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| 2019-20 EOCGE questionnaire Word version |
| Version 2.0 |
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## Document version amendments

* Q 2.6 – question amended to reflect that targets are not required for 2019-20 applications. Target requirements commence from 2021-22 applications.
* Q 2.7 – question amended to reflect that targets are not required for 2019-20 applications. Target requirements commence from 2021-22 applications.
* Q 3.2 – removed ‘all’ from ‘all workforce’ from the question.
* Q 5.1a – amended wording above the additional information text box to ‘Where relevant…’
* Q 5.3 – the additional requirement in this question commences in 2020-21.

## Notes

* To assess whether you meet all prerequisites, we strongly advise that you review the EOCGE Guide to citation document PRIOR to answering the citation questions.
* IMPORTANT: view “MORE INFORMATION**”** for details on what will need to be provided in subsequent applications.
* Please submit your EOCGE application BEFORE you submit your application payment.
* Please list all the organisations covered in this application below. By providing the names of these organisations, you are confirming that all responses contained within this application apply to them all:
* Please enter the name of the organisation that you would like to appear on your EOCGE certificate below, should your organisation’s EOCGE application be successful.

### Focus area 1: Leadership, strategy and accountability

This focus area recognises that creating a workplace in which women and men are equally represented, valued and rewarded requires leadership, accountability and a focus on gender equality as a strategic priority.

It assesses an organisation’s overall strategies and leadership commitment to achieving gender equality.

##### Your organisation must have a strategy in place aimed at achieving gender equality in ALL the following areas:

* gender balance in leadership
* [gender balance](#Gender_balance) across the organisation
* gender pay equity at a like-for-like and an organisation-wide basis
* flexible work and support available for employees at all levels, including those with caring responsibilities.

Please confirm the following:

[ ]  Yes, we have a strategy that supports gender equality in all the above areas.

##### Your organisation must have a policy/policies in place supporting gender equality that covers ALL the following:

* promotions
* performance review processes
* recruitment – internal and external recruitment consultants must be provided with gender equality guidelines for the recruitment process
* restructures and significant operational changes including planned redundancies
* employment and engagement of casuals
* engagement of independent contractors

Please confirm the following (NB: please read “More information” for future requirements in this area).

[ ]  Yes, we have a policy/policies in place supporting gender equality in all the above areas.

More information

* Commencing from 2021: Training for people managers on how to [deal with potential fears and concerns](#Training_on_dealing_with_fears) about gender equality objectives/policies (e.g. resistance to gender equality initiatives) will also be required.

##### Your organisation’s gender equality strategy must include clear objectives and measures, and an evaluation process that occurs at least every two years.

Please provide an outline of the objectives, measures and evaluation process specified in your gender equality strategy. (NB: please read “More information” for future requirements in this area).

More information

* Subsequent applications: - after submission of this 2019-20 EOCGE application, subsequent applications will need to show progress against these measurable objectives covering the previous two year period. If objectives have not been met you will have an opportunity to explain why.

##### Your gender equality strategy must be incorporated into your broader business strategy and planning process, and endorsed by your governing bodies/boards.

Please confirm the following:

[ ]  Yes, our gender equality strategy is incorporated into our broader business strategy and planning process, and is endorsed by our governing body/board

[ ]  Evidence of the governing body’s endorsement (e.g. extract of governing body/board minutes) has been/will be emailed to WGEA when the EOCGE application is submitted

##### Your organisation must evaluate its progress against its gender equality strategy by 1) tracking the metrics below and 2) reporting progress to the following stakeholder groups in your organisation/s at least every year.

Please select all the boxes below to confirm this has occurred:

**1.5 a) For all your workforce (including Partners in Partnership structures):**

[ ]  gender composition of your workforce by manager and non-manager categories

[ ]  promotions by gender and manager and non-manager categories

[ ]  recruitment and exit (voluntary and involuntary) numbers by gender

[ ]  graduate programs and paid or unpaid internships (where applicable)

[ ]  utilisation of formal flexible working arrangements (including part-time) for women and men by manager and non-manager categories

[ ]  utilisation of, and return from, parental leave (paid and unpaid), of women and men.

**1.5 b) For key management personnel AND your governing body/board (1.5 c) also applies to these stakeholders:**

[ ] ALL of the areas listed in 1.5 a)

[ ]  the results of your gender remuneration gap analysis, including pay equity metrics and actions taken

[ ]  progress on narrowing your organisation-wide gender pay gap

[ ]  all results from your EOCGE employee survey questions (refer section “Lived experience –Employee Survey”)

##### 1.5 c) For key management personnel AND your governing body/board

All the following metrics on gender-based harassment and discrimination and sexual harassment complaints must also be reported to these stakeholders:

[ ] number and nature of complaints received

[ ] process for responding to the complaint

[ ] time taken to resolve complaint (e.g. complaint made in February, resolved in July)

[ ] outcomes for complainant and respondent, including whether a complaint was settled

[ ] any organisational change following the complaint

[ ] complaint and respondent turnover.

##### 1.5 d) Your organisation must provide evidence (e.g. extract of governing body/board minutes) that all the areas covered in questions 1.5 a), 1.5 b) and 1.5 c) have been reported to the governing body/board.

Please confirm that this has been/will be emailed to WGEA:

[ ]  Yes, evidence that progress on all the above areas has been reported to the governing body/board has been/will be emailed to WGEA

##### Where gender discrepancies exist for any areas listed under questions 1.5 a), b) and c), your organisation must analyse systems and processes to identify gender bias in decision making, and take actions to address issues identified.

Please confirm this has occurred:

[ ]  Not applicable - no gender discrepancies exist for any areas listed under questions 1.5 a), b) and c)

[ ]  Yes, gender discrepancies were found and systems and processes were analysed to identify gender bias in decision making.

