

# Indicative format of the 2017 WGEA Employer of Choice for Gender Equality EOCGE questionnaire

Version 1.0

30 January 2017

The questionnaire set out on the following pages can be used by organisations for internal data collection only.

Prerequisites for the citation are indicated with the EOCGE logo.

**THIS IS NOT THE FORM TO BE SUBMITTED TO THE AGENCY.**

## NOTES:

- We strongly advise that you review the EOCGE Guide to citation document PRIOR to answering the citation questions. This will enable you to assess whether you meet all prerequisites.

**Please list below all the organisations covered in this application.**

## Criterion 1 – Leadership, accountability and focus



1. Your organisation must have a formal policy AND formal strategy in place that supports gender equality in relation to: recruitment, retention, performance management processes, promotions, talent identification/identification of high potentials, succession planning, and training and development. Please confirm these are in place.

Yes, a formal policy/ies and formal strategy/ies covering all of the above are in place.

[More information](#)

This is a prerequisite for the EOCGE citation and it is mandatory that you are able to answer 'YES'. These may be standalone or contained within another formal policy/ies and formal strategy/ies (for example contained within an overall gender equality strategy).

- 1.1 Does your organisation have a formal policy and/or formal strategy in place that supports gender equality in relation to key performance indicators for:

Key management personnel?

Other managers?

Other (please indicate)?

2. All managers must entrench flexible working for their employees. Please confirm this occurs.

Yes, all managers are required to entrench flexible working for their employees.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'YES' and you must provide supporting evidence at question 2.1.

Flexible working is defined as "the ability of workers to make choices influencing when, where and for how long they engage in work-related tasks"

Examples of entrenching flexible working arrangements could include managers proactively considering how roles in their team can be worked flexibly, and promoting, encouraging and measuring the take-up of flexible working arrangements.

- 2.1 Please provide details on how this occurs:

3. Your organisation must have a group, committee or council that is responsible for the implementation and oversight of your organisation's formal strategy/ies that support gender equality, with representation from senior management level or above. Please confirm this is in place:

Yes - please provide the name of the group/committee/council:

More information

All answers under questions 3, 3.1 and 3.2 are prerequisites for the EOCGE citation and you must be able to answer 'YES' and provide the appropriate details.

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

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3.1 Please provide the job title of the Chair of this group/committee/council:

3.2 Please list the job titles of all members (other than the Chair) of this group/committee/council:

4. Your organisation's CEO (or equivalent) must be a visible champion of gender equality in the following areas. By providing information as requested, you are confirming each requirement has been met.

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4.1 Your CEO (or equivalent) must have communicated your formal strategy/ies that support gender equality outlined in question 1, to all workers in the last 12 months. Please provide details on how this has occurred:

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.1.

This can be done by various means for example by an all-staff email, internal broadcast, all-staff road-show or via your intranet.

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4.2 Your CEO (or equivalent) must have made a statement, either written or verbal, in the last 12 months to all workers demonstrating her/his commitment to achieving gender equality in your workplace. Please provide the statement and information on how it was made.

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.2.

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.

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4.3 Your CEO (or equivalent), or a member of your governing body, must have made a public EXTERNAL statement in the last 12 months stating her/his commitment to gender equality. Please provide the statement and information on how it was made.

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.3.

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.

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4.4 Your CEO (or equivalent) must have made a statement in the last 12 months to all workers within the organisation declaring her/his commitment to gender pay equity. Please provide the statement and information on how it was made:

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.4.

This can be done by various means, for example, by an all-staff email, via a statement on the intranet or in person at an all-staff meeting or event.

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4.5 Your CEO (or equivalent) must actively promote flexible working arrangements. Please provide details on how she/he does this:

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.5.

Examples include promoting via a CEO blog or a regular communication to workers and/or external stakeholders, a written article, media release, interview, the website, intranet, a staff meeting and/or external public speaking commitments.

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4.6 Please provide details on how your CEO (or equivalent) personally role models flexible working within the organisation:

More information

'Role models flexible working' means that the CEO is overt about working flexibly in order to manage personal commitments such as childcare responsibilities, caring for elders or attending important personal events. This sends a strong message that it is acceptable to work flexibly in the organisation.

