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Equal Pay Day **Tool Kit** *2024*



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How to use this guide.



Take charge of closing the gender pay gap with Verve Super's Equal Pay Day toolkit.

It's packed with actionable steps to expose pay disparities in the workplace and fix them for good.

Share this toolkit with your HR department or senior leaders to ignite conversation, drive positive change and make your workplace a leader in equality.



A note on **language**

Throughout this toolkit, you will see references to ‘two genders’ or ‘men’ and ‘women’. While we wholeheartedly recognise that not everyone falls into this gender binary, unfortunately the majority of studies either don’t collect, or don’t report, data that adequately captures gender diverse members of our community.

Progress is coming, but we are not there yet. From 2021, employers in Australia have been able to report employee gender as ‘non-binary’, which currently accounts for 0.1% of the dataset.[1] Due to this small sample size, WGEA cannot yet report on this Gender Pay Gap, but will continue to reassess and work with stakeholders to ensure this data can be collected in a safe, inclusive and respectful way going forward.[1]

We also use the term ‘women+’ throughout this toolkit to centre women in a way that is welcoming and respectful of anyone who identifies as a woman, cis or trans. It’s also our way of recognising the non-binary and gender non-conforming members within our community and welcoming allies who are committed to our mission.

[1] WGEA, How to calculate a gender pay gap

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Action 01

Get to know your data

Dig into your workplace's pay gap data to answer these critical questions:

- **Recruitment:** Are we hiring fewer women, are women negotiating salaries less often, and/or are we benchmarking starting salaries against previous salaries?
- **Retention:** Are more women leaving our organisation than men?
- **Promotion:** Are we promoting men at greater rates? How are the new salaries determined?
- **Equal pay:** At the same level, are people being paid the same or are there outliers or discrepancies?
- **Compensation:** Is the discrepancy being driven by base salaries, superannuation, bonuses, or other payments?

How does this help?

You can't manage what you don't measure. You also can't set goals and take actions until you fully understand the reality of your organisation's pay gap.

Once you understand what is driving your pay gap, you can choose which interventions will help you to create genuine change.

Resources

New platforms such as **equidi** are supporting companies to track their data and identify the gaps.

Work with a Workplace Gender Equality Consultant such as **GenderWorks** to perform a pay gap audit of your company.

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Action 02

Set targets and share

Once you understand what is driving your pay gap, it is time to take action:

- **Set targets:** Establish specific goals with each level of your organisation in collaboration with your board.
- **Communicate:** Share the targets openly with employees and other stakeholders.
- **Monitor:** Report on your achievements and setbacks regularly.
- **Inspire:** Link your leadership team's incentive structure to hitting these targets.
- **Fair pay ratio:** Implement a cap on the ratio between your highest paid and lowest paid team members.
- **Employer statement:** Make a statement alongside your data, highlighting the progress since the last reporting period and outlining your new targets.

How does this help?

Making gradual improvements helps to motivate change, hold leadership accountable and foster a culture of transparency, all of which are crucial for addressing and closing the pay gap.

Resources

WGEA Action Planning Tool – designed to help employers identify actions they can take to improve gender equality in their workplace.

New platforms such as **equidi** are supporting companies to track their data and identify the gaps.

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Action 03

Improve your hiring practices

Up next it's time to review and improve your hiring practices by implementing the following actions:

- Post the salary range in job advertisements.
- Anonymise applicant responses.
- Use gender neutral language in job descriptions.
- Request that recruiters present a specific number of women or non-binary candidates, or commit to only reviewing applications once a minimum threshold of diverse applicants is met.
- Have diverse selection panels in interviews.
- Implement a formal Gender Recruitment Strategy.
- Analyse commencement salaries by gender to ensure no pay gaps.
- Hire a Diversity, Equality and Inclusion (DEI) manager to create real change.

How does this help?

Strong hiring practices at all levels can help to ensure a diverse range of candidates are being hired, and compensated fairly.

Businesses in Australia that introduced a formal Gender Recruitment Strategy saw women's employment increase at twice the rate of those businesses without a formal strategy.[2]

As more and more companies and countries take strides to improve gender equality, companies that fail to take action risk being left behind.

Resources

Use systems like **Applied** to reduce biases in hiring.

Use **Gender Decoder** to identify subtle bias in your job ads.

Download the **WGEA Gender equitable recruitment and promotion guide**.

[2] WGEA, Gender Equity Insights, 2023

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Action 04

Make parental leave a priority

- Provide at least 8 weeks paid parental leave for primary carers and 4 weeks for secondary carers at full pay.
- Remove the eligibility period to access employer-funded parental leave.
- Promote the option to return from parental leave part-time and don't require repayment if they choose not to return to work.
- Pay superannuation on paid and unpaid parental leave.
- Remove gender requirements for primary and secondary carers.
- Offer paid parental leave for any circumstances where there is a new child (adoption, same sex couples, surrogacy etc.).
- Encourage and support senior leaders and men to take up parental leave.
- Consider employees on parental leave for promotions and include them in salary reviews and bonus schemes.

How does this help?

Women represent seven out of 10 primary caregivers in Australia, accounting for 88% of all primary carer's leave utilised.[3] Not only does caring continue to be considered 'women's work,' but the demand for flexible and part-time work to accommodate caring responsibilities has a significant impact on the Gender Pay Gap.

WGEA reports that the best performing businesses have enhanced parental leave provisions for secondary and primary carers, as well as reporting, training, and accountability for flexible work.[4]

Resources

Steal our parental leave policy we'd love for you to steal our workplace policies, you can find them all here.

Check out the **WGEA guidelines for developing policies**.

[3] WGEA, Gender equality and caring and [4] WGEA, Gender pay gap media release

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Action 05

Improve people policies

Implement a range of people policies that demonstrate your commitment to gender equality and employee well-being:

- Provide additional leave for menstruation, menopause, infant loss (stillbirth, miscarriage, abortion) fertility treatments and domestic family violence.
- Offer superannuation above the standard guarantee for lower wage employees.
- Ensure part-time employees receive the full-time equivalent (FTE) superannuation allowance.
- Uphold equal pay to show your organisation's commitment to closing the gender pay gap.
- Ensure existing company communications, documents, and policies use gender-inclusive or gender-neutral language, including for adoptive and foster parents.

How does this help?

Menstrual leave can be implemented to support team members that suffer from debilitating periods. It is estimated that 1 in 7 people assigned female at birth suffer from endometriosis, often regarded as one of the top 20 painful conditions.

A Monash University study found 84% of domestic and family violence survivors reported that their job was impacted by their experiences, with 1 in 2 reporting their career progression was impacted, and 2 in 5 reporting their productivity was impacted.

Resources

Resources and open sourced policies from **Circle In**, **Future Group**, and **Open Org**

Source: Monash University, Workplace Sabotage



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