##### 1.6 a) Your organisation must take action to eliminate gender biases identified in the analysis of your systems and processes.

Please outline the gender biases identified, and use examples to describe actions that were taken to address these issues:

##### Your governing body must be provided with a copy of your completed EOCGE application once submitted.

Please confirm this will occur:

[ ]  Yes, the governing body will be provided with a copy of this EOCGE application. Please provide a date when this will occur:

##### Your CEO/head of business must be a visible champion of gender equality in the following areas.

Please provide information in the questions below to confirm each requirement has been met.

##### 1.8 a) Your CEO/head of business must have communicated your organisation’s business case for improving gender equality to all workers (and Partners in Partnership structures) in the last 12 months, and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication below:

 More information

* This can be done by various means for example by an all-staff email, internal broadcast, all-staff road-show or via your intranet.
* This statement may be used by WGEA to promote your gender equality initiatives and/or the EOCGE citation.

##### 1.8 b) Your CEO/head of business must have communicated their commitment to zero tolerance of gender-based harassment and discrimination, sexual harassment and bullying to all employees (including Partners in Partnership structures), in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:

##### **More information**

* This can be done by various means for example by an all-staff email, internal broadcast, all-staff road-show or via your intranet.
* This statement may be used by WGEA to promote your gender equality initiatives and/or the EOCGE citation.

##### 1.8 c) Your CEO/head of business must have communicated the organisation’s overall gender equality strategy, priorities and progress, to all employees (and Partners in Partnership structures), in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:

More information

* This can be done by various means for example by an all-staff email, internal broadcast, all-staff road-show or via your intranet.
* This statement may be used by WGEA to promote your gender equality initiatives and/or the EOCGE citation.

##### 1.8 d) Your CEO/head of business must have communicated the organisation’s commitment to gender pay equity to all employees (and Partners in Partnership structures) in the last 12 months and every year thereafter.

Please provide the statement, how it was communicated and the date of the communication:



More information

* This can be done by various means for example by an all-staff email, internal broadcast, all-staff road-show or via your intranet.
* This statement may be used by WGEA to promote your gender equality initiatives and/or the EOCGE citation.

##### Your organisation must have a group, committee or council with representation from senior management level or above, that is responsible for the implementation and oversight of your organisation’s gender equality strategy.

Please confirm this is in place:

[ ]  Yes

**More information**

* This group can also be in place for other purposes additional to gender equality.

##### 1.9 a) Please provide the job title of the Chair of this group/committee/council:

##### Your CEO/head of business must have direct involvement with your organisation’s gender equality initiatives.

Please list what your CEO/head of business does in this regard:

More information

* Examples of having direct involvement with your organisation’s gender equality programs could include chairing your organisation’s group, committee or council to oversee your gender equality strategy.
* Alternative examples could include meeting regularly with this group/committee or council, or having direct involvement in other gender-specific networks or forums.

##### Your organisation must ensure that women and men can access opportunities that are considered career-enhancing, equitably.

Using typical examples in your organisation, please explain how you ensure this occurs for women and men (maximum 500 words).

More information

* For example, this would include high-value or high-profile projects, client allocation, training, grants or sales opportunities (where relevant).

##### You must hold your managers accountable for contributing to the implementation of your gender equality strategy.

Please outline how managers are held accountable e.g. describe KPIs (up to 500 words):

More information

* Examples of leaders being held accountable for improving workplace flexibility include: requiring all managers to report on their progress in entrenching flexible work and how they are role-modelling flexible work in their annual performance reviews (thus creating visibility around the importance of flexibility as a business imperative); tracking the number of requests for flexible working that were and were not approved (and the reason why a request was not approved and if alternatives were considered).

### **Focus area 2: Developing a gender balanced workforce**

This focus area recognises that the Australian workforce is highly segregated by industry and occupation.

Organisations need robust, targeted learning and development, talent identification and leadership programs to support women’s progress through the leadership pipeline, and provide career opportunities across all levels of the workforce for women and men.

##### Your organisation must have a policy or strategy that includes learning and development (including leadership and/or career development training) for women and men.

Please confirm what is in place:

[ ]  Formal policy

[ ]  Formal strategy

##### **Your organisation must have learning and development plans for all your permanent workforce and long-term casuals.**

Please confirm this is in place:

[ ]  Yes

**More information**

* This may be part of an individual’s performance and development plan.
* Long-term casuals refer to those that have been employed casually on a regular and systematic basis for at least 12 months.

##### Each year, your organisation must track how many women and men, full-time and part-time, have participated in FORMAL leadership development programs. Please indicate the types of programs you have in place:

[ ]  Formal sponsorship program

[ ]  Formal mentoring program

[ ]  Formal succession plan

[ ]  Formal leadership networks

[ ]  Other

**More information**

* The programs listed are those that research shows make a difference.

**2.3 a) Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter “0” where there were no participants.**

|  |  |  |
| --- | --- | --- |
| Program type | Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal mentoring program |  |  |  |  |

**2.3 b) Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter “0” where there were no participants**.

|  |  |  |
| --- | --- | --- |
| Program type | Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal mentoring program |  |  |  |  |

**2.3 c) Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter “0” where there were no participants.**

|  |  |  |
| --- | --- | --- |
| Program type | Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal succession program |  |  |  |  |

**2.3 d) Please complete the table below with the numbers of participants in this program. All cells must be completed, please enter “0” where there were no participants.**

|  |  |  |
| --- | --- | --- |
| Program type | Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal leadership program |  |  |  |  |

**2.3 e) For the other formal leadership development programs in place, please complete the table below, entering the name of the program, and number of participants in the program for each category.**

|  |  |  |
| --- | --- | --- |
| Program type | Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

##### Your organisation must set numerical targets (with timeframes) to improve the representation of WOMEN in any manager category where their representation is less than 40%. Progress against manager targets must also be tracked.