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4.7 Your CEO (or equivalent) must either chair the group, committee or council responsible for the implementation and oversight of your organisation's formal strategy/ies that support gender equality as outlined in question 1, OR has direct involvement with your organisation's gender equality programs. Please provide details on what she/he does in this regard:

More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 4.7.

Examples of having direct involvement with your organisation's gender equality programs could be meeting regularly with this group/committee or council, or having direct involvement in other gender-specific networks or forums.

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4.8 Please provide details on whether your CEO (or equivalent) participates in external knowledge sharing and public advocacy on gender equality and include the details of that participation. If your CEO (or equivalent) does not participate in these types of forums/advocacy, please explain why:

More information

This participation may be through forums such as roundtables, at conferences, media statements etc.

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4.9 & 4.10 Please confirm the following (one of the first two options, and the last option must be selected):

- Our organisation's current CEO (or equivalent) has been interviewed previously for the EOCGE citation, please indicate when this last occurred:
- Our organisation's current CEO (or equivalent) has not been interviewed previously for the EOCGE citation and will participate in a 15-minute telephone interview with a senior advisor from WGEA.
- Our organisation's CEO (or equivalent) has advised (or will advise shortly) all staff that we are applying for the EOCGE citation.

More information

This is a prerequisite for the EOCGE citation and you must answer one of the first two options AND option three.

If your CEO has been interviewed previously, they may be selected to undertake a random interview this year.

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4.11 If there are other ways in which your CEO (or equivalent) demonstrates her/his commitment to gender equality, please provide details:

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5. Your organisation's formal gender equality strategy must be incorporated into your broader business strategy and planning process. Please confirm this is the case.

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'YES'.

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6. Your organisation must evaluate its progress against your formal gender equality strategy at least every two years in the following two ways. Select both options to confirm this occurs.

Tracks progress against gender equality strategy internally

Reports progress against gender equality strategy to the governing body and key management personnel.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick both boxes.

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- 6.1 Does your organisation report on the progress of its formal gender equality strategy to its workforce AND externally at least every two years?

Yes

No

[More information](#)

Examples of 'reporting externally' include via an annual report or website

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7. Where your organisation has control over its governing body appointments, your organisation must have in place a formal selection policy or a formal selection strategy designed to promote gender equality for governing body appointments. Please confirm which are in place.

Formal policy

Formal strategy

Not applicable because this organisation does not have control over appointments to its governing body/ies.

[More information](#)

This is a prerequisite for the EOCGE citation and you must tick at least one box. If you answer 'not applicable...' question 7.1 must be completed.

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- 7.1 Please provide details of why your organisation does not have control over these governing body appointments:

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8. Does your organisation have control over other governing bodies, and have control over appointments to those governing bodies?

Yes

Not applicable because this organisation does not have control over other governing bodies.

Not applicable because this organisation does not have control over appointments to other governing bodies it controls.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick at least one box. If you answer option one, you must answer question 8.2. If you answer option two, answer question 9. If you answer option 3 go to question 8.1

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8.1 Please provide details of why your organisation does not have control over these governing body appointments:

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8.2 Your organisation must have in place a formal selection policy or formal selection strategy designed to promote gender equality for ALL the governing bodies over which it has control of appointments. Please confirm this is in place.

Yes. The names of these organisations are:

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes' if you answered 'Yes' to question eight.

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9. Please indicate whether any of the following are included in your (or other governing bodies over which your organisation controls) formal selection policy or formal selection strategy. If your organisation does not have control over other governing bodies, select 'Not applicable':

Identifying a potential female talent pool from which new members can be selected.	Yes <input type="radio"/>	No <input type="radio"/>	Not applicable <input type="radio"/>
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Analysing potential gender biases in the selection criteria and appointment process, for example, considering the requirement to have past governing body experience.	Yes <input type="radio"/>	No <input type="radio"/>	Not applicable <input type="radio"/>
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A targeted succession plan	Yes <input type="radio"/>	No <input type="radio"/>	Not applicable <input type="radio"/>
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9.1 Please provide details of any other inclusions in your formal selection policy or formal selection strategy for governing body appointments that are designed to promote gender equality:

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10. Does your organisation have a procurement plan or policy that requires suppliers to have a policy or strategy which includes gender equality principles?

Yes

No

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11. Your organisation must analyse its systems and processes to identify gender bias in decision making. Please confirm this has occurred in relation to the following:

recruitment

training and development

promotions

talent identification/identification of high potentials

succession planning.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick all boxes.

