## PAY TRANSPARENCY POLICY

[Organization Name] is committed to promoting fairness and equity in the workplace by enhancing transparency regarding compensation and pay practices within the organization, while protecting the rights of employees in accordance with the *Pay Transparency Act*, enacted on May 11, 2023, in British Columbia.

POLICY

[Organization Name] is dedicated to implementing fair compensation practices and ensuring that employees are compensated based on objective characteristics such as skill, effort, responsibility, and working conditions. This policy outlines our commitment to pay transparency in adherence with the BC *Pay Transparency Act.*

**Employer Responsibilities**[Organization Name] (the “Employer”) is responsible for the following:

Pay History and Confidentiality

* During the hiring process, the Employer will not inquire about a candidate or applicant's previous pay or compensation details from other employers.
	+ However, the Employer may utilize pay history they already possess about a current employee to determine compensation for a new position.
	+ The Employer may also rely on publicly accessible information related to compensation for similar positions to inform their compensation decisions.
* The Employer will not dismiss, suspend, demote, discipline, or otherwise reprimand any employee who:
	+ Wishes to discuss their own compensation with the Employer.
	+ Shares their compensation information with other employees, candidates, or prospective job applicants.
	+ Provides information to the designated Director of Pay Transparency regarding the Employer or any of the Employer’s compensation structures.

Job Postings and Advertisements

* For all job postings and publicly advertised job opportunities, the Employer will specify the expected salary, wage, or expected salary/wage range for the job.
* The Employer is not required to disclose any bonus payments, benefits, tips, or overtime provisions within publicly posted job advertisements.

Please note: Wage or salary information posted on job advertisements are the Employer’s reasonable expectations of pay for the job at the time of posting. This requirement does not prevent the following:

* The applicant requesting a higher wage or salary than the amount advertised.
* The Employer agreeing to pay an applicant a higher wage or salary than the amount advertised.