

EU Pay Transparency compliance readiness checklist

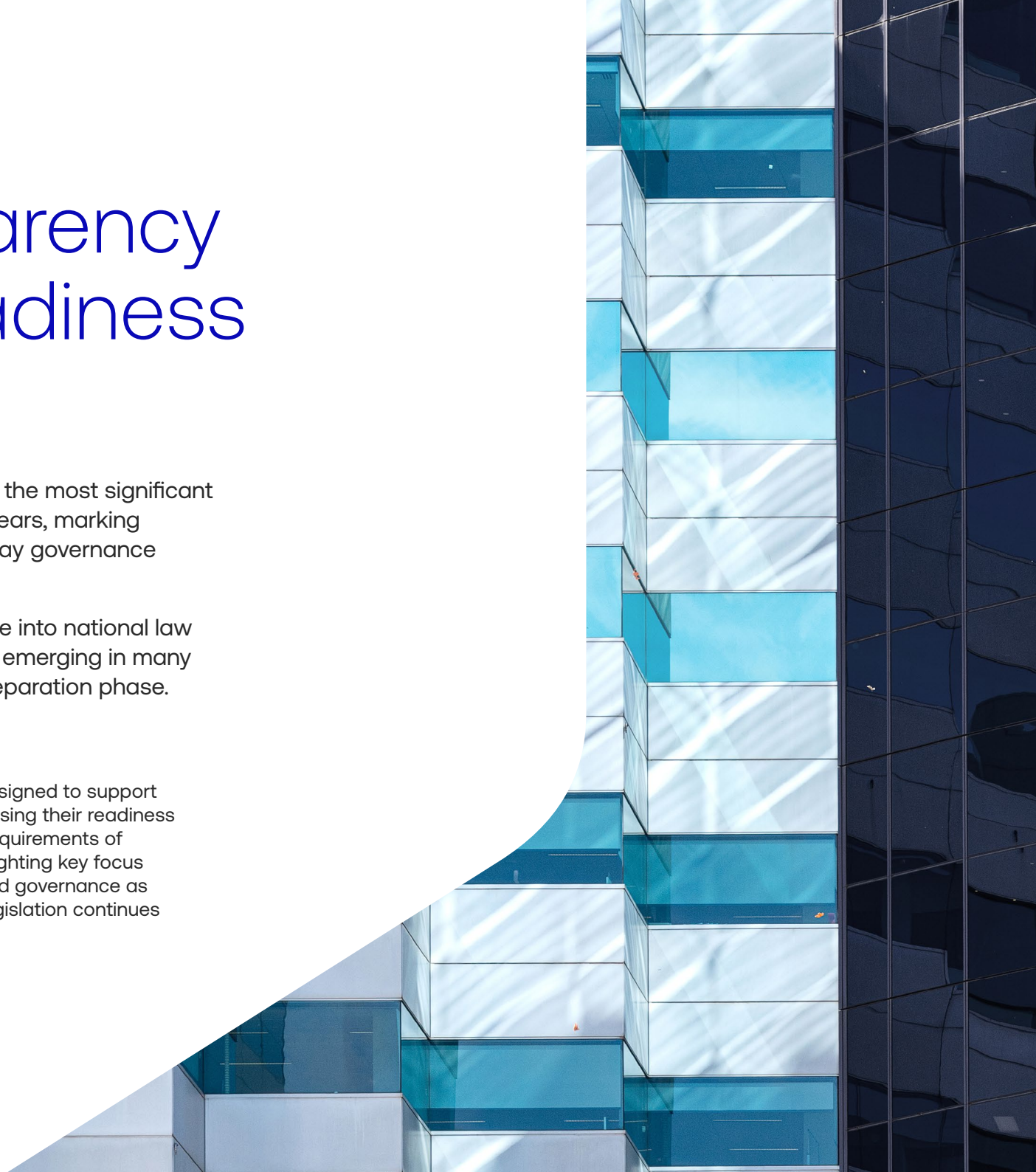
The EU Pay Transparency Directive represents one of the most significant developments to pay-equity transparency in recent years, marking a fundamental shift in how organisations approach pay governance across Europe.

Member States are required to transpose the Directive into national law by 7 June 2026, and while local implementation is still emerging in many jurisdictions, employers are now entering a critical preparation phase.

What this means for employers

Employers operating in the EU will face new duties, many of which will apply regardless of employee headcount. Early preparation, ahead of June 2026, will help employers identify potential areas of non-compliance, manage pay equity risk, and ensure organisations are well positioned as national requirements are finalised.

This checklist is designed to support employers in assessing their readiness against the core requirements of the Directive, highlighting key focus areas for action and governance as country-specific legislation continues to develop.



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	Details	Status
Preparation	<ul style="list-style-type: none">• Understand country-level EU Pay Transparency implementation requirements and responsibilities.• Document current salary banding per role.• Carry out an EU Pay Transparency ‘health check’ to identify potential areas of non-compliance and risk.• Identify unexplained pay gaps, high-risk roles and remedial actions.	
Pay structure	<ul style="list-style-type: none">• Standardise job families and grade levels and map all employees.• Define and document “work of equal value” evaluation criteria.• Define and document objective, gender-neutral criteria:<ul style="list-style-type: none">• starting salary decisions,• pay increases,• promotions, and• bonus eligibility.	
Recruitment processes	<ul style="list-style-type: none">• Update recruitment processes for pay transparency requirements.	
Gap reporting	<ul style="list-style-type: none">• Calculate gender pay gap data and report(s).• Prepare explanations for pay gaps, as required.	
Employee pay information requests	<ul style="list-style-type: none">• Implement workflows for responding to employee pay-information requests.	
Communication	<ul style="list-style-type: none">• Engage work councils or employee representatives in the process as required.• Engage with internal stakeholders including hiring managers and senior leaders.• Ensure internal stakeholders have relevant training and understanding on the EU Pay Transparency requirements.	

