

# BE GENDER PAY REPORTING READY

## FINDING THE HEADLINES

CHECK  
✓

I have done the analysis to find the mean and median pay for men and women (base & variable).	
I have calculated the % pay gap between men and women.	
I have produced pay ratios for men and women for the four quartiles of my pay range.	

## UNCOVERING RISK

I have carried out a full Equal Pay Audit and understand my underlying issues.	
I have raised Gender Pay Reporting as an issue on our company risk register.	
I have trained my people managers to understand and mitigate the risk of unconscious bias.	

## TAKING CONTROL

I know who has received a 10% or above pay review and the split between men and women.	
I know that there is no gender bias on performance management scores in my organisation, and have the figures to prove it.	
When I look at all out of pay review pay increases – adhoc requests and promotions – I know the gender split and % allocated to each.	

## LEADING THE WAY

Any gender gap we have can be explained and we have developed a clear narrative.	
I know my gender gap by pay level and have a clear story around that.	
Any gap we have in women working at more senior levels is being addressed and explained to our current and potential employees.	

## PUBLISH

I know what I need to publish and by when.	
I have the technology available to publish my results.	
I feel confident and in control about the results we will publish.	

Please get in touch if you would like help in checking any of the above boxes. **Call 020 3478 4810.**

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