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| 2018-19  EOCGE offline questionnaire |
| Version 3.0 |
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NOTES: o 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.

o Please do not submit your application payment UNTIL you have completed and SUBMITTED your EOCGE application.

o 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
* 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.

* 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 the following?

Key management personnel

Other managers

Other (please indicate)

(One or all of these options can be selected)

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

2.1 Please provide details on how this occurs:

More information

This is a prerequisite for the EOCGE citation.

* 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.

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:

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:

More information

This is a prerequisite for the EOCGE citation.

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

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.

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.

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

4.2 Your CEO (or equivalent) must have made a statement, either written or verbal, in the last 12 months to all workers explicitly 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.

* 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.

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 explicitly 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.

* 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.

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.

* 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.

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.

* 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.

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.

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.

* 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.

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.

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.

* If your CEO has been interviewed previously, they may be selected to participate in a random interview this year
* One of the first two options MUST be selected AND option 3

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

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.

6. Your organisation must track and report progress (including progress achieved against targets) against its formal gender equality strategy as detailed below.

6.1 Your organisation must track and report progress (including progress achieved against targets) to the **governing body** at least every year on all of the following. Please confirm this occurs by selecting all the boxes below.

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

gender composition of the workforce by manager and non-manager categories

promotions by gender and manager and non-manager categories

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

number of harassment claims.

More information

This is a prerequisite for the EOCGE citation. You MUST be able to tick all boxes.

6.2 Your organisation must track and report progress (including progress achieved against targets) to the **governing body** at least every **two** years on the findings of your pay gap analysis, including pay equity metrics and actions taken. Please confirm this occurs:

Yes

More information

This is a prerequisite for the EOCGE citation.

6.3 Your organisation must track, evaluate and report progress (including progress achieved against targets) against its formal gender equality strategy to **key management personnel** at least every **year** on all of the following. Please confirm this occurs by selecting all the boxes below:

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

gender composition of the workforce by manager and non-manager categories

promotions by gender and manager and non-manager categories

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

number of harassment claims.

More information

This is a prerequisite for the EOCGE citation. You MUST be able to tick all boxes.

6.4 Your organisation must track, evaluate and report progress (including progress achieved against targets) against its formal gender equality strategy to **all workers** at least every **year** in all of the following. Please confirm this occurs by selecting all the boxes below:

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

gender composition of the workforce by manager and non-manager categories

promotions by gender and manager and non-manager categories

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

More information

This is a prerequisite for the EOCGE citation. You MUST be able to tick all boxes.

6.5 Does your organisation track and report progress (including progress achieved against targets) to **key management personnel** on the findings of your pay gap analysis, including pay equity metrics and actions taken?

Yes

No

6.6 Does your organisation track and report progress (including progress achieved against targets) to **all workers** on your organisation-wide gender pay gaps for base salary and total remuneration?

Yes

No

6.7 Does your organisation report on the progress of its formal gender equality strategy externally at least every two years?

Yes

No

More information

Examples of ‘reporting externally’ include via an annual report or website.

7. Where your organisation has control over its governing body/ies 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

(One or both of the first two options must be selected OR only the third option. If option 3 is selection 7.1 MUST be answered)

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

More information

This is a prerequisite for the EOCGE citation (where applicable).

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

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

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 (where applicable).

(One of the three options at question 8 must be selected. If option one is selected question 8.2 must be answered. If option three is selected question 8.1 must be answered)

9. For the other governing bodies over which your organisation has control, are the following included in your formal selection policy or formal selection strategy? (If your organisation does not have control over other governing bodies, or does not have control over appointments to the governing bodies it controls, select ‘Not applicable’):

|  |  |
| --- | --- |
| Identifying a potential female talent pool from which new members can be selected | Yes No Not applicable |
| Analysing potential gender biases in the selection criteria and appointment process, for example, considering the requirement to have past governing body experience | Yes No Not applicable |
| A targeted succession plan | Yes No Not applicable |

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:

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

11. Your organisation must analyse its systems and processes to identify gender bias in decision making. Please confirm this has occurred in relation to all of 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. All boxes must be able to be ticked.

