## 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.
  + Inquires about the Employer’s Pay Transparency Report.
  + 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.

Pay Transparency Reports  
  
Pay Transparency Reports are required for the following organizations (based on employee size):

1. By November 1, 2024: all employers with 1,000 employees or more
2. By November 1, 2025: all employers with 300 employees or more
3. By November 1, 2026: all employers with 50 employees or more

* These Employers will be required to complete and post Pay Transparency Reports by the deadlines specified by the ministry.
* The Employer will collect the prescribed information from employees in accordance with the Pay Transparency Act to include in the Pay Transparency report.
* The Employer will also inform employees that the employee's disclosure of information related to compensation, gender, or other protected characteristics is voluntary and will be maintained with the appropriate confidentiality.
* The Employer will utilize the information collected from employees, internal compensation practices, and the online reporting tool provided by the Ministry to ensure accuracy in the Pay Transparency Report(s).
* The Employer will ensure that employees have access to the current Pay Transparency report.
  + The Employer will ensure that either a copy of the report has been made available in at least 1 conspicuous place in each workplace or;
  + a copy of the current report is made available to any employee who requests it.
* The Employer will ensure the Pay Transparency Report continues to be available until the Employer makes available a new Pay Transparency Report.