

R E A D I N E S S C H E C K L I S T

EU Pay Transparency Directive readiness checklist

A quick self-check of the main employer obligations under the EU Directive baseline. Tick off what is already in place and use the gaps to plan.

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1

Recruitment and job adverts

- ☐ Job adverts state the starting salary or a pay range.
- ☐ Candidates receive pay information before the interview.
- ☐ No questions about pay history appear in adverts, application forms or interviews.
- ☐ Job titles, adverts and selection processes use gender-neutral wording.

2

Worker information rights

- ☐ Workers are told each year about their right to request pay information.
- ☐ You can provide individual and average pay levels broken down by sex for comparable roles.
- ☐ No pay-secrecy clauses prevent workers from discussing their pay.

3

Pay structure and equal value

- ☐ Roles are grouped into categories of equal work or work of equal value using objective criteria.
- ☐ Pay and pay-progression criteria are objective, gender-neutral and documented.

4

Gender pay gap reporting

- ☐ You know which reporting band and deadline apply to each legal entity.
- ☐ You have estimated your gender pay gap by category of workers.
- ☐ Reporting data and processes are ready before your first deadline.

5

Joint pay assessment

- ☐ You have a process to act on any unjustified gap of 5% or more not closed within six months.
- ☐ Workers' representatives can be involved in a joint pay assessment where required.

This checklist describes the EU Directive baseline and is general information, not legal advice. National implementing laws differ and may impose additional or earlier obligations. Confirm the position for each country with a qualified local adviser.