



WGEA Employer of Choice for Gender Equality (EOCGE)

Criteria checklist - 2022-24

This document contains a top-level summary of the EOCGE criteria in a format that enables you to record which criteria you already meet and which ones need to be actioned.

In 2022-24, there is one new requirement that relates to employer funded paid parental leave detailed in question 4.2 i).

For full details of the EOCGE citation, please refer to the [WGEA Employer of Choice for Gender Equality Guide to Citation](#) on the WGEA website.

For EOCGE enquiries, please lodge a support request via the online platform selecting “Employer of Choice” from the option list or email eocge@eocge.gov.au or call (02) 9432 7000.

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
1. Leadership, strategy and accountability				
Q 1.1	Must have a strategy aimed at achieving gender equality that includes:	✓		
	→ gender balance in leadership	✓		
	→ gender balance across the organisation	✓		
	→ equal pay (like-for-like roles) and the gender pay gap (the overall, organisation-wide gap)	✓		
	→ flexible work and support available for employees at all levels, including those with caring responsibilities.	✓		
Q 1.2	Must have a policy/policies in place supporting gender equality that covers:	✓		
	→ promotions	✓		
	→ performance review processes	✓		
	→ recruitment – internal and external recruitment consultants must be provided with gender equality guidelines for the recruitment process	✓		
	→ restructures and significant operational changes including planned redundancies	✓		
	→ independent contractors and casuals	✓		
	→ training for people managers on how to deal with potential fears and concerns about gender equality objectives/policies (e.g. resistance to gender equality initiatives).	✓		
Q 1.3	Your gender equality strategy must include clear objectives and measures, and an evaluation process that occurs at least every two years.	✓		
	→ you must provide clear details of your strategic objectives, measures and evaluation process.	✓		
	→ Outcomes: for subsequent applications, you will be required to show progress against measurable objectives over the previous two-year period. If objectives are not met, you will have an opportunity to explain why.	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 1.4	Your gender equality strategy must be incorporated into your broader business strategy and planning process, and must be endorsed by your governing body and Partnership (if applicable).	✓		
	→ Evidence: governing body endorsement of the gender equality strategy must be provided (e.g. extract of meeting minutes of resolution).	✓		
Q 1.5	Your organisation must evaluate its progress against its gender equality strategy every year at a minimum by tracking metrics in the following areas, and reporting progress to the following groups:	✓		
	All your workforce	✓		
	→ gender composition of your workforce by manager and non-manager categories	✓		
	→ promotions by gender and manager and non-manager categories	✓		
	→ recruitment and exit (voluntary and involuntary) numbers by gender	✓		
	→ graduate programs and paid and unpaid internships (where applicable)	✓		
	→ utilisation of formal flexible working arrangements (including part-time) for women and men by manager and non-manager categories	✓		
	→ utilisation of, and return from, parental leave (paid and unpaid), of women and men	✓		
	Key management personnel AND governing body (Board)	✓		
	→ all of the above points plus	✓		
	→ the results of your gender remuneration gap analysis, including pay equity metrics and actions taken	✓		
	→ progress on narrowing your organisation-wide gender pay gap	✓		
	→ all results from your EOCGE employee survey questions	✓		
	→ for gender-based, discrimination and sexual harassment complaints, the following:	✓		
• number and nature of complaints	✓			