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- 11.1 Provide details below of any other areas where your organisation analyses its systems and processes to identify gender bias in decision making.

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- 12 Your organisation must take action to eliminate gender biases identified in the analysis of your systems and processes, and monitor and measure improvements and progress. Please provide details of actions taken.

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More information

This is a prerequisite for the EOCGE citation and you must provide supporting evidence at question 12.

Organisations are able to determine the appropriate action to take. An example could be prior to making a hiring decision, having a hiring manager consult with another manager who is external to the recruitment of a candidate to ensure there is objectivity in the recruitment decision.

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13. Your organisation must analyse and compare the results of performance appraisals by gender. Please confirm this occurs.

Yes

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

This can be done whether your organisation uses numerical or qualitative ratings (for example 'outstanding', 'strong performer').

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14. Your organisation must analyse its promotions data by gender to compare how many female and male managers and non-managers, part-time and full-time, were promoted in the last 12 months. Please confirm this analysis has taken place.

Yes

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

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15. Your organisation must analyse the number of resignations by gender to compare how many female and male managers and non-managers, part-time and full-time, resigned in the last 12 months. Please select the following to confirm that in the analysis of resignations, you have:

assessed whether females and males are leaving your organisation at comparable rates

assessed whether there are any differences between why females and males leave your organisation.

taken action to address issues identified

no issues identified so no actions taken

More information

This is a prerequisite for the EOCGE citation. You must answer options one and two, plus option three OR four.

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16 Is remuneration linked to gender equality outcomes for the following categories of managers? Please select one only.

- Key management personnel only
  - All managers (including key management personnel)
  - No
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## Criterion 2 – Learning and development



17. 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 this is in place:

- Formal policy
- Formal strategy

[More information](#)

This is a prerequisite for the EOCGE citation and you must tick either or both boxes.

18. Your organisation must include learning and development in the annual performance and development plans of all workers. Please confirm this is included.

- Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

19. Your organisation must track how many women and men have participated in the following in the past 12 months to ensure there is gender equality in accessing learning and development. Please confirm this has occurred.

- leadership development training/education
- career development training/education

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick both options.

19.1 Does your organisation track how many women and men have participated in the following forms of learning and development in the past 12 months to ensure there is gender equality in accessing training and development?

Formal sponsorship or mentoring program	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
Formal succession plan	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
Women's leadership networks	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>

19.2 Please provide details of any other forms of learning and development where your organisation tracks the number of women and men who have participated:

20. Please indicate if your organisation provides training/awareness programs on gender equality for:

Managers only

All workers (including managers)

Other

[More information](#)

This could include educating both women and men about conscious and unconscious gender biases and how they manifest themselves in organisations in, for example, informal networks.

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## Criterion 3 – Gender pay gap

21. 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](#)

This is a prerequisite for the EOCGE citation and you must be able to tick at least one option

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.

The Agency has provided guidance on the development of a gender-equitable remuneration policy at <https://www.wgea.gov.au/sites/default/files/characteristics-of-an-equitable-remuneration-policy.pdf>

21.1 Please indicate what gender pay equity objectives are included in your formal policy, formal strategy or award/industrial or workplace agreement:

- 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)

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick at least one option. If you select 'Other' the free format section must be completed

21.a Is your organisation's CEO (or equivalent) a WGEA Pay Equity Ambassador?

- Yes
- No

[More information](#)

WGEA Pay Equity Ambassadors are CEOs who have signed the pay equity pledge. As a minimum, Ambassadors sign a statement acknowledging the impact of gender bias in their workplace and declare their commitment to addressing pay equity.

22. Your organisation must have undertaken a gender remuneration gap analysis of its workforce both on a like-for-like and an overall organisation-wide basis in the last two years. Please confirm this has occurred:

- Yes, this analysis has occurred in the last two years

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

Like-for-like pay gaps are gaps between women and men undertaking work of equal or comparable value (comparing job to job at the same performance standard), for example, comparing two senior engineers in the same organisation.

23. Your organisation's gender remuneration gap analysis must include the following aspects of remuneration BY GENDER. Please confirm this has occurred by ticking all options below:

- Base salary
- Total remuneration
- Starting salaries

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick all options.

