Our 2020 Gender Pay Gap Report

Biotec Services International Limited trading as PCI Pharma Services

We are an employer voluntarily choosing to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

We are passionate about fairness, equality and inclusion and are committed to reducing our gender pay gap.

The gender pay gap is the difference between the average pay and bonus of men and women shown as a percentage. The gap is calculated across the entire workforce.

We can use these results to assess:

- The levels of gender equality in our workplace.
- The balance of male and female employees at different levels.

On 5 April 2020, we had 142 employees in our organisation, 46% of employees were female and 54% of employees were male.

We are committed to reducing and subsequently closing any identified gender pay disparity. This commitment 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.

Gender Pay Gap and Equal Pay are different

<table>
<thead>
<tr>
<th>Gender Pay Gap and Equal Pay are different</th>
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</thead>
<tbody>
<tr>
<td>It is important to note that the Gender Pay Gap is different to Equal Pay.</td>
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<tr>
<td><strong>Equal Pay</strong> is the pay difference between men and women who carry out the same or similar jobs. We are confident that men and women are paid equally for doing equivalent jobs across our organisation and there are no differences in starting pay.</td>
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<tr>
<td><strong>Gender Pay Gap</strong> is a measure of the difference between men and women’s average earnings across an organisation. It does not look at the specific jobs that each person is carrying out.</td>
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</tbody>
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Gender Pay and Bonus Gap

The table below shows our overall mean (average) and median (middle) gender pay gap based on the hourly rate of pay between men and women at the snapshot date of 5 April 2020.

The table also shows the mean and median differences between bonus payments made to men and women in the year up to 5 April 2020.

<table>
<thead>
<tr>
<th>Difference between men and women, reported as a percentage of men’s pay</th>
<th>2020</th>
<th>Mean</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly fixed pay</td>
<td>16.5%</td>
<td>0.13%</td>
<td></td>
</tr>
<tr>
<td>Bonus paid</td>
<td>24%</td>
<td>0%</td>
<td></td>
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</tbody>
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There is a small difference in the median hourly pay rate and no difference in the median bonus paid for male and female colleagues in 2020.

The gap in the mean hourly pay rate and mean bonus paid reflects the wide range of jobs available and includes those working at corporate levels across our organisation.

The above figures are based on full-pay ‘relevant’ employees, therefore any colleagues who were absent on the snapshot date of 5 April 2020 and did not receive full pay due to sickness, maternity leave etc. have been excluded. There were a number of employees who did not receive full pay on the snapshot date, had these been included the mean % difference would have improved slightly.
Gender Pay across Four Quartiles

The information below illustrates the gender pay gap across four quartiles. We can use these results to assess the levels of gender equality in our workplace and the balance of male and female employees at different levels.

### How are pay quartiles calculated?

The quartiles analysis ranks men and women from the lowest to highest earners. This is then divided into four even groups to show the proportions of men and women in each of these four earnings groups.

#### Upper Pay Quartile

- **Male**: 47%
- **Female**: 53%

The Upper Pay Quartile represents a good balance between the genders.

- **Based on**: 19 Men and 17 Women

#### Upper Middle Quartile

- **Male**: 43%
- **Female**: 57%

There is a higher percentage of men than women in the Upper Middle Quartile.

- **Based on**: 20 Men and 15 Women

#### Lower Middle Quartile

- **Male**: 31%
- **Female**: 69%

There is a higher percentage of men than women in the Lower Middle Quartile.

- **Based on**: 25 Men and 11 Women

#### Lower Pay Quartile

- **Male**: 34%
- **Female**: 66%

There is a higher percentage of women than men in the Lower Pay Quartile.

- **Based on**: 12 Men and 23 Women
We already have policies in place to support both women and men with caring responsibilities and encourage return to work after maternity leave. We offer enhanced paternity pay and maternity pay policies. The maternity pay policy includes a returner bonus. Where roles permit, we support flexible working requests to enable our workforce to balance work and personal lives as best suits them. We are committed to an environment where all colleagues are included and have an opportunity to develop their careers.

I confirm the data reported is accurate.

Debbie Jones, HR Manager
Biotec Services International Limited, trading as PCI Pharma Services