

Viking Office UK Ltd - Gender Pay Gap Report – Snapshot Date: 5 April 2025

We are committed to creating a fair, inclusive, and transparent workplace where everyone is rewarded equitably for their contribution. Publishing our gender pay gap data each year helps us understand how pay is distributed across the organisation and where we need to focus our efforts to drive improvement.

Gender pay gap reporting shows the difference in average pay between men and women across the organisation. It is different from equal pay, which relates to whether men and women are paid the same for doing the same or equivalent roles. We regularly review our pay structures and practices to ensure that equal pay principles are upheld.

1. Main gender pay gap figures

In this organisation:

Women earned 82p for every £1 that men earned when comparing median hourly pay

Women made up 34.3% of employees in the highest paid quarter and 47.8% of employees in the lowest paid quarter

5.4% of women received bonus pay, compared with 6.8% of men

Women's median bonus pay was 101.6% higher than men's

2. Hourly pay

Women's median hourly pay was 17.7% lower than men's, meaning women earned 82p for every £1 earned by men when comparing median hourly pay.

Our mean (average) hourly pay gap is 3.0%, which indicates that overall average pay across the organisation is more closely aligned, with differences being more pronounced at specific points in the pay distribution.

When compared with last year, our median gender pay gap has reduced, reflecting progress in narrowing pay differences at the midpoint of our workforce. While this is encouraging, we recognise that further progress is needed.

3. Pay quarters

Women made up:

- 34.3% of employees in the upper hourly pay quarter (highest paid jobs)
- 47.1% of employees in the upper middle hourly pay quarter
- 47.1% of employees in the lower middle hourly pay quarter
- 47.8% of employees in the lower hourly pay quarter (lowest paid jobs)

Representation across the middle pay quartiles is relatively balanced, suggesting a strong pipeline of female talent within the organisation. However, women remain underrepresented in the highest-paid roles, which continues to be the main factor influencing our overall gender pay gap.

4. Bonus Pay

A relatively small proportion of employees received a bonus this year, with 5.4% of women and 6.8% of men receiving bonus pay.

Women's median bonus pay was higher than men's, while the mean bonus pay gap favours men. This reflects the impact of a small number of higher-value bonuses linked to senior roles, where men remain more heavily represented. Due to the low overall number of bonus payments, these figures can be significantly influenced by individual awards and should therefore be interpreted with caution.

Looking ahead

The reduction in our median gender pay gap compared with last year is a positive step, but we recognise that sustained effort is required to achieve lasting change. Our focus remains on:

Increasing the representation of women in senior and higher-paid roles

Supporting progression through development opportunities and internal mobility

Ensuring fair, transparent recruitment and promotion processes

Continuing regular pay reviews to maintain equal pay for equal work

We remain committed to making further progress and to building a workforce that better reflects the diversity of our organisation and the communities we serve.

Statement of Accuracy

I confirm that the gender pay gap information published here is accurate and has been calculated in accordance with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Jonathan Metcalfe
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Viking Office UK Ltd
Date: 31/03/2026