23.1 Please indicate if your organisation's gender remuneration gap analysis includes any of the following:

Annual salary increases by gender	Yes <input type="radio"/>	No <input type="radio"/>
Salaries on promotion by gender	Yes <input type="radio"/>	No <input type="radio"/>

23.2 If your remuneration gap analysis includes other areas not covered above, please provide details:

24. Where gender remuneration gaps are identified as a result of your gender remuneration gap analysis, action/s must have been taken. Please confirm this has occurred.

- Yes – indicate what actions were taken (select all applicable answers)
- No actions were required as no unexplainable or unjustifiable gaps were identified in our analysis.

[More information](#)

This is a prerequisite for the EOCGE citation and you must tick one option. If you choose option one please indicate action taken below. If you choose option two, please complete question 24(a).

Providing leadership and/or career development training can increase the representation of available women in the pipeline for potential leadership positions so this has been included as an action that can be taken to address gender pay gaps.

[Explainable](#)

There are a number of factors that drive pay outcomes including market rates, performance, experience, education, tenure and geography. If a gap can be explained by these factors, you still have to ask if it is justifiable. There will be instances where explainable gaps are not justifiable gaps.

- Created a pay equity strategy or action plan
- Identified cause/s of the gaps
- Reviewed remuneration decision-making processes
- Analysed commencement salaries by gender to ensure there are no pay gaps
- Analysed performance ratings to ensure there is no gender bias  
(including unconscious bias)
- Analysed performance pay to ensure there is no gender bias (including unconscious bias)
- Trained people-managers in addressing gender bias (including unconscious bias)
- Set targets to reduce any like-for-like gaps

- Set targets to reduce any organisation-wide gaps
- Reported pay equity metrics (including gender pay gaps) to the governing body
- Reported pay equity metrics (including gender pay gaps) to the executive
- Reported pay equity metrics (including gender pay gaps) to all employees
- Reported pay equity metrics (including gender pay gaps) externally
- Corrected like-for-like gaps
- Conducted a gender-based job evaluation process
- Conducted leadership and/or career development training
- No unexplainable or unjustifiable gaps were identified in our analysis
- Implemented other changes (provide details):

[More information](#)

WGEA has a comprehensive suite of resources to help organisations take action on pay equity on its website.

24(a) Please provide details on why there are no unexplainable or unjustifiable gaps.

25. 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

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

26. Does your organisation make superannuation contributions to workers on paid primary carer's leave?

- Yes – we pay superannuation contributions to employees on their GOVERNMENT FUNDED primary carer's leave
- Yes – we pay superannuation contributions to employees on their EMPLOYER FUNDED primary carer's leave
- No

[More information](#)

Superannuation contribution during government funded parental leave for primary carers is voluntary.

27. Has your organisation conducted a formal job evaluation to ensure jobs are fully and fairly described without gender bias (e.g. a gender inclusive job evaluation and grading process)?

- Yes
- No

[More information](#)

Gender bias in job evaluation and remuneration is a significant contributor to the ongoing pay gap between women and men. The Australian Standard on Gender Inclusive Job Evaluation and Grading (AS 5376-2012) outlines fair and transparent job evaluation processes and provides guidelines for auditing gender inclusiveness. WGEA has a guide to this Standard available on its website.

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28. Has your organisation undertaken a skills evaluation of award-based occupations in the last three years, using a formal process such as the “Spotlight tool for job evaluation”?

Yes

No

Not applicable because there are no award-based occupations in the organisation

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## Criterion 4 - Flexible working arrangements and other initiatives aimed at supporting women and men including for those with family or caring responsibilities

29. Your organisation must have a formal policy **AND** formal strategy to support workers with family or caring responsibilities (refer Q44 – can be part of that same policy and strategy).

- Formal policy
- Formal strategy

[More information](#)

This is a prerequisite for the EOCGE citation and both options must be ticked.

These can be contained within your overall gender equality strategy or within other policies and strategies.

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30 & 31. At least eight weeks of paid parental leave at full pay must be provided to primary carers (this must be available equally to women and men) after no more than 12 months' service. (This must be in addition to the government's paid scheme, not just a top-up to the government's scheme.) Please confirm these are in place:

- At 12 months service (or earlier) our employees are able to access at least eight weeks employer funded paid parental leave for primary carers.
- Our paid primary carer's leave is paid at the employee's full salary, in addition to the government scheme
- Our paid primary carer's leave is available to both women AND men equally

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick all options. You may be asked to provide supporting evidence.