Please confirm this has occurred below: (NB: please read “More information” for future requirements in this area).

[ ]  Yes, targets have been set for every level of management where the representation of women is less than 40%, and targets are tracked

[ ]  Targets are not required as the representation of women across all levels of management is at least 40%. Please provide details:

 **More information**

* Subsequent applications will need to show progress against these targets covering the two year period; if objectives have not been met, you will have an opportunity to explain.

 **2.4 a) In the table below, please indicate the targets and timeframes that have been set:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Management level where target is set e.g. KMP? | %Target? | Year to be reached? |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

##### **Your organisation must set gender targets for internal and external recruitment shortlists where the representation of women at any level of management is less than 40%.**

Please confirm this has occurred:

[ ]  Yes, targets for internal and external recruitment shortlists have been set

[ ]  Targets are not required as the representation of women across all levels of management is at least 40%.

Please provide details:

##### 2.5 a) In the table below, please indicate the targets and timeframes that have been set for internal and external recruitment shortlists of management levels where the representation of women is less than 40%:

|  |  |
| --- | --- |
|  | Managers |
| % Target? | Year to be reached? |
| Internal recruitment shortlists |  |  |
| External recruitment shortlists |  |  |

##### **If your organisation has set targets to improve the representation of WOMEN in any non-manager occupational category where their representation is less than 40% please indicate below.**

 (NB: this will become a requirement in 2021-22, so if no targets have been set, please proceed to the next question.)

[ ]  Yes, targets have been set for every non-manager occupational category where the representation of WOMEN is less than 40%

[ ]  Targets are not required as the representation of women across all non-manager occupational categories is at least 40%. Please provide details:

**More information**

* From 2021-22, this will become a requirement. Details of the targets, as well as the target date will need to be provided at that time.
* Subsequent applications will need to show progress against these targets covering the two year period; if targets have not been met, you will have an opportunity to explain.

**2.6 a) In the table below, please indicate the targets and timeframes that have been set for WOMEN in non-manager occupational categories where their representation is less than 40%:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Occupational category where targets for women is set, e.g. technicians and trades, labourers etc.? | % Target?  | Year target to be reached? |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

##### **If your organisation has set targets to improve the representation of MEN in any non-manager occupational category where their representation is less than 40%, please indicate below.**

 (NB: this will become a requirement in 2021-22, so if no targets have been set, please proceed to the next question.)

[ ]  Yes, targets have been set for every non-manager occupational category where the representation of MEN is less than 40%

[ ]  Targets are not required as the representation of men across all levels of management is at least 40%.

Please provide details:

**More information**

* From 2021-22, this will become a requirement. Details of the targets, as well as the target date will need to be provided at that time.
* Subsequent applications will need to show progress against these targets covering the two year period; if targets have not been met, you will have an opportunity to explain.

**2.7 a) In the table below, please indicate the targets and timeframes that have been set for MEN in non-manager occupational categories where their representation is less than 40%:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Occupational category where target is set, e.g. nurses? | % Target? | Year to be reached? |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

##### Following questions relate to governing body appointments.

**2.8 a) Does your organisation have control over governing body appointments of ALL the organisations covered in this application (as listed at the beginning)?**

(NB: If you answer ‘Yes’ to Q 2.8 a) please complete Q 2.8 a.i and Q 2.8 a.ii.)

[ ]  Yes

[ ]  No, it has control only over SOME of the organisations included in this application

Please provide the names of those organisations whose governing body appointments you do not have control over, and explain why:

☐ No, please provide details why your organisation does not have control over appointments to ALL the governing bodies/boards in this application.

**2.8 a.i) Your organisation must have in place a formal selection policy or a formal selection strategy designed to promote gender equality for ALL these governing bodies/boards where you have control over appointments.**

Please confirm which are in place:

[ ]  Formal policy

[ ]  Formal strategy

**2.8 a.ii) Your organisation must set numerical targets (with timeframes) to improve the representation of women on governing bodies/boards over which you have control of appointments and where the representation of women is less than 40%.**

Please confirm these are in place below (NB: please read “More information” for future requirements in this area):

☐ Yes, targets have been set for all governing bodies covered in this application where the representation of women is less than 40%

[ ]  Targets are not required as the representation of women in all these governing bodies is at least 40%.

**More information**

* Subsequent applications will need to show progress against these targets covering the two year period; if objectives have not been met, you will have an opportunity to explain.

**2.8 b) Does your organisation have control over OTHER governing bodies/boards not included in this application, AND have control over appointments to those governing bodies?**

(NB: If you answer ‘Yes’ to Q 2.8 b) please complete Q 2.8 b.i and Q 2.8 b.ii.)

[ ]  Yes, the names of these organisations are:

[ ]  No, this organisation does not have control over OTHER governing bodies/boards

[ ]  No, this organisation does not have control over appointments to other governing bodies it controls. Please explain why, and whether there are other actions taken to improve gender balance on those governing body/boards:

**2.8 b.i) Your organisation must have in place a formal selection policy or a formal selection strategy designed to promote gender equality for ALL these other governing bodies/boards.**

Please confirm which are in place:

[ ]  Formal policy

[ ]  Formal strategy

**2.8 b.ii) Your organisation must set numerical targets (with timeframes) to improve the representation of women on all these other governing bodies/boards where their representation is less than 40%.**

Please confirm these are in place below (NB: please read “More information” for future requirements in this area):

☐ Yes, targets have been set for all these other governing bodies where the representation of women is less than 40%

[ ]  Targets are not required as the representation of women in all these governing bodies is at least 40%

**More information**

* Subsequent applications will need to show progress against these targets covering the two year period; if objectives have not been met, you will have an opportunity to explain).