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
	<ul style="list-style-type: none"> process for responding to the complaint 	✓		
	<ul style="list-style-type: none"> timeframes 	✓		
	<ul style="list-style-type: none"> outcomes for complainant and respondent 	✓		
	<ul style="list-style-type: none"> any organisation change following the complaint 	✓		
	<ul style="list-style-type: none"> complainant and respondent turnover. 	✓		
	<p>→ Evidence: you will need to provide evidence that all these metrics have been reported to the governing body/board (e.g. extract of meeting minutes of resolution).</p> <p>Please note: providing a copy to a sub-committee of your governing body/board or equivalent does not meet this requirement.</p>	✓		
Q 1.6	Where gender discrepancies exist for any areas listed in question 1.5, your organisation must analyse systems and processes to identify gender bias in decision making, and take actions to address issues identified.	✓		
Q 1.7	The CEO of your organisation must be a visible champion of gender equality by communicating with all employees on the following at least every 12 months:	✓		
	→ the organisation's business case for improving gender equality	✓		
	→ a commitment to zero tolerance of gender-based harassment and discrimination, sexual harassment and bullying	✓		
	→ the organisation's overall gender equality strategy, priorities and progress	✓		
	→ the organisation's commitment to equal pay (eliminating like-for-like gaps).	✓		
	→ the organisation's commitment to eliminating the gender pay gap (overall, organisation-wide pay gap).	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
	<p>→ You will need to provide details on the method and date of communication.</p> <p>Examples of how this has been communicated could include all-workforce emails, an internal broadcast, roadshow or other.</p>	✓		
Q 1.8	<p>Your organisation must have a group, committee or council with representation from senior management level or above, that is responsible for the implementation and oversight of your organisation's gender equality strategy.</p> <p>→ This group can also be in place for other purposes additional to gender equality.</p>	✓		
Q 1.9	<p>Your CEO must have direct involvement with your organisation's gender equality initiatives.</p> <p>→ You will need to provide details of your CEO involvement in gender equality programs. This could include chairing your organisation's group, committee or council to oversee your gender equality strategy.</p>	✓		
Q 1.10	<p>Your organisation must ensure that women and men can access opportunities that are considered career-enhancing equitably. For example, this could include high-value or high-profile projects, client allocation, training, grants or sales opportunities (where relevant).</p> <p>→ You will need to provide up to 500 words outlining your approach.</p>	✓		
Q 1.11	<p>You must hold managers accountable for contributing to the implementation of your gender equality strategy.</p> <p>→ You will need to provide up to 500 words outlining how managers are held accountable (e.g. KPIs).</p>	✓		
Q 1.12	<p>Your governing body/board of directors must be provided with a copy of your completed EOCGE application once completed (and any supplementary information provided to WGEA after submission of your application).</p> <p>Please note: providing a copy to a sub-committee of your governing body/board or equivalent does not meet this requirement.</p>	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
2. Developing a gender balanced workforce				
Q 2.1	Your organisation must have a policy or strategy that includes learning and development, including leadership and/or career development training, for women and men.	✓		
Q 2.2	Your organisation must discuss career learning and development options with your permanent workforce and long-term casuals (i.e. those who have been receiving regular and systematic work for at least 12 months), and where appropriate, provide the opportunity for learning and development plans to be put in place. → This may be part of an individual's performance and development plan.	✓		
Q 2.3	Each year, your organisation must provide FORMAL leadership development programs to women and men, and track how many women and men, full-time and part-time, have participated in these programs → Your organisation will need to provide details of these programs and the number of participants by gender.	✓		
Q 2.4	Your organisation must set numerical targets with timeframes to improve the representation of women in any manager category where their representation is less than 40%. Progress against manager targets must be tracked.	✓		
	→ details of the targets, as well as the target date will need to be provided.	✓		
	→ Outcomes: renewal applications must show progress against targets (over the prior two-year period). If targets are not met, you will have an opportunity to explain why.	(two years after initial application)		
Q 2.5	Where the representation of women in management is less than 40% gender targets for internal and external recruitment shortlists must be in place. → details of the targets, as well as the target date will need to be provided.	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 2.6	Your organisation must set numerical targets with timeframes to improve the representation of women in any non-manager occupational category where their representation is less than 40%.	✓		
	→ details of the targets as well as the target date will need to be provided.	✓		
	→ Outcomes: renewal applications must show progress against targets (over the prior two-year period). If targets are not met, you will have an opportunity to explain why.	(two years after initial application)		
Q 2.7	Your organisation must set numerical targets with timeframes to improve the representation of men in any non-manager occupational category where their representation is less than 40%.	✓		
	→ details of the targets as well as the target date will need to be provided.	✓		
	→ Outcomes: renewal applications must show progress against targets (over the prior two-year period). If targets are not met, you will have an opportunity to explain why.	(two years after initial application)		
Q 2.8	Where your organisation has control over its governing body appointments, and control over other governing bodies (for example subsidiaries), a selection policy or strategy, and numerical targets with timeframes must be set to improve the representation of women, where it is less than 40%.	✓		
	→ details of the targets, as well as the target date will need to be provided.	✓		
	→ Outcomes: renewal applications must show progress against targets (over the prior two-year period). If targets are not met, you will have an opportunity to explain why.	(two years after initial application)		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 2.9	<p>Your organisation must identify and address gender segregation challenges relevant in your organisation and/or industry, e.g. under-representation of women or men in caring, administrative, technical, trades or senior roles.</p> <p>→ You will need to provide a written response that answers the following (maximum of 750 words):</p> <ul style="list-style-type: none"> • How does gender segregation impact your organisation and/or industry? • What measures have you implemented to improve gender balance in your organisation? • Where have you made progress and what were/are the biggest challenges? 	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
3. Gender pay equity				
Q 3.1	Your organisation must have a formal remuneration policy and strategy that contains specific gender pay equity objectives.	✓		
Q 3.2	Your organisation must undertake a gender pay gap analysis of ALL its workforce each year on all areas listed below to, a) ensure that women and men receive equal pay for work of equal or comparable value (like-for-like pay gaps), and b) to determine if you have a gender pay gap (overall, organisation-wide pay gap).	✓		
	A pay gap analysis must be conducted on the following:	✓		
	→ base salary	✓		
	→ total remuneration, including allowances, bonuses, performance payments, discretionary pay, overtime and superannuation	✓		
	→ performance pay	✓		
	→ starting salaries	✓		
	→ annual salary increases	✓		
	→ salaries on promotion.	✓		
Q 3.3	Your organisation must meet its legal requirement and eliminate all salary differences between women and men who are performing the same work, or work of a comparable value (like-for-like roles), for base salary AND total remuneration.	✓		
Q 3.4	Your organisation must: → report your WGEA overall, organisation-wide gender pay gap → set a target to reduce the gap and a year to reach that target → take other actions, to reduce this gap.	✓		
	→ details of the targets, as well as the target date will need to be provided.	✓		
	→ Outcomes: renewal applications must show progress against targets (over the prior two-year period).	(two years after initial application)		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 3.5	Women and men on parental leave (paid and unpaid) must be included in annual reviews of salaries and annual bonus payments.	✓		
Q 3.6	Your organisation must analyse and compare the results of performance reviews by gender.	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
4. Support for caring				
Q 4.1	Your organisation must have a formal policy AND formal strategy to support its workforce (and Partners in Partnership structures) who have family and caring responsibilities. These must cover all the following:	✓		
	→ support for return to work from parental leave	✓		
	→ support for parents at all stages of children's lives	✓		
	→ support for elder care and disability care.	✓		
Q 4.2	Your organisation must provide EITHER of the following: 1) If you make no distinction between primary and secondary carers:- You must offer all permanent employees (and Partners in Partnership structures) at least eight weeks of employer funded paid parental leave (EFPPL) at full pay, <i>plus</i> superannuation on that paid leave. All bullet-points below must be included: OR 2) If you make a distinction between primary and secondary carers:- You must offer all permanent employees (and Partners in Partnership structures) who are primary carers, at least eight weeks of paid parental leave at full pay, <i>plus</i> superannuation on that paid leave. All bullet-points below must be included:	✓		
		OR		
	a) this must be paid in addition to the government scheme (not just topping up the government funded scheme)	✓		



Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
b)	it must be available under any circumstances where there is a new baby: adoption, same-sex couple or surrogacy. This must also be available for parents of a stillborn baby.	✓		
c)	there must be no eligibility period to access eight weeks of employer-funded paid parental leave (for primary carers if you make a distinction between primary and secondary carers)	✓		
d)	if you offer more than eight weeks of paid parental leave (for primary carers if you make a distinction), the balance must be available no later than at the end of the employee's probationary period	✓		
e)	there must be no requirement for anyone to repay any portion under any circumstances	✓		
f)	the amount of leave available to women must also be available to men (e.g. if more than eight weeks is offered, that amount must be paid to women AND men)	✓		
g)	flexibility in how this can be taken must be provided (e.g. part-time for part of the paid duration)	✓		
h)	superannuation must be paid on your employer-funded paid parental leave at the employee's full salary	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
	<p>i) If your employer-funded paid parental leave (for primary carers if a distinction is made) is less than 18 weeks (the number of weeks under the government's current scheme), you must pay superannuation on the difference between the two, paid at the minimum wage.</p> <p>For example: if you offer 12 weeks, you need to pay additional superannuation on 6 weeks at the minimum wage (government scheme is 18, less 12 weeks, equals 6 weeks difference).</p> <p>NB: If you offer 18 weeks or more of employer-funded paid parental leave, this does not apply to you as you will already be paying superannuation for that period of time.</p> <p>→ NB. This requirement must be in place for all applicants applying in 2022 onward.</p>	<p>✓</p> <p>New in 2022-24</p>		
Q 4.3	<p>If your organisation makes a distinction between primary and secondary carers,* you must offer all permanent employees who are secondary carers at least three weeks of paid parental leave at full pay plus superannuation on that paid leave and include all the points below:</p> <p>* If your organisation does not make a distinction between primary and secondary carers, all your workforce will be covered under question 4.2</p>	<p>✓</p>		
	<p>→ this must be paid in addition to the government scheme (not just topping up the government funded scheme)</p>	<p>✓</p>		
	<p>→ it must be available under any circumstances where there is a new baby: adoption, same-sex couple, surrogacy. This must also be available for parents of a stillborn baby.</p>	<p>✓</p>		
	<p>→ there must be no eligibility period to access three weeks of employer-funded paid parental leave (for secondary carers if you make a distinction between primary and secondary carers)</p>	<p>✓</p>		
	<p>→ there must be no requirement for anyone to repay any portion under any circumstances</p>	<p>✓</p>		
	<p>→ available to women and men</p>	<p>✓</p>		



Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
	→ flexibility in how this can be taken must be provided (e.g. part-time for part of the paid duration).	✓		
Q 4.4	Your organisation must actively encourage men to take parental leave. → Details of how this is done must be provided. Examples could include through the provision of manager and staff resources, case studies, extending the period when the leave is available etc.	✓		
Q 4.5	Your organisation must track the following metrics relating to paid parental leave annually:	✓		
	→ utilisation by women and men (manager and non-manager)	✓		
	→ return to work of women and men following parental leave	✓		
	→ promotions during parental leave	✓		
	→ voluntary and involuntary departures (including dismissals and redundancies) within 12 months of return from parental leave.	✓		
Q 4.6	Your organisation must have an action plan to maximise the rate of return to work from parental leave (paid or unpaid) that includes:	✓		
	→ keep-in-touch program while on parental leave	✓		
	→ on-boarding support	✓		
	→ tracking the reasons why, where applicable, women and men who return from parental leave do not return to their original role and to which role they return	✓		



Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 4.7	<p>Your organisation must have support mechanisms, other than leave, for those with family or caring responsibilities, including elder and disability care.</p> <p>→ You will need to provide details of support provided.</p> <p>Examples of support could be:- referral services for those with caring responsibilities, including for aged parents or family members with a disability; access to flexible working arrangements; training for managers to understand how to support parents and carers; access to support services, such as EAP to manage stress and anxiety; access to information relating to managing caring responsibilities and rights at work; providing financial assistance, such as subsidised childcare; emergency services, or carer assessments.</p>	✓		
	<p>Your organisation must have a policy or strategy to support those who are experiencing family or domestic violence.</p>	✓		
Q 4.8	<p>You will be required to provide details of the support available, which could include:</p> <ul style="list-style-type: none"> → paid or unpaid leave → employee assistance program → training of key staff → domestic violence clause in the enterprise agreement → referral to appropriate domestic violence support services for expert advice. 	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
5. Mainstreaming flexible working				
Q 5.1	Your organisation must have a flexible working policy AND flexible working strategy. The following must be included:	✓		
	→ a business case for flexible working endorsed at the leadership level that must be communicated to all your workforce	✓		
	→ manager accountability for flexible working (e.g. embedded into performance reviews, tracking of approvals and rejections with reasons)	✓		
	→ if relevant, your organisation's approach to flexibility is integrated into client interactions	✓		
	→ Flexible working must be promoted throughout the organisation and to prospective employees, to both women and men, regardless of caring responsibilities. You will be required to provide details of how this is done. Examples include case studies featuring women and men, resources, events, intranet page.	✓		
Q 5.2	All people managers must complete training on how to manage flexible working.	✓		
	→ This training must include how to address gender stereotypes that prevent men from requesting flexible working arrangements. This can be done in any way or as frequently as deemed necessary.	✓		
Q 5.3	Managers, including the CEO, must be visible role models of flexible working. → You will need to give examples of how this occurs.	✓		
Q 5.4	At least four of the following options must be available to women and men in your organisation:	✓		
	→ flexible hours of work			
	→ compressed working weeks			



Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
	→ time-in-lieu			
	→ telecommuting			
	→ part-time work			
	→ job sharing			
	→ purchased leave			
	→ unpaid leave			
	→ self-rostering			
	→ other flexible working arrangements relevant to your workplace or industry.			
Q 5.5	<p>How does your organisation support part-time/reduced hours in manager roles?</p> <p>→ You will need to provide up to 500 words outlining your organisation's approach, including how you address real or perceived barriers to requesting reduced hours in senior roles.</p>	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 5.6	<p>Your organisation may need to set a target for men working flexibly.</p> <p>To determine if you need to set this target, you will need to refer to question 2 survey results under the “Lived experience check”, “Employee Survey” section at the end of the EOCGE criteria (“I have the flexibility I need to manage work and other commitments”).</p> <p>Requirement: If the agree/strongly agree scores for female managers or non-managers is more than 5% greater than the equivalent scores for men, you need to set a target to increase the agreement scores of men in that category. If the difference is 5% or less, no target needs to be set.</p> <p>For example, if 85% of female managers agree and strongly agree they have the flexibility they need to manage their work and other commitments, the agree and strongly agree score for men would need to be no less than 81% (i.e. 85% minus 5%) to avoid having to set a target. If the score for men is less than 81%, then a target would need to be set to increase their score to 81% or greater.</p> <p>Details of the targets, as well as the target date will need to be provided.</p>	✓		
	<p>Outcomes: If a target in this area is required, your renewal application must indicate if progress has been made against the target over the prior two years.</p> <p>→ If the target is not met, you will have the opportunity to explain why.</p>	(two years after initial application)		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
6. Preventing gender-based harassment and discrimination, sexual harassment and bullying				
Q 6.1	Your organisation must have a policy on, or an award/industrial or workplace agreement which covers the prevention of gender-based harassment and discrimination, sexual harassment and bullying.	✓		
Q 6.2	Your organisation must have a formal grievance process in place relating to gender-based harassment and discrimination, sexual harassment and bullying.	✓		
Q 6.3	<p>All your workforce (including Partners in Partnership structures) must have completed training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying at induction and at least every two years.</p> <p>This training must be completed by your entire workforce (including managers, non-managers, contract and casual staff and Partners in Partnership structures) and include all the dot-points below:</p> <p><i>Note: an email with an attached policy and/or advising rights and responsibilities relating to gender-based harassment and discrimination, sexual harassment and bullying is not considered training.</i></p>	✓		
	Training must include:	✓		
	→ a legislative definition of gender-based harassment and discrimination, sexual harassment and bullying	✓		
	→ definition of a workplace, rights and responsibilities of all the workforce	✓		
	→ details of the grievance/complaints procedure	✓		
	→ details of the internal and external contact support resources	✓		
	→ clear explanation of organisational expectations around conduct and consequences for respondents.	✓		



Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Q 6.4	<p>Your organisation must have had no judgment or adverse final order made against it by a court or other tribunal relating to gender-based harassment and discrimination, sexual harassment and bullying in the last three years.</p> <p>Where an individual employee has had a judgment or adverse final order made against them, this does not apply.</p>	✓		

Focus area and criteria		Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
7. Driving change beyond your workplace				
Q 7.1	<p>In the last 12 months, and each year for subsequent applications, your CEO or a member of your governing body, must have made at least one external statement regarding their commitment to gender equality overall.</p> <p>This can be done by various means, including a media release on the organisation's website, a social media message, a statement in the annual report, and/or at public forums.</p> <p>→ You will need to provide details of this statement/s in your application. It may be used to promote your gender equality initiatives and/or the EOCGE citation.</p>	✓		
Q 7.2	<p>Your organisation must have procurement guidelines that encourage gender equality across your supply chain.</p>	✓		
Q 7.3	<p>Each year your CEO must be actively involved in at least one external event focused on gender equality.</p> <p>→ You will be required to provide details of this involvement stating what ACTIVE role your CEO played in the event/s, where and when it was held.</p>	✓		
Q 7.4	<p>Your organisation must be involved in a program or initiative to address gender equality issues in your industry or community.</p> <p>This must be carried out on an annual basis if it is a smaller initiative (e.g. renewal of a gender equality sponsorship program), but if it is a larger initiative (e.g. a research project), it may span a couple of years.</p> <p><u>Other examples include:</u></p> <p>→ schools program → gender equality industry network.</p> <p>You will be required to provide details of this gender equality initiative.</p>	✓		

