

Gender Pay Gap Reporting Checklist

Confirm Eligibility



- Verify whether your organisation employs 50 or more staff members, as this is the reporting threshold

Collect Data



- Hourly rates of pay for Male and Female employees across each pay quartile
- Bonus and benefit-in-kinds paid to both male and female employees across each pay quartile
- Data must be taken from a snapshot of payroll in June

Calculate Metrics



- Mean and median hourly pay between genders
- Mean and median bonus payments
- Percentage of male and female employees receiving a bonus payment or any benefits-in-kind

This data should be shown across male and female employees in different pay quartiles and should also include part-time and temporary contracts.

Identify Pay Gaps & Causes



- Evaluate reasons for pay discrepancies, such as unequal representation in leadership roles or inconsistent bonus structures
- Develop measures to rectify gaps identified

Draft Explanatory Narrative



- Provide an explanation for the existing gender pay gap
- Outline any actions already taken or planned to reduce these gaps

Publish Report & Communicate



- Publish the full report on your website by November
- Develop internal and external communications to share the findings and implications of the report
- Monitor the outcomes of implemented measures and adjust strategies to enhance future performance and compliance