This paid parental leave for primary carers only needs to be in place for permanent workers.

If your organisation offers maternity leave (available to women only) or paternity leave (available to men only), this would not meet this requirement.

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32. Does your organisation require workers to return from parental leave to access any component for the employer funded parental leave payment?

- Yes
- No

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33. There must be no requirement for a worker to reimburse any portion of their employer funded paid parental regardless of whether or not they return from parental leave. Please confirm this is the case.

- Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

34. Your organisation must actively encourage men to take parental leave. Please provide details on how this is done.

More information

This is a prerequisite for the EOCGE citation and you must be able to provide supporting evidence.

Examples include profiling men who take parental leave in internal or external publications/website; on your intranet, communicating that parental leave is also for men; having managers talk to men to encourage them to take this leave.

35. Your organisation must track the number of female and male managers and non-managers utilising parental leave, AND must track the number of women and men returning from parental leave. Please confirm this occurs.

Yes

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

36. Your organisation must have support mechanisms in place, other than leave, for employees with family or caring responsibilities. Please confirm other support mechanisms are in place.

Yes

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes' and provide supporting details at question 36.1

Examples of non-leave based support mechanisms for employees with family or caring responsibilities include:

- employer subsidised childcare
- on-site childcare
- 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
- parenting workshops targeting fathers.

36.1 Please provide details of support mechanisms, other than leave, that are in place for employees with family or caring responsibilities.

37. Your organisation must have a keep-in-touch program or process in place for workers on paid and unpaid parental leave. Please confirm this is in place:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

38. Your organisation must have on-boarding support for workers (women or men) returning from primary carer's leave. Please confirm this is in place:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

On-boarding support could be similar to what is provided at induction and is primarily to facilitate a successful reintroduction to the workplace; providing a 'buddy' could also be an option.

39. Your organisation must consider workers on parental leave (paid and unpaid) for promotion. Please confirm this occurs:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'

40. Does your organisation track promotions of women and men in the following ways?

The number of women and men promoted during parental leave (paid and unpaid)	Yes <input type="radio"/>	No <input type="radio"/>
The promotion rate for employees who are pregnant	Yes <input type="radio"/>	No <input type="radio"/>
The promotion rate of employees who are working flexibly (including part-time) on return from parental leave	Yes <input type="radio"/>	No <input type="radio"/>

41. Your organisation must track the number of women and men exiting the organisation (including dismissals and redundancies) during parental leave. Please confirm this occurs.

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'

41.1 Does your organisation track the number of women and men exiting the organisation (including dismissals and redundancies) in the following circumstances?

Within one year after returning from parental leave	Yes <input type="radio"/>	No <input type="radio"/>
One to two years after returning from parental leave	Yes <input type="radio"/>	No <input type="radio"/>
Who are working flexibly (including part-time) on return from parental leave.	Yes <input type="radio"/>	No <input type="radio"/>
In the case of women, when pregnant	Yes <input type="radio"/>	No <input type="radio"/>

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42. Your organisation must seek to understand the reasons why workers do not return from parental leave and whether the reasons are related to any of the gender equality indicators. Please confirm this occurs:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

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43. Your organisation must track the reasons why women and men who return from parental leave do not return to their original role and to which role they return. Please confirm this occurs:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

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44. Your organisation must have a formal flexible working policy **AND** formal flexible working strategy. Your formal strategy must ensure that flexible working is promoted throughout the organisation and that leaders are held accountable for improving workplace flexibility. Please confirm these are in place.

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'. You must also provide supporting evidence at questions 44.1 AND 44.2

Your formal flexible working policy and formal flexible working strategy can be a standalone, or contained within other formal policies and/or formal strategies.

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 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 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.

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44.1 Please provide details of how flexible working is promoted throughout your organisation.

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44.2 Please provide details of how leaders are held accountable for improving workplace flexibility.

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45. At least four of the following options must be available to both 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

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

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46. Your organisation must actively promote flexible working arrangements to both women and men. Please provide details of how this is done

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to provide supporting evidence.

