

EMPLOYMENT POLICY - PAY SCALE EQUITY

SCOPE

This Policy applies to all staff at the University of Cyberjaya (“University”).

POLICY STATEMENT

The University is committed to promoting gender equality and ensuring fair remuneration for all staff. This Policy aims to eliminate pay disparities, including gender pay gaps, to ensure that the pay scale is based on merit and free from discrimination.

1. GENERAL PRINCIPLES

- 1.1 The University supports the principles of equal opportunities in employment as follows:
 - 1.1.1 ensures that men and women staff performing the same work or work of equal value receive equal compensation;
 - 1.1.2 prevents any unjustified differences in pay based on gender or any other discriminatory factor;
 - 1.1.3 addresses pay gaps to promote equitable treatment for all staff; and
 - 1.1.4 ensures staff salaries do not fall below the legally mandated threshold.

2. GENDER PAY GAP MEASUREMENT AND ANALYSIS

- 2.1 To ensure transparency and accountability, the University commits to:
 - 2.1.1 conduct pay audits each year to analyse pay data by gender comparing the average earnings of male and female staff in similar roles;
 - 2.1.2 evaluate all pay bands regularly to ensure they remain equitable and free from gender bias.

3. ADDRESSING PAY DISPARITIES

- 3.1 If gender pay gaps are identified, the University will:
 - 3.1.1 develop action plans to close the gaps, including adjustments in pay, revisions to recruitment practices, and changes to promotion processes.
 - 3.1.2 set specific goals and timelines to reduce and eliminate any gender-based pay disparities; and
 - 3.1.3 provide training to Group HR personnel to prevent bias in hiring, pay decisions, and performance evaluations.

4. MONITORING AND ACCOUNTABILITY

- 4.1 The Group HR will be responsible for implementing this Policy, with regular oversight from the senior management team.
- 4.2 Progress toward pay equity will be monitored through established processes, with a commitment to achieving measurable reductions in gender pay gaps.

5. REVIEW AND REVISION

This policy will be reviewed annually to align with the changes in applicable laws in Malaysia.

DEFINITION

Compensation	means the financial remuneration received by staff for work done.
Gender pay gap	means the difference in average salary between men and women.
Merit	means compensation or promotion based on a staff's skills, performance, and achievements.
Pay Audit	means a systematic review of staff salaries to identify disparities based on factors like gender, role, or experience.
Pay Band	means a range of salaries allocated for specific roles or job levels, ensuring a structured approach to compensation.