

Are you providing equal pay?



Women. Men. Different. Equal.
Equal Opportunities Commission

Information for employers

Are you providing equal pay?

Do you know whether your pay system provides equal pay? Does it reward women and men equally? If not, you could be challenged under the Equal Pay Act 1970.

- In 2003/4 there were 4,412 employment tribunal claims relating to equal pay
- The pay gap between men and women working full time is 18%
- This leaflet is aimed at employers but employee representatives may also find it useful.

The business case

If you provide equal pay, you will:

- Attract and retain the best people
- Reduce your recruitment costs
- Improve morale, motivation and productivity
- Protect and strengthen your organisation's public image and reputation
- Avoid expensive tribunal claims
- Demonstrate a genuine commitment to equal opportunities.

EOC resources

Help and guidance on how to avoid sex discrimination in your pay system is available via the EOC website.

In addition to the EOC Equal Pay Review Kit – which sets out the procedure for conducting an equal pay review – you will find practical tips on a range of topics, such as grading, progression, equal pay for like work, benefits, bonus payments and starting pay. These tips explain the more common causes of unequal pay in the workplace.

You will also find guidance notes on...

- Pay reviews
- Human resource/payroll software
- Responding to an equal pay questionnaire and requests for information during tribunal proceedings in accordance with Data Protection Act principles
- Conducting an equal pay review in accordance with Data Protection Act principles.

What is an equal pay review?

Whatever kind of equal pay review process is used and whatever the size of the organisation, the essential features are the same. An equal pay review involves:

- Comparing the pay of men and women
- Explaining any gaps
- Closing any pay gaps that cannot be explained on grounds other than sex.

Advice for small employers

Equal Pay, Fair Pay is a version of the Equal Pay Review Kit aimed at firms with no specialist human resources expertise, employing fewer than 50 employees. The kit contains sample forms and spreadsheets that can be photocopied or downloaded from the accompanying CD ROM. Email or call our Helpline to request a copy.

What is the EOC Equal Pay Review Kit?

The Equal Pay Review Kit consists of a 5-step model that briefly sets out the mechanism for conducting an equal pay review:

Step 1: Deciding the scope of the review and identifying the data required

Step 2: Identifying where women and men are doing equal work

Step 3: Collecting and comparing pay data to identify any significant equal pay gaps

Step 4: Establishing the causes of any significant equal pay gaps and assessing the justifications for these

Step 5: Developing an Equal pay action plan or reviewing and monitoring.

Details on how to carry out the various steps of the review are set out in six supporting guidance notes. Together the model and guidance notes comprise the Equal Pay Review Kit. The kit is available via the EOC website.

Are you providing equal pay?

Equal Pay Forum

Launched and run by Opportunity Now and the EOC, the Equal Pay Forum helps employers tackle the issue of equal pay by gathering and sharing examples of best practice. Membership is free and is available to any employer committed to conducting an equal pay review.

For further details contact Hannah Smith, Opportunity Now, by emailing: Hannah.Smith@BITC.ORG.UK

The EOC Code of Practice on Equal Pay

A revised Code of Practice on Equal Pay came into effect on 1 December 2003. The code brings together employers' obligations under the Equal Pay Act and good practice advice on carrying out an equal pay review. You can download a copy from the EOC website, call our Helpline or email us to request a printed version.

For further information about equal pay, contact the Equal Opportunities Commission.

web:

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