##### Your organisation must identify and address [gender segregation](#Gender_segregation) challenges relevant in your organisation and/or industry, for example (but not limited to) under-representation of women or men in caring, administrative, technical, trades or senior roles.

Please provide a written response using the structure below to outline a summary of key details (maximum 750 words):

* How does [gender segregation](#Gender_segregation) **impact** your organisation and/or industry?
* What **measures** have you implemented to improve [gender balance](#Gender_balance) in your organisation?
* Where have you made **progress** and what were/are the biggest challenges?

### Focus area 3: Gender pay equity

This focus area recognises an organisation’s commitment to gender pay equity. It assesses the policies and strategies in place to address gender pay equity and the steps taken to improve identified gender pay gaps.

Gender pay gaps can occur at a like-for-like and on an overall organisation-wide basis.

##### Your organisation must have a formal remuneration policy or formal remuneration strategy that contains specific gender pay equity objectives.

Please confirm this is in place:

[ ]  Yes, we have a formal remuneration policy that contains gender pay equity objectives

[ ]  Yes, we have a formal remuneration strategy that contains gender pay equity objectives

[ ]  Our gender pay equity objectives are contained within our award/industrial or workplace agreement

**More information**

* These may be standalone or contained within another formal policy/ies and/or formal strategy/ies (for example contained within an overall gender equality strategy).
* Gender pay equity objectives may include ensuring gender bias does not occur at any point in the remuneration review process; being transparent about pay scales and/or salary bands; ensuring managers are held accountable for pay equity outcomes.
* View the Agency’s resource the [development of a gender-equitable remuneration policy](https://www.wgea.gov.au/topics/gender-pay-gap/designing-an-equitable-remuneration-policy)

##### 3.1 a) Gender pay equity objectives must be included in your formal policy, formal strategy or award/industrial or workplace agreement.

Please indicate which objectives are included in your policy/strategy:

☐ To achieve gender pay equity

☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and/or performance pay reviews)

☐ To be transparent about pay scales and/or salary bands

☐ To ensure managers are held accountable for pay equity outcomes

☐ To implement and/or maintain a transparent and rigorous performance assessment process

☐ Other (provide details):

##### Your organisation must undertake a gender pay gap analysis of its workforce on a like-for-like and organisation-wide basis each year on what is listed below.

Please select all items to confirm this has occurred:

[ ]  A gender pay gap analysis has been conducted on our workforce covering all the items below at a like-for-like AND organisation-wide basis in the past year

[ ]  Base salary

[ ]  Total remuneration (i.e. including allowances, bonuses, performance payments, discretionary pay, overtime and superannuation)

[ ]  Performance pay

[ ]  Starting salaries

[ ]  Annual salary increases

[ ]  Salaries on [promotion](#Promotion)

##### Where gender pay gaps are identified from your analysis, your organisation must set [targets](#Targets) and take other actions to reduce any like-for-like and organisation-wide gender pay gaps.

Please confirm whether targets have been set (NB: please read “More information” for future requirements in this area):

[ ]  Yes, targets have been set to reduce gender pay gaps

[ ]  No targets are required as no unexplainable or unjustifiable gaps were identified in our analysis of like-for-like and organisation-wide gender pay gaps

**More information:**

Examples could include:

* correcting like-for-like gaps
* undertaking a job evaluation process to identify remuneration bias
* creating a pay equity action plan
* undertake a skills evaluation of award-based occupations
* setting targets to increase the representation of women in higher paid or technical roles.
* Subsequent applications will need to show progress against these targets covering the two year period; if objectives have not been met, you will have an opportunity to explain.

##### 3.3 a) In the table below, please enter the targets and timeframes that have been set for closing gender pay gaps.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of area where targets were set to reduce the gender pay gap (e.g. like-for-like for engineers, organisation-wide, etc) | % Target? | Year target to be reached? |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

##### 3.3 b) Please provide details on why there are no unexplainable or unjustifiable gaps:

##### Women and men on primary carer’s leave must be included in your organisation’s annual reviews of salaries and annual bonus payments.

Please confirm this occurs:

[ ]  Yes

##### Your organisation must analyse and compare the results of performance reviews by gender.

Please confirm this occurs:

[ ]  Yes

### Focus areas 4 and 5: Support for caring; Mainstreaming flexible working

Focus area 4: This focus area covers an organisation’s initiatives and programs to support employees with caring responsibilities, including but not restricted to parenting. It covers access to parental leave for women and men, return to work from parental leave and measures to support employees with elder or disability care responsibilities.

Focus area 5: This focus area covers an organisation’s support of flexible working arrangements. It recognises that successful implementation of flexibility needs visible leadership commitment as well as skills and support for managers and the workforce in general.

##### Your organisation must have a formal policy AND formal strategy to support its workforce (including Partners in Partnership structures) who have family or caring responsibilities as below.

Please confirm these are in place (NB: please read “More information” for future requirements in this area):

[ ]  Yes there is a formal policy AND strategy supporting those with family or caring responsibilities

[ ]  Yes the policy and/or strategy covers support for those who return to work from parental leave, and for parents at all stages of children’s lives.

**More information**

* From 2021-22, elder care and disability care will need to be covered in your policy and strategy.
1. At least eight weeks of employer-funded paid parental leave at full pay, plus superannuation, must be provided to primary carers who are permanent employees (and Partners in Partnership structures). **All of the following must also be in place in relation to this employer-funded paid parental leave.**

##### Please tick all the boxes below to confirm they are all in place (NB: please read “More information” for future requirements in this area):

☐ our scheme is paid in addition to the government scheme (not just topping up the government funded scheme)

☐ it is available under any circumstances where there is a new baby e.g: adoption, same-sex couple, surrogacy. This must be available for parents of a stillborn baby.

