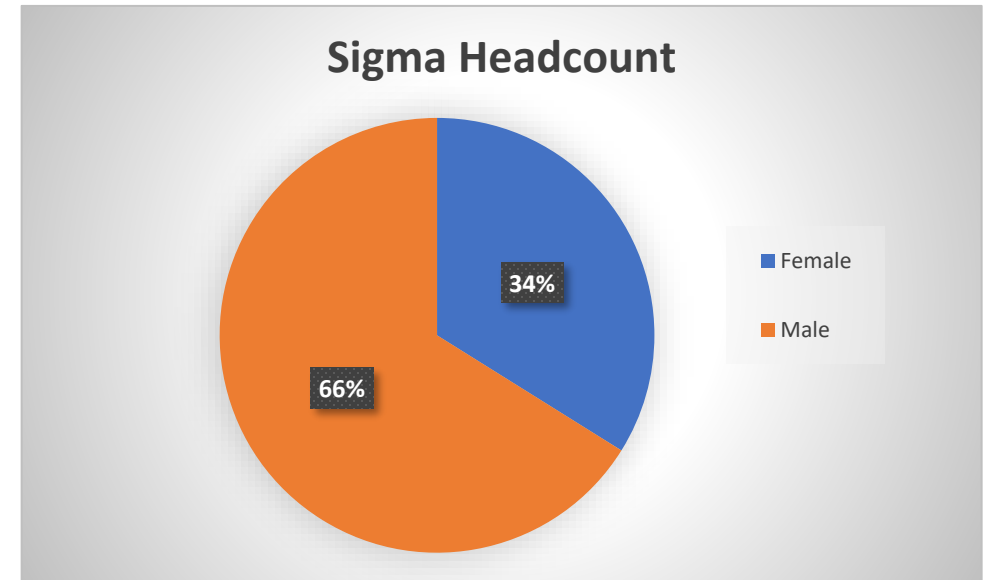
Percentage of male and female who received a bonus in 2021.



**39% Male Employees received a bonus**



**35% Female Employees received a bonus**



**2022 Median Bonus Gap**

81%

**2022 Mean Bonus Gap**

65%

The discretionary bonus scheme is open to all job levels and roles across the business. Colleagues at the same level have the same bonus opportunity regardless of gender. The gender bonus gap is greater currently due to having more men in senior leadership roles attracting the equivalent bonus level for the role than women.

# Sigma Gender Pay – Action Plan

## Action plan to address our gender pay gap

We are committed to reducing, and subsequently closing, any identified gender pay disparity. This commitment, however, is made in line with our understanding that a period of time and exploration of a number of different actions may be needed in order to achieve this aim.

Our gender pay gap is largely driven by the structure of our workforce, as our leadership roles are predominantly male employees, which is reflective of the construction and logistics industry. Our reward structures and framework are gender neutral by design with a clear and transparent career framework with base salaries benchmarked and broad band pay scales shared and visible to all. We introduced our Sigma Career Framework to ensure that we drive fairness and equality when making reward decisions. We are committed to continue to review our Career Framework and rewards to attract, grow and retain a diverse and inclusive workforce.

Sigma remains focussed on building a business that is sustainable, improving diversity and inclusion and valuing everyone.

In addition we are committed to:

- Growing and developing our talent to ensure that everyone, regardless of gender has a chance to progress into leadership roles. We have multiple development opportunities available including our Project Management development course, Sigma Group Leadership Fundamentals and Sigma Group Leadership development that we will ensure future selections continue to attract a diverse cohort.
- Reviewing our recruitment practices to ensure we are attracting females into roles at all levels.
- Mentor female future leaders for SLT roles.
- Actively seek opportunities to provide a highly inclusive culture and working environment within Sigma. Having enhanced maternity benefits, introduced menopause and domestic abuse policies, provided self defence classes, held an 'I am remarkable' workshop to empower women and other underrepresented groups to celebrate their achievements in the workplace and beyond. We intend to continue promoting inclusivity and embed the practices.
- Continuing to review our flexible working practices to accommodate family needs
- Continuing to promote equality and diversity through our internal training and our core PRIDE values.

**Declaration:**

I can confirm that the information reported is accurate and meets the requirements of the Equality Act in 2010 (Gender Pay Gap Information) regulations 2017.



Craig Bennett  
CEO

**Contact**

Please direct any queries relating to this gender pay gap report to *HR* by contacting them on [HR@Sigmagrp.co.uk](mailto:HR@Sigmagrp.co.uk).