



Pay Compare

Helping you decide who pays fair

Ratio Requester Action Pack

Anyone can be a Ratio Requester and we ask you to be too!

A Ratio Requester is someone who asks an employer to publish their pay ratios at our free public website www.paycompare.org.uk

The easiest way to be a Ratio Requester is to Tweet or email an employer straight from our website www.paycompare.org.uk

If you're unable to do this then simply use the letter templates in this action pack to write to employers instead

Use the first letter template if you are writing to an employer as an individual

Use the second letter template if you are writing to an employer as a group or organisation

The easiest way to find an employer's address is to search for it on the Internet or use www.companieshouse.co.uk for private limited (ltd) and public limited companies (plc) registered in the UK

Addresses of registered charities can be found at:
The Charity Commission for England and Wales
Office of the Scottish Charity Regulator
Charity Commission for Northern Ireland

www.paycompare.org.uk

[Your address]

[Today's date]

FTAO: The Head of Human Resources

[Name of employer]

[Address of employer]

Dear Sir or Madam,

As a [concerned member of the public/customer/prospective customer/shareholder/prospective shareholder], I would like to know how fair you are as an employer in terms of what you pay your staff.

Therefore, I would like to know the pay ratio between:

- 1) your highest and average (median) paid employees, and/or
- 2) your highest and lowest paid employees.

So everyone can see and compare this information would you please submit your pay ratios to the free public website provided by Pay Compare at www.paycompare.org.uk

Pay Compare provides an online form at www.paycompare.org.uk to make this quick and easy.

Employers who submit their pay ratios to Pay Compare are able to use the Pay Compare Mark to publicly and proudly demonstrate their commitment to transparent and fair pay reporting.

Thank you for your kind attention to this matter and I look forward to seeing this information at the Pay Compare website soon.

Yours faithfully,

[Your name]

[Address or your group or organisation]

[Today's date]

FTAO: The Head of Human Resources

[Name of employer]

[Address of employer]

Dear Sir or Madam,

As [concerned members of the public/customers/prospective customers/shareholders/prospective shareholders], we would like to know how fair you are as an employer in terms of what you pay your staff.

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Yours faithfully,

[Your name]

[Name of your group or organisation]