☐ there is no requirement for anyone to repay any portion if they do not return to work

☐ it is available to women AND men who are primary carers

☐ there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

**More information**

* From 2022-23, if your employer-funded paid parental leave is for a period of time that is less than the government scheme’s, superannuation must also be paid on the difference, paid at the minimum wage.
* Examples: if your employer-funded paid parental leave is 8 weeks, you would be required to pay superannuation on 10 weeks at the minimum wage (in addition to superannuation on the employee’s full salary for the 8 weeks). If your employer-funded paid parental leave is 12 weeks, you would be required to pay superannuation on 6 weeks at the minimum wage (in addition to superannuation on the employee’s full salary for the 12 weeks). (This minimum requirement stands is regardless of whether the employee is eligible for the government’s paid parental leave scheme).

##### At least two weeks of employer- funded paid parental leave at full pay must be provided to all secondary carers who are permanent employees (and Partners in Partnership structures).

Please tick all the boxes below to confirm they are all in place (NB: please read “More information” for future requirements in this area):

☐ our scheme is paid in addition to the government scheme (not just topping up the government funded scheme)

☐ it is available under any circumstances where there is a new baby e.g.: adoption, same-sex couple, surrogacy. This must be available for parents of a stillborn baby.

☐ there is no requirement for anyone to repay any portion if they do not return to work

☐ it is available to women AND men who are secondary carers

☐ there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

**More information**

* From 2021-22, three weeks of paid parental leave will be required to be offered to secondary carers.
* From 2022-23, four weeks of paid parental leave will be required to be offered to secondary carers.

##### Please confirm that the maximum eligibility period to access employer-funded paid parental leave is 12 months or less. (NB: please read “More information” for future requirements in this area).

[ ]  Yes

**More information**

* From 2021-22, there must be no eligibility period to access parental leave.

##### Your organisation must actively encourage men to take parental leave.

Please provide examples on how this has been done in the past year:

**More information**

* This question is seeking an understanding as to how men in your organisation would find out that they are supported to take paid parental leave without it adversely impacting their careers.
* Examples could include by providing resources to managers and staff, case studies, extending the period when the leave is available etc

##### Your organisation must track the following metrics relating to paid parental leave.

Please tick all the boxes to confirm these metrics are tracked:

☐ utilisation of parental leave by women and men (manager and non-manager)

☐ return to work of women and men following parental leave

☐ [promotions](#Promotion) during parental leave

☐ voluntary and involuntary departures (including dismissals and redundancies ) within 12 months of return from parental leave

1. **Your organisation must have an action plan to maximise the rate of return to work from parental leave (paid or unpaid) that includes the following.**

Please tick all boxes to confirm these are in place:

☐ [keep-in-touch program](#Keep_in_touch_program) while on parental leave

☐ on-boarding support

☐ tracking the reasons why, where applicable, women and men who return from parental leave do not return to their original role and to which role they return.

##### Your organisation must have support mechanisms in place, other than leave, for those with family or caring responsibilities, including elder- and disability-care.

Please provide details of these support mechanisms:

**More information:**

* You will need to provide details of support provided, which may include subsidised or on-site childcare support for parents with school age children, referral services for those with caring responsibilities, including for aged parents or family members with a disability.
* Other examples of non-leave based support mechanisms for employees with family or caring responsibilities include: breastfeeding facilities, childcare referral services, internal support networks for parents, return to work bonus, information packs to support new parents and/or those with elder care responsibilities, referral services to support employees with family or caring responsibilities, targeted communication mechanisms for example intranet/ forums, support in securing school holiday care, coaching for employees on returning to work from parental leave, parenting workshops targeting mothers, and parenting workshops targeting fathers.

##### Your organisation must have a policy or strategy to support those who are experiencing family or domestic violence.

Please confirm what is in place:

[ ]  Formal policy

[ ]  Formal strategy

**4.9 a) Please provide details of the support available for those experiencing family or domestic violence:**

[ ]  paid or unpaid leave

[ ]  employee assistance program

[ ]  training of key staff

[ ]  domestic violence clause in enterprise agreement or equivalent

[ ]  referral to domestic violence support services for expert advice

[ ]  other – please provide details:

##### Your organisation must have a flexible working [policy](#Policies_and_strategies) AND flexible working [strategy](#Policies_and_strategies) that includes the following.

Please confirm the following are included by selecting all the boxes below:

☐ a business case for flexible working endorsed at the leadership level is communicated to all our [workforce](#Workforce) (including Partners in Partnership structures)

☐ manager accountability for flexible working is in place (e.g. embedded into performance reviews, [tracking](#Tracking_flexible_work) of approvals and rejections with reasons)

☐ where relevant, our organisation’s approach to flexibility is integrated into client/customer interactions (e.g. having a conversation with a client about their account manager working flexibly and meeting contract requirements)

**More information**

* Examples of leaders being held accountable for improving workplace flexibility include: requiring all managers to report on their progress in entrenching flexible work and how they are role-modelling flexible work in their annual performance reviews (thus creating visibility around the importance of flexibility as a business imperative); tracking the number of requests for flexible working that were and were not approved (and the reason why a request was not approved and if alternatives were considered).
* Other inclusions in your flexible working strategy could be: having a business case for flexibility established and endorsed at the leadership level; leaders being visible role models of flexible working; setting targets for engagement in flexible work; setting targets for men’s engagement in flexible work; providing training to managers, employees, and teams on flexible working; surveying employees on whether they have sufficient flexibility; integrating flexibility into client conversations; evaluating the impact of flexibility (e.g. reduced absenteeism, increased employee engagement); reporting metrics on the use of, and/or the impact of, flexibility measures to key management personnel and governing body.