Examples of 'actively promotes' include providing information to workers on the range of flexible working options available to them; discussing the benefits of flexible working arrangements as an effective resource management option and retention strategy; encouraging workers to discuss flexible working arrangements with their managers etc.

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47. Your organisation must support managers in how to manage flexible working by providing educational materials and training for all managers. Please confirm this has taken place:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'. You will also need to provide supporting evidence at questions 47.1(a), 47.1(b) and 47.2

Examples of educational materials include online materials or other management training materials that address the specific issues of managing flexibility.

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.

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47.1(a) Please provide details of the EDUCATIONAL MATERIALS your organisation makes available to support managers on how to manage flexible working arrangements:

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47.1(b) Please provide details of the TRAINING that is in place for managers on how to manage flexible working arrangements:

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47.2 Please provide details of other ways your organisation supports managers in managing flexible working arrangements:

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48. Your organisation must have a formal policy and/or formal strategy to support workers who are experiencing family or domestic violence. Please confirm what is in place.

- Formal policy
- Formal strategy

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to tick one or both boxes.

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# Criterion 5 – Employee consultation



49. Your organisation must consult with workers, including casuals, on issues concerning gender equality in the workplace by means of an employee 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 details of the date):

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer ‘Yes’.

49.1 Please confirm that the survey you used to consult with all workers facilitated anonymous participation:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer ‘Yes’.

49.2 Please confirm that the survey your organisation conducted 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 have used alternatives, approval must have been sought from WGEA **prior to conducting your survey** to ensure they are aligned.)

Survey questions:

Question 1: “My immediate supervisor/manager genuinely supports equality between women and men.”

Question 2: “I have the flexibility I need to manage my work and caring responsibilities.”

Question 3: “In my organisation sex-based harassment is not tolerated.”

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

or

Yes, alternative questions, using a five point scale, were used in this organisation’s employee survey and approval was given by WGEA for their use.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to select one option.

49.2(a) Where alternative questions were used, please provide the questions below:

1. 2. 3.
----------------

49.3 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):

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to select one option.

49.4 SAMPLE SIZE: please confirm either of the following:

- All workers were given an opportunity to complete the survey, or;
- The survey was administered to a statistically significant and representative sample of workers.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to select one option. If you select option two, you must complete question 49.4(a)

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

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49.5 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 at least 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 and below) to the employee profile by gender and age of your organisation.
- This organisation, despite following the required methodology as stated above, was unable to achieve the desired response rate

[More information](#)

This is a prerequisite for the EOCGE citation and you must select one option. If you select option two supporting evidence is required at question 49.5(a). If you select option three please contact the Agency prior to submission to discuss and detailed information is required at question 49.5(b).

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

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49.5(b) Please explain why your organisation was unable to achieve the desired response rate:

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49.6 ANALYSIS: Please confirm that your organisation has analysed its survey responses by gender:

- Yes.

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

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49.7 RESULTS: Your organisation needs to have analysed ALL responses received to its employee survey (including 'not sure') and achieved an agreement threshold of at least 65% 'agree' or 'strongly agree' on the above three questions asked, OR achieved an agreement threshold above the industry norm for the survey tool used. (Refer to the EOCGE Criteria and guide to citation document for instructions on calculating the level of agreement to the survey questions.)

Indicate below what agreement threshold was achieved:

- Analysing all responses received, an agreement threshold of at least 65% agree or strongly agree was reached on the three questions above.
- Analysing all responses received, an agreement threshold above the industry norm for the survey tool used was achieved.
- Neither of these thresholds was 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.

More information

This is a prerequisite for the EOCGE citation and you must one option. If you choose option three, please contact the Agency prior to submission to discuss and detailed information is required at question 49.7(a).

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

49.8 RESULTS: Please provide the results of your survey in the tables below, including the GENDER BREAKDOWN OF RESPONSES FOR EACH OF THE THREE QUESTIONS asked. If an agreement threshold above the industry norm for the survey tool used was achieved, please also include what the industry norm is and the survey tool used.

	Female responses	Male responses
Question 1	%	%
Question 2	%	%
Question 3	%	%

More information

This is a prerequisite for the EOCGE citation and must be completed.

Example 1: Number of survey responses is 400 or more:

- 500 survey responses received: 200 female; 300 male
- The level of agreement reached is 74% ('agree': 160 + 'strongly agree': 210 = 370 / 500 (total number of employees) = 74%.

