PAY EQUITY POLICY

This policy aims to ensure pay equity within [Organization Name], which means providing equal pay for work of equal value, regardless of gender or other protected characteristics as legislated under Canada’s [*Pay Equity Act*](https://laws-lois.justice.gc.ca/eng/acts/P-4.2/page-1.html) (The Act) and [*Pay Equity Regulation*](https://canadagazette.gc.ca/rp-pr/p2/2021/2021-07-07/html/sor-dors161-eng.html) (The Regulation). Pay equity differs from equal pay for equal work, as it focuses on compensating employees fairly based on the value of their work, rather than solely on their job title or description.

SCOPE

This policy applies to all employees within [Organization Name] and aligns with Canada's Federal *Pay Equity Act* and *Pay Equity Regulations*.

POLICY

[Organization Name] is committed to providing equal pay for work of equal value and ensuring fairness, transparency, and compliance with relevant laws and regulations. We believe that all employees should be compensated fairly for their contributions to the organization.

Employer's Responsibilities

[Organization Name] will:

* Establish and periodically update a pay equity plan.
* Identify different job classes within the workplace.
* Conduct regular pay equity evaluations and make necessary corrections.
* Ensure transparency in compensation policies and guidelines.
* Provide training and resources to managers and employees on pay equity issues.

Employee's Responsibilities

* Employees at [Organization Name] are expected to:
* Understand and adhere to the company's pay equity policy.
* Report any perceived pay inequities to the appropriate personnel.
* Participate in pay equity training and discussions as required.

**Pay Equity Plan**

[Organization Name] believes in providing equal pay for work of equal value. As per the Act and Regulation, [Organization Name] will develop a pay equity plan that includes identifying job classes, evaluating compensation, and making necessary adjustments.

The following steps were undertaken during the process in compliance with the Act:

1. Identify job classes
2. Determine their gender predominance
3. Select a job evaluation system
4. Develop a job analysis questionnaire
5. Prepare the job descriptions
6. Apply the job evaluation system
7. Assign weight to the factors and sub factors
8. Determine point value of job classes
9. Compare job classes and determine pay inequities

Establishment of a Committee

At [Organization Name] a pay equity committee will be established according to the guidelines of the Act and employee and/or union representatives will be included in this committee.

The committee will be made up of at least three individuals. Two thirds of this committee must be employee representatives and at least one member of the committee must be selected by the employer. In addition, at least 50% of the committee members must be women.

Employee representative members must be voted in according to the rules of the Act which states:

* “The members who represent employees have, as a group, one vote and the members who represent the employer have, as a group, one vote. A decision of a group counts as a vote only if it is unanimous. If the members who represent employees cannot, as a group, reach a unanimous decision on a matter, that group forfeits its right to vote and the vote of the group of members who represent the employer prevails.”

Once the committee has been established, the head of the committee will notify the Pay Equity Commissioner that the committee is in existence.

They will work to put a Pay Equity Plan in place, according to the “Process for Establishment of Pay Equity Plan” outlined above.

**If the organization is unable to form a committee that meets the criteria above, it will apply to the Pay Equity Commissioner to request different requirements that can be met. If the organization determines the committee cannot perform the necessary work, it will also apply to the Pay Equity Commission to gain permission to establish a pay equity plan without a committee.**

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### Committee Resources

The organization will provide committee members with:

* The direction and information required to perform their role as pay equity committee representatives and create a pay equity plan
* The meeting space and equipment necessary
* Time from their regular duties to attend meetings and perform committee work

Confidentiality

Employees who are members of the pay equity committee must keep fully confidential any information specified as confidential by the employer or an employee. They may only share confidential information for the purposes it was provided. Employees who breach confidentiality will be subject to disciplinary action.

### Posting

In order to declare our intent to create a pay equity committee, a copy of this document will be dated and posted in a conspicuous place in the workplace (in paper or electronic form) so that it is readily available to all employees.

Further, this document will be made available in accessible formats to employees with disabilities who request it, in accordance with the *Accessible Canada Act*.

The statement of intent to establish a pay equity plan will be replaced with the full Pay Equity Plan as soon as it is available.

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**Reprisal**

[Organization Name] prohibits retaliation against employees who report pay inequities or participate in pay equity investigations. Consequences for engaging in reprisal will be outlined in the company's disciplinary policy.

**Filing a Claim**

Employees who believe they have experienced pay inequity may file a claim with the Pay Equity Commissioner. The Commissioner will review the claim and determine the appropriate course of action, which may include adjustments to compensation and penalties for non-compliance.

**Review and Updates**

[Organization Name] will regularly review and update the pay equity policy to ensure continued compliance with applicable laws and regulations. We welcome feedback from employees and stakeholders to improve the policy and its implementation.

[Organization Name] encourages ongoing communication and collaboration between employees and management to address pay equity concerns. We are committed to promoting a culture of fairness, transparency, and accountability in all aspects of compensation and employment practices.