**5.1 a) Where relevant, in the box below, please describe how you have worked with clients/customers to challenge assumptions that the work cannot be done flexibly and what the outcome was (if not relevant, please enter NA):**

##### Flexible working must be promoted throughout the organisation, to women and men regardless of caring responsibilities, and to prospective employees.

Please provide examples of how this is done:

**More information**

* Examples of how flexible working can be promoted throughout your organisation include: having a dedicated page on your intranet where all policies, procedures and supporting resources for managers and employees can be accessed in one location; promoting flexible options to women and men; including examples of men working flexibly on your intranet and any promotional materials; showcasing the many ways employees are working flexibly across a range of needs such as family or caring, or other reasons e.g. study, health reasons etc. on your intranet via videos etc.; formal approval for flexible working arrangements to be required only where they have an impact on contracts or remuneration, and where a flexible working arrangement is not supported; having the manager speak with their own manager /HR/ and/or peers to identify alternative opportunities where flexible working may be possible.
* Examples include case studies featuring women and men, resources, events, intranet page.

##### ALL people managers must complete training on how to manage flexible working. (From 2020-21 this training must include addressing gender stereotypes that prevent men from requesting flexible working arrangements.)

Please confirm that this has occurred:

☐ Yes, all people managers have completed training on how to manage flexible working

##### 5.3 a) Please provide an outline of the training provided such as topics covered and ways in which training is provided.

**More information**

* This can be done in any way or as frequently as deemed necessary.
* Examples of training include internal or external face-to-face sessions and e-learning modules. This training could be incorporated into training for other purposes, or conducted as frequently as deemed necessary.

##### Managers, including the CEO/head of business, must be [VISIBLE role models of flexible working.](#Visible_role_models_of_flexible_working)

Please provide details, using examples, on how managers (including the CEO/head of business) personally role model flexible working within the organisation.

**More information**

* ‘Role models flexible working’ means that managers and the CEO/head of business are overt about working flexibly in order to manage personal commitments such as childcare responsibilities, caring for elders, maintaining their personal health and wellbeing such as going to the gym, or attending important personal events. This sends a strong message that it is acceptable to work flexibly in the organisation.

##### At least four of the following options must be available to women AND men in your workplace.

☐ flexible hours of work

☐ compressed working weeks

☐ time-in-lieu

☐ telecommuting

☐ part-time work

☐ job sharing

☐ carer’s leave

☐ purchased leave

☐ unpaid leave

☐ self-rostering

Please confirm these are in place:

[ ]  Yes

**5.5 a) In addition to the previous question’s options, if other flexible working arrangements are in place in your organisation, please provide details on them below:**

##### How does your organisation support part-time / reduced hours in manager roles?

Outline your organisation’s approach, including how you address real or perceived barriers, to requesting reduced hours in senior roles (maximum 500 words).

### Focus area 6: Preventing gender-based harassment and discrimination, sexual harassment and bullying

This focus area assesses the way an organisation builds a culture where gender-based harassment and discrimination, sexual harassment and bullying (GbHD, SH&B) are not tolerated.

##### Your organisation must have a [policy](#Policies_and_strategies) on the prevention of gender-based harassment and discrimination, sexual harassment and bullying.

Please confirm that a policy is in place which includes the above by selecting either the first two options, or the third option below:

[ ]  prevention of gender-based harassment and discrimination

[ ]  prevention of sexual harassment and bullying

[ ]  prevention of gender-based harassment and discrimination, sexual harassment and bullying, is covered in our award/industrial or workplace agreement

##### 6.1 a) A formal grievance process relating to gender-based harassment and discrimination, sexual harassment and bullying (GbHD, SH&B), must be in place in your organisation.

Please confirm this is in place:

[ ]  Yes, a formal GbHD, SH&B grievance process is in place

##### All of your workforce\* must have completed training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying at induction and at least every two years.

\* This must include all managers, non-managers, contract and casual staff, and Partners in Partnership structures.

##### The training must include:

* a legislative definition of gender-based harassment and discrimination, sexual harassment and bullying
* definition of a workplace, rights and responsibilities of all the [workforce](#Workforce)
* details of the grievance/complaints procedure
* details of the internal and external contact support resources
* clear explanation of organisational expectations around conduct and consequences for respondents.

Please tick all boxes below to confirm the above is in place:

☐ Yes, training covers all points itemised above

☐ Yes, as defined above, everyone in our organisation receives this training

☐ Yes, the training is completed at induction and at least every two years.

**More information**

* An email with an attached policy and/or advising rights and responsibilities relating to gender-based harassment and discrimination, sexual harassment and bullying is not considered to be training.

**6.2 a) Please indicate the way/s in which this gender-based harassment and discrimination, sexual harassment and bullying training is conducted in your organisation:**

|  |  |  |
| --- | --- | --- |
| **Online**  | ☐ Yes | ☐ No |
| **Face to face**  | ☐ Yes | ☐ No |
| **Management meetings** | ☐ Yes | ☐ No |
| **Video presentations**  | ☐ Yes | ☐ No |

**6.2 b) If you have answered ‘No’ to ALL the training options in question 6.2 a), please provide details on the way/s in which gender-based harassment and discrimination, sexual harassment and bullying training for all managers is conducted in your organisation (an email with an attached policy and/or advising rights and responsibilities relating to gender-based harassment and discrimination, sexual harassment and bullying, is NOT considered to be training):**

1. Your organisation must have had no judgment or adverse final order made against it by a court or other tribunal relating to gender-based harassment or discrimination and sexual harassment in the last three years.