Example 2: Number of survey responses is less than 400:

- 140 survey responses received: 40 female; 100 male.
- Number of employees in workplace is 230; therefore a response rate of 60% of the workforce has been achieved.

50. 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

[More information](#)

This is a prerequisite for the EOCGE citation and you must select one option and provide supporting evidence at question 50.1.

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50.1 Please provide details of actions that were taken to address gender equality issues identified through your consultation process.

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51. Has your organisation's EOCGE citation application (minus confidential remuneration data) been made available to your workforce?

Yes

No

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## Criterion 6 – Preventing sex-based harassment and discrimination



52. Your organisation must have a formal policy or formal strategy on sex-based harassment and discrimination (SBH) prevention. Please confirm at least one of these is in place:

- Yes, a formal SBH policy is in place
- Yes, a formal SBH strategy is in place
- SBH prevention is covered in our award/industrial or workplace agreement

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to select at least one of options one and/or two, OR option three.

52.1 Your organisation's formal policy or formal strategy on sex-based harassment and discrimination (SBH) prevention must contain a SBH grievance process. Please confirm this is in place.

- Yes, a formal SBH grievance process is in place

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

53. Your organisation must provide workplace training for all managers on sex-based harassment and discrimination prevention at induction and at least every two years. Please confirm this occurs.

- Yes –this training occurs at induction, and (select one of the following)
- At least annually, or
- Every one-to-two years

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes' as well as choose option two or three. If you answer 'No' to all options in the table at question 53.1 you must complete question 53.2. .

This training may be conducted online, face-to-face, via management meetings or video presentations. WGEA suggests it includes a legislative definition, definition of a workplace, rights and responsibilities, details of the grievance/complaints procedure, details of the internal and external contact point(s).

Note: An email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination is not considered to be training.

53.1 Please indicate the way/s in which this sex-based harassment prevention training for managers is conducted in your organisation:

Online	Yes <input type="radio"/>	No <input type="radio"/>
Face to face	Yes <input type="radio"/>	No <input type="radio"/>
Management meetings	Yes <input type="radio"/>	No <input type="radio"/>
Video presentations	Yes <input type="radio"/>	No <input type="radio"/>

53.2 If you have answered 'No' to the training options in question 53.1, please provide details on the way/s in which sex-based harassment prevention training for all managers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is NOT considered to be training):

54. Your organisation must provide workplace training for all workers on sex-based harassment and discrimination prevention, including contract and casual staff, at induction and at least every two years. (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination is NOT considered to be training. Please confirm this occurs:

Yes

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes' and complete the table at question 54.1. If you answer 'No' to all options in the table at question 54.1 you must complete question 54.2. .

This training may be conducted online, face-to-face, via management meetings or video presentations. WGEA suggests it includes a legislative definition, definition of a workplace, rights and responsibilities, details of the grievance/complaints procedure, details of the internal and external contact point(s).

54.1 Please indicate the way/s in which this sex-based harassment prevention training is conducted for all workers in your organisation:

Online	Yes <input type="radio"/>	No <input type="radio"/>
Face to face	Yes <input type="radio"/>	No <input type="radio"/>
Video presentations	Yes <input type="radio"/>	No <input type="radio"/>

54.2 If you have answered 'No' to the training options in question 54.1, please provide details on the ways in which sex-based harassment prevention training for all workers is conducted in your organisation (NB: an email with an attached policy and/or advising rights and responsibilities relating to sex-based harassment and discrimination, is not considered to be training):

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

[More information](#)

This is a prerequisite for the EOCGE citation and you must be able to answer 'No'.

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

## Criterion 7 – Targets for improving gender equality outcomes



56. Where your organisation has control over its governing body appointments, it must set numerical targets (with timeframes) to improve the representation of women, where it is less than 40%. Please confirm this is in place

- Yes, targets have been set for all governing bodies covered in this application where we have control over their appointments and where the representation of women is less than 40%

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes'.

For a comprehensive guide to setting targets, refer to the gender target-setting toolkit on the Agency's website.

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57. Where you have control over other governing bodies, as listed in question 8.2 you must set numerical targets (with timeframes) to improve the representation of women, where it is less than 40%. Please confirm these are in place.