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

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:

More information

This is a prerequisite for the EOCGE citation.

* 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.

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.

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

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.

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 first two options, and one of the third or fourth options, 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.

* Options 1 and 2 Must be selected AND option 3 OR 4

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

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.

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.

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 by selecting **both** options:

Leadership development training/education

Career development training/education

More information

This is a prerequisite for the EOCGE citation.

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 | Yes No |
| Formal succession plan | Yes No |
| Women’s leadership networks | Yes No |

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, provide details:

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.

**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.

* 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 [www.wgea.gov.au/sites/default/files/characteristics-of-an-equitable-remuneration-policy.pdf](http://www.wgea.gov.au/sites/default/files/characteristics-of-an-equitable-remuneration-policy.pdf)
* At least one of the options at question 21.1 MUST be selected

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):

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.

* 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. You MUST be able to tick all three answers.

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

|  |  |
| --- | --- |
| Annual salary increases by gender | Yes No |
| Salaries on promotion by gender | Yes No |

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)

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

Implemented other changes (provide details):

No actions were required as no unexplainable or unjustifiable gaps were identified in our analysis

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

More information

This is a prerequisite for the EOCGE citation.

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

More information

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

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.

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

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.

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 this organisation

**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). Please confirm these are in place:

Yes, a formal policy and formal strategy to support workers with family or caring responsibilities are in place.

More information

This is a prerequisite for the EOCGE citation.

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

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.) Select all options below to confirm these are in place:

At 12 months’ service (or earlier), our employees are able to access at least eight weeks of 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. All three options MUST be ticked.

* 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.

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

Yes

No

33. Workers who do not return to work after paid parental leave must not be required to repay any portion of their paid parental leave. Please confirm this is the case:

Yes

More information

This is a prerequisite for the EOCGE citation.

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.

* 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.

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.

* 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, and 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:

More information

This is a prerequisite for the EOCGE citation.

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.

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.

* 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

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 No |
| The promotion rate for employees who are pregnant | Yes No |
| The promotion rate of employees who are working flexibly (including part-time) on return from parental leave | Yes No |

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

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 No |
| One to two years after returning from parental leave | Yes No |
| Those who are working flexibly (including part-time) on return from parental leave. | Yes No |
| In the case of women, when pregnant | Yes No |

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.

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.

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 all these are in place:

Yes

More information

This is a prerequisite for the EOCGE citation.

* 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 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 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.

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

More information

This is a prerequisite for the EOCGE citation.

* 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.

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

More information

* This is a prerequisite for the EOCGE citation.
* 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).

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.

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.

* 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.

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

Yes

More information

This is a prerequisite for the EOCGE citation.

* 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.

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

More information

This is a prerequisite for the EOCGE citation.

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

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

More information

This is a prerequisite for the EOCGE citation.

* 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.

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

More information

This is a prerequisite for the EOCGE citation.

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.

**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 the month and year):

More information

This is a prerequisite for the EOCGE citation.

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.

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.

**NB.** **(Employers MUST obtain approval in writing from WGEA on the suitability of alternative questions PRIOR TO completing their 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.

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

More information

This is a prerequisite for the EOCGE citation.

49.3 SURVEY METHOD: What survey method did your organisation use?

A pulse survey

The questions were incorporated into an existing survey (E.g. 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.

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. If option 2 is selected in question 49.4, question 49.4(a) must be answered.

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:

More information

This is a prerequisite for the EOCGE citation.

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 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

More information

This is a prerequisite for the EOCGE citation. If option 2 is selected in question 49.5, question 49.5(a) must be answered. If option 3 is selected in question 49.5, question 49.5(b) must be answered.

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:

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

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.

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 where you used a survey tool that provided response-rate industry norms, you achieved an agreement threshold above your industry norm. (Refer to the EOCGE 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 response-rate provided 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. If option 3 is selected in question 49.7, question 49.7(a) must be answered.