Please confirm this is the case:

[ ]  No judgment or adverse final order has been made against the organisations covered in this application relating to gender-based harassment or discrimination and sexual harassment in the last three years.

**More information**

* Where an individual employee has had a judgment or adverse final order made against them, this does not apply.

### Focus area 7: Driving change beyond your workplace

This focus area recognises the efforts of leading employers in driving change outside their organisation’s boundaries. It assesses the external advocacy work of leaders and the policies or plans in place to ensure procurement, supply chain and employment practices actively support gender equality objectives.

##### In the last 12 months your CEO/head of business, or a member of your governing body, must have made at least one external statement regarding their commitment to gender equality overall (each year for subsequent applications).

Please provide the statement, how it was communicated and the date of the communication, below:

More information

* This can be done by various means for example via a media release, on the organisation’s website, in its annual report, and/or at public forums.
* This statement may be used by WGEA to promote your gender equality initiatives and/or the EOCGE citation.

##### Does your organisation have procurement guidelines that encourage gender equality across your supply chain?

[ ]  Yes

[ ]  No

More information

* Guidelines could include:
	+ ensuring relevant organisations are compliant with the Workplace Gender Equality Act 2012
	+ asking suppliers whether they have a gender equality policy or have conducted a gender pay gap analysis.
* From 2020-21, you will be required to have procurement guidelines in place that encourage gender equality across your supply chain.

##### Each year, your CEO/head of business must be actively involved in at least one external event focused on gender equality.

Please provide details of the gender equality external event/s your CEO/head of business has been involved in this past year.

More information

* This could involve participation in a round-table with other CEOs, a speaking event, speaking at a conference or forum etc. (This can be something your organisation has organised, or an event organised by someone else.)

##### Your organisation must be involved in a program or initiative to address gender equality issues in your industry or community.

Please describe the program and explain how it is addressing gender equality issues in your industry or community.

More information

* Examples could include a schools program, a gender equality industry network, sponsorship of a gender equality program or a research project.
1. **Your CEO/head of business must aim to achieve gender balance on internal / external speaking panels by taking action in the following ways:**
* requesting confirmation of who the other panellists/speakers/participants are, and how [gender balance](#Gender_balance) will be achieved
* insisting that as a condition of acceptance, you expect women to participate in a meaningful way
* reserving the right to withdraw from the event, even at the last minute, should this not be the case when the speaker list is finalised
* offering names of women from within your organisation or network and if helpful, point them to resources for support in finding women.

Please confirm:

☐ Yes, the CEO has taken these actions

☐ Not applicable as the CEO has not participated on any internal or external speaking panels.

More information

* Details about similar pledges such as the Male Champions of Change, Chief Executive Women and Women in Leadership Institute Australia panel pledges are available on the MCC website.

### Lived Experience Check

These measures aim to verify leadership commitment to gender equality and ensure that the EOCGE Citation’s focus areas translate into employees’ lived experience of a workplace culture that is leading practice in actively promoting and supporting gender equality.

1. **Your CEO/head of business must participate in a 15-20 minute telephone interview with a WGEA representative regarding their leadership and commitment to gender equality.**

This is applicable for first time applications, or existing citation holders where your CEO is new to your organisation.

##### Please confirm whether the CEO/head of business needs to be interviewed as part of the assessment of this EOCGE application.

[ ]  Our organisation’s current CEO/head of business has not been interviewed previously for the EOCGE citation and will participate in a 15-minute telephone interview with a representative from WGEA.

☐ Our organisation’s current CEO (or equivalent) has been interviewed previously for the EOCGE citation. Please indicate when this last occurred:

More information

* CEOs that have previously been interviewed may be randomly selected for a follow up interview thereafter.
1. **Employee consultation on your EOCGE application**

##### To promote transparency around the citation process, employees must have an opportunity to contribute to the application and be given access to the final submission.

##### At a minimum, all the requirements below must be met, please tick all the boxes to confirm this occurs.

☐ The group or committee responsible for the implementation and oversight of our gender equality strategy (identified at Q1.9 ) has been consulted in the development of our EOCGE application

☐ All the workforce (including Partners in Partnership structures) has been informed that the organisation is applying for the citation

☐ Our completed EOCGE application (minus any confidential remuneration data) will be formally available to all workers (and Partners in Partnership structures) before, or upon successful granting, of the citation

More information

* At times, WGEA receives feedback from employees regarding EOCGE citation holders’ work practices and culture. To encourage open dialogue within EOCGE workplaces, we recommend that applicants actively provide employees with opportunities to raise comments, feedback or concerns on areas covered in the citation.
* The completed EOCGE application could be made available via publication on an intranet or internal communications platform.
1. **Employee survey on gender equality**

##### Your organisation must consult with its workforce, including casuals, and Partners in Partnership structures, on issues concerning gender equality in the workplace by means of a survey and this must have been undertaken in the past two years.

Please confirm this has occurred:

[ ]  Yes, this organisation’s survey was conducted on (provide the month and year):

##### **10.1 Please confirm that the survey you used facilitated anonymous participation**

[ ]  Yes

**10.2 Please confirm that the survey used a FIVE-POINT SCALE and the questions were either the three below or alternatives that were comparable to, and aligned with, the intent of these questions. (If you wish to use alternative questions, you must obtain written approval from WGEA before administering your survey, to ensure your questions are aligned).**

Survey questions:

Question 1: “My immediate supervisor/manager genuinely supports equality between genders.”

Question 2: “I have the flexibility I need to manage work and other commitments.”

Question 3: “In my organisation gender-based harassment and sexual harassment is not tolerated.”

