

Achieving Equal Pay in the Workplace

Your Guide to Changing Policy and Practice

Preliminary Questions: Finding out about your workplace

Start by considering:

1. How is pay determined in your organisation?

- ☐ a. By collective bargaining;
- ☐ b. By individual negotiation;
- ☐ c. A combination, with senior staff not covered by collective bargaining; or
- ☐ d. There is no negotiation on pay.

☐ 2. Is there a recognised union in your workplace?

☐ 3. Does your organisation use job evaluation?

Job evaluation is a way to work out the relative importance of different jobs in an organisation and devise pay arrangements to match this. ACAS provides some good information about what job evaluation is and how it works.

4. Does the organisation have an equal pay policy? If no, why not? If yes, how often is the policy reviewed?

☐ 5. Have there been any settlements of equal pay claims or potential equal pay claims?

If your organisation recognises trade unions, uses job evaluation and has an equal pay policy, there is less likely to be an issue with equal pay.

