



# PAY TRANSPARENCY READINESS CHECKLIST

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## How to Use This Checklist

This checklist is designed as a practical diagnostic tool to help organisations assess their readiness for the EU Pay Transparency Directive.

Work through each section and consider whether the statement accurately reflects the current situation in your organisation.

### How to approach it:

Review each statement carefully and mark those that are already in place in your organisation.

Identify the areas where you cannot confidently tick the box. These typically indicate areas that may require further work or clarification.

Focus first on structural elements, such as job architecture, salary bands, and pay governance. These form the foundation for many of the other requirements.

Discuss the results internally, ideally involving HR, senior leadership, finance, and legal where appropriate.

Use the gaps identified as a starting point for developing a structured pay transparency readiness plan.

This checklist is intended to support initial self-assessment and discussion. Organisations may wish to seek professional advice when implementing changes to their pay structures or preparing for compliance with applicable laws and regulations.

**If after you carry out this self-assessment** you would like to discuss how these changes may affect your organisation, we would be happy to have a conversation.

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# Pay Transparency Readiness Checklist

Use this checklist to assess your organisation's readiness for the EU Pay Transparency Directive

## 1. Job Structure & Job Evaluation

- We have a structured job evaluation framework based on objective criteria
- All roles are mapped into clear job families and job levels
- Job descriptions accurately reflect responsibilities, scope and decision-making authority
- Jobs performing equal work or work of equal value are clearly identifiable
- A governance process exists for reviewing and approving job evaluations outcomes
- A formal process exists for employees to request a review of job evaluation outcomes

## 2. Pay Structure

- We have defined salary bands for each job level
- We have clear criteria for salary progression within pay bands
- Pay differences between employees in similar roles can be objectively justified
- Our compensation policy clearly explains how salaries are determined and reviewed
- New hire offers are checked against internal equity before they are made
- Pay decisions (starting salary, increases, promotions) are documented with objective criteria

## 3. Pay Equity & Data

- We have conducted a pay equity analysis to identify potential gender pay gaps
- We have reliable HR data to analyse pay by gender, role and level
- We are able to explain any pay gaps with objective, gender-neutral criteria
- A remediation plan with budget and timeline exists to close any material gaps identified
- Systems and processes exist to produce required gender pay gap reports (if required)

## 4. Recruitment Practices

- Salary ranges are ready to be included in job advertisements or disclosed to candidates before the interview
- Our recruitment process does not ask candidates about salary history
- Recruiters and hiring managers understand how salary placement within a band is determined

## 5. Internal Communication & Manager Readiness

- Managers have been trained and are confident in justifying pay decisions clearly and consistently
- The organisation has a clear, written and accessible pay policy
- A formal process exists for employees to request pay information or raise concerns
- Employees understand how pay is determined, where they sit within their pay band and the criteria used for progression
- Senior leadership understands the implications of pay transparency and supports the transition to structured pay governance

## 6. Governance & Legal Readiness

- We have confirmed which national transposition law applies to our organisation and its specific deadline
- We know which reporting obligations apply to us based on our headcount threshold
- Ownership of pay transparency compliance has been assigned at board or C-suite level
- Pay transparency progress is being reported to senior leadership on a regular basis
- We understand when a joint pay assessment may be required and how it would be conducted
- Our employment contracts do not contain clauses prohibiting employees from disclosing or discussing their compensation

### Disclaimer

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