Please confirm:

[ ]  Yes, the above three questions, using a five-point scale, were included in this organisation’s employee survey

[ ]  Alternative questions, using a five-point scale, were used in this organisation’s employee survey and approval was given by WGEA for their use

##### 10.2 a) Where alternative questions were used, please provide the questions below:

##### **10.3 SURVEY METHOD: What survey method did your organisation use?**

[ ]  A pulse survey

[ ]  The questions were incorporated into an existing survey (eg a biennial employee engagement survey)

[ ]  The survey questions were asked as part of an existing process, for example via other confidential feedback mechanisms (provide details):

[ ]  Other (provide details):

##### 10.4 SAMPLE SIZE: Please confirm either of the following:

[ ]  All workers were given an opportunity to complete the survey

[ ]  The survey was administered to a statistically significant and representative sample of workers

##### 10.4 a) Please provide details of the method/rationale used to determine that the employee sample you surveyed was both statistically significant and representative:

**10.5 RESPONSE RATES: Your organisation’s survey sample is considered representative if you have either:**

i) obtained 400 or more responses,

 OR

ii) where samples of less than 400 are collected, you have achieved a response rate of 60% of your workforce, and the sample is comparable to your employee profile for age and gender distributions.

Please indicate below which response rate option applies to your organisation:

[ ]  400 or more survey responses were received

[ ]  Less than 400 survey responses were received, but a response rate of at least 60% of our workforce was obtained, and the sample is comparable (within 2.5 percentage points above or below) to the employee profile by gender and age of our organisation

[ ]  This organisation, despite following the required methodology as stated above, was unable to achieve the desired response rate

##### **10.5 a)** Please provide details of your response rate and how your sample is comparable to your organisation's employee profile by gender and age:

##### **10.5 b)** Please explain why your organisation was unable to achieve the desired response rate:

##### **10.6 ANALYSIS: Please confirm that your organisation has analysed its survey responses by gender:**

[ ]  Yes

**10.7 RESULTS: Your organisation must have analysed ALL responses to its employee survey (including ‘not sure’ or equivalent) and achieved the thresholds below.**

Indicate what agreement threshold was achieved:

[ ]  an agreement threshold of at least 70% ‘agree’ or ‘strongly agree’ was achieved on the first two questions above

[ ]  an agreement threshold of at least 80% ‘agree’ or ‘strongly agree’ was achieved on the third question regarding gender-based harassment and sexual harassment

[ ]  one or more of the above threshold requirements were not reached. We have contacted WGEA to discuss why these thresholds were not achieved and have been advised that we remain eligible to apply for the EOCGE citation

[ ]  one or more of the above threshold requirements above were reached BUT an agreement threshold above the industry norm for an externally-validated survey tool used was achieved (i.e. not just that survey software was used)

10.7 a) Please provide details as to why the above thresholds were not met:

**10.7 b) What was the name of the externally-validated survey tool you used?**

**10.7 c) What were the industry norms for the externally-validated survey tool for the three survey questions?**

##### **10.8** RESULTS: Please provide the following results of your survey below:

* total number of survey responses received by gender
* combined number of ‘agree’ and ‘strongly agree’ responses for each of the three questions asked

|  |  |
| --- | --- |
| What was the total number of female responses? |  |
| What was the total number of male responses? |  |
| Total number of responses (male plus female)? |  |

**More information**

* Example: Number of survey responses is 400 or more:
	+ 500 survey responses received: 200 female; 300 male
	+ The level of agreement reached is 80% (‘agree’ 190 + ‘strongly agree’ 210 = 400 / 500 (total number of employees) = 80%.

**10.8 a) Please complete the following table:**

|  |  |  |
| --- | --- | --- |
|  | Total NUMBER of ‘agree’ and ‘strongly agree’ (male plus female) | % agreement threshold reached |
| Survey question 1 |  | % |
| Survey question 2 |  | % |
| Survey question 3 |  | % |

**10.9 Where gender equality issues have been identified through the employee consultation process your organisation must take action/s to address these issues.**

Please confirm this has occurred:

[ ]  Yes

[ ]  No gender equality issues were identified in our consultation process

##### 10.9 a) Please provide details of actions that were taken to address gender equality issues identified through your consultation process.

1. **Outstanding initiative - we encourage you to provide information on any outstanding or innovative initiatives in advancing gender equality that have been implemented in your workplace in the past two years.**

Please provide the following information.

**11.1 What was the gender equality challenge?**

**11.2 What was the initiative?**

**11.3 Who was involved in the initiative?**

**11.4 What were the outcomes?**

**11.5 Other information:**

## **Next steps**

Please use the following as a check-list to ensure all steps are actioned.

1. Submit this QUESTIONNAIRE by clicking on the “Submit” button (bottom right on every page).
2. Download and print the draft application and obtain the signature of your CEO/head of business in the space below.
3. Submit your APPLICATION for assessment by clicking the “Submit” button on the ‘Recognition’ tab.
4. Once your APPLICATION has been submitted for assessment, complete and submit the payment form. This can be accessed on the ‘Recognition’ tab in the portal or on the WGEA website.
5. Email the following to eocge@wgea.gov.au:
* page containing the CEO’s signature approving submission of application
* evidence that your governing body/board has endorsed your gender equality strategy and that it is incorporated into your broader business strategy and planning process (question 1.4)
* evidence that progress on key metrics listed in questions 1.5 a), b) and c) have been reported to your governing body/board.

### CEO Statement

I, the CEO, confirm the content of the 2019-20 WGEA Employer of Choice for Gender Equality application is accurate and approve its submission to WGEA.

* Name of CEO/head of business:
* CEO/head of business signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_