



Alert | Labour

The periodic report about male and female staff: obligations and penalties

Periodic report about male and female staff

Public and private companies with more than 50 employees must prepare a periodic report about male and female employees.

**New Art. 46, first paragraph,
Legislative Decree No. 198/06**

As amended by Art. 3, Law 162/2021

Content:

The company must indicate in the report the male and female staff with reference to the following indicators (among others):

- Employed workers as of 12/31/2020 and 12/31/2021, divided by category.
- Promotions and recruitments occurred during the year.
- Employees by job category and type of contract, in Layoff Benefits Fund (CIG) and on leave, including the "categories" of temporary, intermittent and agile work, the number of worked hours and overtime hours.

Amendment to the so-called "Equal Opportunity Code".

The obligation now exists for companies that employ more than 50 employees- instead of the 100 in the previous provision.

Companies that employ fewer than 50 employees may compile the report on a voluntary basis

The company is required to specify:

- Selection and recruitment processes and tools used by the employer.
- Work-life balance measures applied in the company.
- Company policies to promote social inclusion, economic treatments, showing starting pay as of January 1, 2020, and ending pay as of December 31, 2021, divided into categories and levels, with specific indication of small increase in minimum wages, overtime and productivity bonuses.

Periodic report about male and female staff

Procedure and deadlines:

- If this is **the first time** the report is submitted, the status of the male and female staff represented must refer to December 31, 2021.
- The report must be prepared exclusively **in telematic mode** on the **Labor Services portal** as of **June 23, 2022**.

The reporting requirement is every two years:

September 30, 2022, is the transmission deadline for the 2020-2021 biennium.

For **subsequent biennium**, the transmission deadline is set for **April 30** of the year following the end of each biennium.

Penalties:

- In case the company does not submit the report, the Regional Labor Directorate shall invite the company to comply within 60 days.
- In case of non-compliance, sanctions under Article 11 of Presidential Decree No. 520 of 1955 are applied.
- If the noncompliance continues beyond 12 months, any contribution benefits enjoyed by the company are suspended for one year.
- If the report is found to be false or incomplete, the National Labor Inspectorate applies an administrative fine of 1,000 to 5,000 euros.

The reporting requirements also have a significant impact regarding the participation in competitive bidding processes and procedures funded by the PNRR and PNC (Plan for Complementary Investment).



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