- Yes, targets have been set for all other governing bodies where we have control over appointments, and where the representation of women is less than 40%. Please provide details of the organisation/s name/s and the percentage of women on these governing bodies.

- Not applicable, we do not have control over other governing bodies.

More information

This is a prerequisite for the EOCGE citation and you must be able to answer 'Yes' (where your organisation has control over appointments to other governing bodies) and provide details..

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58. Your organisation must set numerical targets that include timeframes to improve the representation of women in management, where their representation is less than 40%. Please confirm this has occurred.

- Yes, targets have been set
- Targets are not required as the representation of women across all levels of management is at least 40%, as detailed below:

More information

This is a prerequisite for the EOCGE citation and you must choose one option. Please be advised that you may be required to supply evidence to support your claim.

If you answered yes to question 58, you will also be required to answer question 58.1

58.1 In the table below, please indicate the targets and timeframes that have been set:

	Management level where target is set, eg KMP?	% Target?	Year target to be reached?
1			
2			
3			
4			

59. Your organisation must evaluate and/or report/communicate its progress towards achieving targets to improve the representation of women in management in the following ways:

- Tracking progress internally
- Reporting to the governing body and key management personnel.
- This is not required as the representation of women across all levels of management is at least 40%.

[More information](#)

This is a prerequisite for the EOCGE citation and you must select both options one AND two, OR option three only.

59.1 Does your organisation evaluate and/or report/communicate its progress towards achieving targets to improve the representation of women in management by REPORTING progress to all your workforce or REPORTING progress externally:

- Yes
  - Report progress to all your workforce?
  - Report progress externally?
- No
- This is not required as the representation of women across all levels of management is at least 40%.

[More information](#)

You must select either 'Yes' AND at least one of the options under 'Yes', OR one of the other options.

60. Where the representation of women in non-manager roles is less than 40%, has your organisation set numerical targets (with timeframes) to improve the representation of women?

- Yes
- No
- Not applicable, we have gender balance for all non-manager roles

60.1 In the table below, please indicate the targets and timeframes that have been set:

	Area where target set, eg truck drivers?	% Target?	Year target is to be reached?
1			
2			
3			
4			

61. Where the representation of women across manager or non-manager roles is less than 40%, your organisation must set gender representation targets for internal recruitment and external recruitment shortlists. Please confirm this has occurred:

- Yes, targets have been set
- No, targets are not required as the representation of women across all levels of manager and non-manager roles is at least 40% .

[More information](#)

This is a prerequisite for the EOCGE citation and you must complete the table below if you answered 'Yes' to question 61.

61(a) In the table below please provide details of what the target is and what year it is to be reached (please note the '% target' field is mandatory, if you do not have a target please enter the number zero [0]):

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

61.1 Where the representation of women across manager and non-manager roles is less than 40%, does your organisation set gender representation targets for talent identification lists, succession plans, career development and leadership training or retention?

- Yes, targets have been set in some or all of these areas
- No, you may specify why:

61.1a Please complete the table below with the details of what the target is and what year it is to be reached (please note the '% target' field is mandatory, if you do not have a target please enter the number zero [0]).

	Managers		Non-managers	
	% Target?	Year to be reached?	% Target?	Year to be reached?
Talent identification Lists	%	%	%	%
Succession plans	%	%	%	%
Career development and leadership training	%	%	%	%
Retention	%	%	%	%

- 62 WGEA invites you to provide information on any outstanding and innovative initiatives in advancing gender equality that have been implemented in your workplace in the past two years. The type of information provided could include a description of: the workplace gender equality issue/s; the strategy/ies or plans to address the issue/s; the actions or activities that were implemented; the time-frame/s for achieving change, and the outcomes.

[More information](#)

You are welcome to email the Agency with documentation that outlines outstanding and innovative initiatives rather than completing this text box. This documentation will be included as part of your EOCGE application.

## Next steps

- Using your AUSKey, log into the Agency's portal, click on the 'Recognition' tab and complete the online application.
- Once you SUBMIT your EOCGE application online, please submit your payment by completing the payment form, also available on the 'Recognition' tab.
- When assessing your application, we will contact you if we need to clarify any information or seek additional information from you.
- If your organisation's WGEA Employer of Choice for Gender Equality application is successful, please enter the organisation name that you would like to appear on your EOCGE certificate below.