



Checklist – Pay Transparency

Directive EU (2023/970)
Structured Self-Assessment & Compliance Preparation Tool
(SMEs & large companies)



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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 **SMEs** and **large companies** 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) 10–29
- b) 30–49
- c) 50–99
- d) 100–249
- e) 250+

2) What is the legal form of your company?

- a) Public Limited Company
- b) Limited Liability Company (EPE)
- c) Private Company (IKE)
- d) Other

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

Profit-sharing

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



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e) Data on leave-taking

Maternity leave

Paternity leave

Parental leave

Care leave

Other

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

g) Other: _____

7) Do you maintain a Human Resources Management System (HRMS)?

Yes No

If yes, please specify.

8) If your company has a Board of Directors, what is its composition?

Number of men

Number of women

9) Does your company have an organisational chart known to all employees?

Yes No

10) Do you apply a standardised pay system?

Yes No

If yes, please specify (criteria, methodology, any tools used).

11) Is pay data accessible to employees?

Yes No

If yes, please specify.

12) Does your company apply a recruitment system?

a) No standardised system with fixed procedures

b) A specific recruitment policy with standardised procedures is applied

c) A clear policy with transparent procedures and increased opportunities for suitable candidates





13) Is a transparent promotion system applied in your company?

- a) No formal procedures or policy for promotions
- b) A policy exists, but without clear selection criteria or full transparency in decisions
- c) A policy with clear criteria applied to all and publicly available

14) Has your company conducted any form of job and responsibility mapping/analysis based on specific criteria?

Yes No

If yes, please describe.

15) Did employees or their representatives participate in the process?

Yes No

16) Is any collective labour agreement applied (sectoral / occupational / company-level)?

Yes No

If yes, specify the type and what it regulates.

17) Is an ESG (Environmental, Social, Governance) framework applied to corporate governance?

Yes No

18) Have you developed any initiative or action to promote gender equality within your company?

Yes No

If yes, provide a brief description.

19) Does your company provide any form of training to employees?

Yes No

If yes, please specify.

20) Is there a trade union or other representative body of employees in your company?

Yes No



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21) Has any employee committee or working group been established for any purpose?

Yes No

If yes, please specify

22) Has a fine ever been imposed on your company under Law 3896/2010?

(Application of the principle of equal opportunities and equal treatment of men and women in employment and occupation)

Yes No



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