

# THINGS TO KNOW ... AND WHAT TO EXPECT WHEN APPLYING FOR EQUAL-SALARY CERTIFICATION:

## What are the main benefits of getting certified?

Getting certified allows your company to show good governance and transparency. It also significantly improves your ability to attract and retain strong talent, especially female talent.

## What are the requirements for organizations to be eligible for certification?

1. Fifty or more employees
2. A gender pay gap of less than five percent
3. Fully implemented HR processes, including indicators implemented by gender
4. A commitment to equal pay clearly supported by top management
5. The involvement of employees through surveys and interviews

## What are the key steps of the certification process?

All information is treated anonymously and with the strictest confidentiality.

### **Statistical analysis of salary data**

**WHAT:** Gender pay gap within the company and a list of individual discrepancies to be explained or compensated, where applicable

**WHO:** Experts contracted by EQUAL-SALARY using a methodology developed in collaboration with the University of Geneva. If the observed gender pay gap is higher than five percent, an audit won't be performed and will be suspended until the gap is corrected.

### **Audit**

**WHAT:** Audit to determine the company's overall commitment to equal pay, and its implementation in the process. Employees must be involved through surveys and interviews.

**WHO:** PricewaterhouseCoopers-PWC is the EQUAL-SALARY preferred auditing partner.

## Who is involved in the certification process within the company?

The HR team drives the project, and the company CEO and selected employees (male and female) are involved during audits. There will be an online survey involving 10 percent of employees, each taking a minimum of approximately 20 minutes.

## What does the HR team need to do to prepare?

The team will need to make sure that all HR processes, salary data and supporting documents are prepared and up to date to kick off the certification process.

## How long does it take for SME companies to get certified?

Depending on your preparation and readiness, the process typically takes around 20 days.

## How long is the certification valid for?

The EQUAL-SALARY certificate is valid for three years. Following the main initial audit, the organization will need to undergo two monitoring audits in years 2 and 3.