Pay Equity Policy

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Amendment History

Title:	Pay Equity Policy
Responsible Unit:	People and Organizational Development Department
Responsible Officer:	Engy Mansour – Mohamed Eid – Mohamed Samy

Version	Date	Author(s)	Notes	Revision(s)	Approval(s)
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INTRODUCTION TO PAY EQUITY POLICY

Introduction

MSA University supports the principle of equal opportunities in employment as per the Egyptian Labor Law Article (35) and believes as part of that principle; all staff shall receive equal pay and treatment.

Purpose

This policy is set to ensure there is no pay discrimination within practice and to eliminate any systemic bias and discrimination and to ensure that women are treated on the same basis as men in terms of compensation for the work they perform.

Scope

This policy applies to all academic and non-academic staff employed by MSA University including; all faculties, divisions and departments.

1. PAY EQUITY POLICY

1.1 Policy

MSA University provides equal pay to all staff, and is committed to making pay scale using reasonable standards based on each individual's qualifications. No person shall be subject to unequal pay based on; race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as; an individual with a physical or mental disability unrelated to ability, military status, genetic information, marital status, parental status, ancestry, source of income. This policy includes the commitment to maintaining a work environment free of inequality and discrimination.

All staff should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. All forms of pay are covered by this policy, including; salary, bonuses, social insurance, vacation and holiday pay, reimbursement for travel expenses, and benefits.

1.2 Practices

To put our commitment to equal pay into practice, we will:

1. Carry out an equal pay review of gender and implement the actions arising from it in a planned program.

2. Publish the results of the equal pay review of gender.

3. Carry out regular monitoring of the impact of our practices in line with the University's Diversity and Inclusion policies.

4. Inform staff members of how these practices work and how their own pay arrived at (on request from a role holder and respond to grievances on equal pay)

5. Provide training and guidance for managers and supervisory staff involved in decisions about pay and benefits.

It is intended through the above actions, to avoid unfair discrimination and to reward fairly the required knowledge, skills and competencies of all staff employed by MSA University. In turn, this is intended to increase efficiency and enhance the University's reputation and image as an international University.

1.3   Roles and Responsibilities

1.3.1.   Staff Members

The University encourages open communication and will support anyone who raises honest concerns in good faith under this policy.

MSA University staff are responsible for:

- Helping to create a climate at work where communication channels are kept open so that pay concerns are discussed with the Human Resources and resolved at an early stage.
- Notifying his/her line manager or Human Resources Director in case of suspicion in pay inequity.

1.3.2.   Line Managers and Supervisors

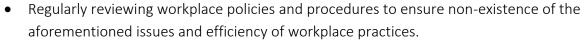Line Managers and supervisors are responsible for:

- Ensuring that such pay equity is one of the main business policies, respecting human rights with zero tolerance to inequality.
- Compliance with the aforementioned policy and ensuring that his/her team is well-aware of it.
- Line managers must report all information concerning possible violations of this policy. The University cannot address violations and take appropriate corrective actions unless it is aware of such issues.
- Responding positively to complaints to avoid them escalating into grievances and taking the appropriate action towards any concern.
- Acting as role models and applying the pay equity policy with fairness and equality.
- In case of under performers who have issues with their pay, line managers and supervisors have a responsibility to manage underperformance or concerns regarding a staff member's conduct. During these discussions, managers/supervisors should give constructive feedback to help the staff member understand what he or she has done that needs improvement, address the reasons behind it and how to improve in the future. This should be done in a constructive, encouraging style, following the University's Performance Management Policy.

1.3.3.   Human Resources Department

The role of the Human Resources Department is to:

- Ensure the fair implementation and application of this policy and procedure, starting from the hiring process, to applying pay raise and benefits.
- Take a proactive role in ensuring consistency of application across the university.

- Regularly reviewing workplace policies and procedures to ensure non-existence of the aforementioned issues and efficiency of workplace practices.
- Ensure that all University staff are adequately oriented or aware of this policy during the on boarding program.
- Provide advice or guidance to related parties through the arising issues or complaints regarding this policy.