



Pay Equity Policy

PURPOSE

The purpose of this policy is to demonstrate the Kingston Tennis Club's dedication to Pay Equity, or providing equal pay for equal work, as legislated under the *Employment Standards Act, 2000* (ESA) and the *Pay Equity Act* (Ontario). Employee pay rates will be based on the following criteria: skill, effort, responsibility, and working conditions.

DEFINITIONS

As per Ontario.ca or *The Pay Equity Act*:

- "Equal work" means the employees perform substantially the same kind of work in the same establishment, the work requires substantially the same skill, effort and responsibility and is performed under similar working conditions. Each of these conditions must be met for equal pay for equal work to be required.
- "Substantially the same kind of work" means the work does not have to be exactly the same. What matters is the actual work performed by the employees, not the stated conditions of their job offer or their job description.
- "Skill" means the amount of knowledge, physical skill or motor skills needed to perform a job. This includes:
 - education, like post-secondary degrees and diplomas
 - training, like apprenticeships
 - experience, like the number of years required to master a skill or gain expertise
 - manual dexterity, like hand-eye coordination
- "Effort" is the physical or mental effort regularly needed to perform a job.

POLICY

Kingston Tennis Club believes in providing women and men equal pay for work of equal value and is committed to using objective factors of skill, effort, responsibility, and working conditions when compensating employees. Further, we will ensure the male-female job-to-job comparison method is utilized when assigning compensation to ensure gender neutral pay.

KINGSTON TENNIS CLUB (KTC)



Kingston Tennis Club will not pay one employee at a rate of pay less than another employee on the basis of sex when:

- they perform substantially the same kind of work in the same establishment
- their work requires substantially the same skill, effort, and responsibility
- their work is performed under similar working conditions

Kingston Tennis Club will not lower employees' rates of pay to create equal pay for equal work.

Exceptions

Where employees of different sexes are doing equal work, they can be paid different rates of pay if the difference is due to:

- a seniority system
- a merit system
- a system that measures earnings by production quantity or quality

Employees who perform equal work can also be paid different rates of pay if the difference is based on any other factor other than sex.

Reprisals

Kingston Tennis Club will not punish an employee in any way for asking other employees about their rates of pay to find out if an employer is providing equal pay for equal work or for disclosing their own rate of pay to another employee for the purpose of determining or assisting that employee in determining whether they he or she are receiving equal pay for equal work.

Filing a Claim

In the event an employee believes that the organisation is not complying with the equal pay for equal work provisions, the employee may file a claim with the Ministry of Labour.

ROLES AND RESPONSIBILITIES

Kingston Tennis Club will:

- Establish and maintain compensation practices that provide for pay equity
- Evaluate its job positions using fair and equitable standards as outlined in the *Employment Standards Act* and *Pay Equity Act*
- Utilize the male/female job-to-job comparison method outlined in the *Pay Equity Act* to ensure gender neutral pay

KINGSTON TENNIS CLUB (KTC)



APPROVAL OF THE BOARD OF DIRECTORS

Date: 2024-09-18

Signed: _____

KTC President, on behalf of the Board of Directors

RECORD OF REVISIONS

| Date of Review | Nature of Review | Date of Approval/Update |
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