



# Checklist – Pay Transparency

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Structured Self-Assessment & Compliance Preparation Tool

*(micro-enterprises)*



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### Checklist – Pay Transparency

The proposed Checklist aims to serve as a tool for

- a) assessing the level of readiness and
- b) preparing companies for compliance with the requirements of **Directive (EU) (2023/970) on pay transparency**.

It examines a set of formal and informal practices related to remuneration, recruitment, promotions, the identification of the gender pay gap, and gender equality more broadly within the company.

The checklist can also be used by **micro-enterprises** as a **self-assessment tool** to map their level of preparedness regarding pay transparency issues.

**1) How many employees are employed in your company?**

- a) 1-4
- b) 5-9

**2) What is the legal form of your company?**

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**3) Are there part-time or temporary employees?**

Yes  Please record by gender

No

**4) Do you employ staff through a co-financed or other programme?**

Yes  Please specify .....

No

**5) Does your company receive any type of subsidy/grant?**

(e.g. participation in NSRF / RRF programmes, etc.)?

Yes  No

If yes, please specify .....

**6) From the list below, indicate which categories of data are available in your company:**

**a) Socio-demographic data of employees**

Gender

Age

Nationality





Marital status

Education level

Type of disability

Previous employment / professional experience

**b) Pay-related data**

Pay scales

Basic salaries

Position/responsibility allowance

Overtime

Hazard allowance

Marriage/children allowance

Benefits in kind (e.g. company car, etc.)

Performance bonuses

Commissions

**c) Data on promotions, grading and career development**

Role/specialisation overall and by gender

Promotions in recent years overall and by gender

Changes in job positions/roles by gender

**d) Data on recruitment and staff turnover**

Number of recruitments by contract type (fixed-term, open-ended, etc.)  and by gender

Number of departures by gender  and reason for leaving

**e) Data on leave-taking**

Maternity leave

Paternity leave

Parental leave

Care leave

Other .....

**f) Data on employee participation in training / professional development programmes**



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**g) Other:** \_\_\_\_\_

**7. If you have not selected the options under subcategories (a), (b), (c), (d) of Question 6, please indicate what type of data you keep for your employees.**

.....

**8) Are there differences in pay between women and men in your company?**

Yes  No

If yes, how would you explain them?

**9) In positions (or duties) of responsibility within your company:**

- a) Men are more numerous
- b) Women are more numerous
- c) Positions/duties are equally distributed
- d) Other .....

**10) Is there a clear distinction of roles and defined job positions for all employees?**

Yes  No

If yes, please specify.....

**11) How do you recruit staff in your company?**

- a) Through online advertisements / social media / press
- b) Through personal networks / acquaintances
- c) Other .....

**12) Which of the following do you prioritise most when recruiting staff? (up to 3 answers)**

- a) Knowledge, abilities, skills
- b) Soft skills (teamwork, cooperation, initiative, etc.)
- c) Availability
- d) Gender
- e) Experience
- f) Pay expectations
- g) Other .....

**13) Based on which of the following are promotions in your company mainly decided?**

- a) Results / performance
- b) Seniority
- c) Knowledge of the subject
- d) Personal characteristics
- e) Skills



f) Gender

g) Other .....

**14) Do you implement any initiatives or actions related to inclusion, gender equality, people with disabilities, or other related issues?**

Yes  No

If yes, please specify.



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