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

More information

This is a prerequisite for the EOCGE citation.

49.8 RESULTS: Please provide the results of your survey below. Include the total number of survey responses received by gender. Also, please provide the combined number of ‘agree’ and ‘strongly agree’ responses for each of the three questions asked.

If a survey tool was used that provided you with response-rate industry norms, your organisation must achieve an agreement threshold above the industry norm for the survey tool used. This information must be provided below.

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

49.8(a)

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

More information

This is a prerequisite for the EOCGE citation.

* 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.

49.8(b) Did you use a survey tool that provided you with response-rate industry norms?

Yes

No

49.8(c) What was the name of the survey tool?

49.8(d) What was your industry norm for the survey tool?

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.

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

More information

This is a prerequisite for the EOCGE citation.

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

Yes

No

**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.

52.1 A SBH grievance process must be in place in your organisation, 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.

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.

* 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 No |
| Face to face | Yes No |
| Management meetings | Yes No |
| Video presentations | Yes No |

53.2 If you have answered ‘No’ to ALL 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.

* 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).

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

|  |  |
| --- | --- |
| Online | Yes No |
| Face to face | Yes No |
| Video presentations | Yes No |

54.2 If you have answered ‘No’ to ALL 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.

* Where an individual employee has had a judgment 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%

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

☐ Not applicable because this organisation does not have control over appointments to the governing bodies covered in this application

More information

* This is a prerequisite for the EOCGE citation.
* For a comprehensive guide to setting targets, refer to the gender target-setting toolkit on the Agency’s website.

57. Where your organisation has 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%

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

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

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

58. Your organisation must have 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.

58.1 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 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. Please tick the first two boxes, or the third box, to confirm this occurs:

We track progress internally

We report 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.

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

We report progress to all our workforce

We report progress externally

No

This is not required as the representation of women across all levels of management is at least 40%.

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, the representation of women in all non-manager roles is at least 40%

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:

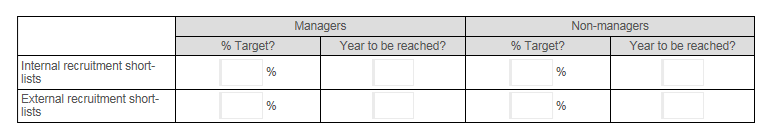
Yes, targets have been set

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.

61(a) 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]):



More information

This is a prerequisite for the EOCGE citation.

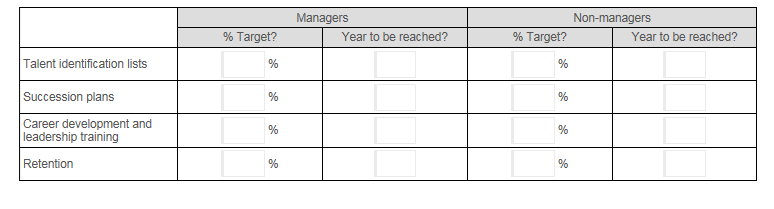
61(b) If your organisation sets different targets for different areas of the business, you may provide those details in the box below:

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:

61.1(a) 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]).



61.1(b) If your organisation sets different targets for different areas of the business, you may provide those details in the box below:

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 timeframe/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

1. Submit this questionnaire by clicking the 'Submit' button (bottom right on every page).
2. Download the draft application for your CEO/head of business to sign in the space below, to confirm the content is accurate and that they approve submission of this application.
3. Submit your application for assessment by clicking the 'Submit' button.
4. Email your signed application to [eocge@wgea.gov.au](mailto:eocge@wgea.gov.au).
5. Once your EOCGE 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.

I confirm the content of this application is accurate and approve its submission to WGEA.  
  
Name of CEO/head of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Signature CEO/head of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The Agency will contact you if we need to clarify any information provided or seek additional information from you.

Please enter the organisation name that you would like to appear on your EOCGE certificate below, should your organisation’s EOCGE application be successful.