Focus area and criteria	Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
<p>Q 7.5 Your CEO must aim to achieve gender balance on internal/external speaking panels.</p> <p>This involves:</p> <ul style="list-style-type: none"> → requesting confirmation of who the other panellists/speakers/participants are, and how gender balance will be achieved → insisting that as a condition of acceptance, you expect women to participate in a meaningful way → reserving the right to withdraw from the event, even at the last minute, should this not be the case when the speaker list is finalised → offering names of women from within your organisation or network and if helpful, point them to the resources for support in finding women/men. <p>Members of the Male Champions of Change, Chief Executive Women and Women’s Leadership Institute Australia are required to make similar pledges. See the MCC website. To meet this criterion, you are not required to become a member of any of these organisations.</p>	✓		



Focus area and criteria	Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
Lived experience check			
1. CEO Interview			
For first time applicants, or for existing citation holders where the CEO is new, the CEO must participate in a 20-30 minute telephone interview with an Agency representative, regarding their leadership and commitment to gender equality. CEOs that have previously been interviewed may be randomly selected for a follow up interview thereafter.	✓		
2. Employee contribution to application			
To promote transparency around the citation process, employees must have an opportunity to contribute to the application and be given access to the final submission.	✓		
At a minimum: → The group or committee that is responsible for implementation and oversight of your gender equality strategy must be consulted in the development of your EOCGE application.	✓		
→ All workers must be informed that the organisation is applying for the citation.	✓		
→ Your completed EOCGE application must be made formally available to all workers, before or upon successful granting of the citation. This could be via publication on an intranet or internal communications platform.	✓		
3. Employee survey			
<p>Organisations must consult with all employees, including casuals, and Partners in Partnership structures on gender equality via an anonymous survey at least every two years and report those results in their EOCGE application.</p> <p>Prior to administering your survey, please read all the sections below to ensure all survey requirements are met.</p>	✓		

Focus area and criteria	Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
<p><u>Questions to be asked</u></p> <p>The survey questions need to be asked using a five-point (or six-point) scale (for example 'strongly agree'; 'agree'; 'not sure'; 'disagree'; 'strongly disagree'), or, if using a different scale, convert the responses to an equivalent in a five-point scale.</p> <p>For example: in a five-point scale you would only use 'agree' and 'strongly agree' (options 4 and 5). If you use a 10-point scale, you must only use the equivalent responses, (i.e. options 8, 9 and 10).</p> <p>Employers must either ask the following three specific questions:</p>	✓		
<p>→ “My immediate supervisor/manager genuinely supports equality between genders.”</p>	✓		
<p>→ “I have the flexibility I need to manage work and other commitments.”</p>	✓		
<p>→ “In my organisation gender-based harassment and sexual harassment is not tolerated.”</p>	✓		
<p>OR</p> <p>You may replace the three EOCGE questions with alternatives but ONLY after you have obtained written approval from WGEA within the last two years on the suitability of the alternatives PRIOR to conducting your survey. You must include your replacement questions in your application.</p>			
<p><u>Conducting your survey</u></p> <p>→ Survey participation must be anonymous.</p> <p>→ Organisations may choose to administer a pulse survey; incorporate questions into an existing survey (e.g. a biennial employee engagement survey); or by incorporating questions into an existing process, for example rolling it out within another forum such as organisation-wide training, or by using other feedback mechanisms, provided the confidentiality of respondents is maintained.</p>	✓ ✓		



Focus area and criteria	Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
<p><u>Sample size</u></p> <p>You must either:</p> <ul style="list-style-type: none"> → give everyone (including casuals and Partners in Partnership structures) an opportunity to complete the survey; <p>OR</p> <ul style="list-style-type: none"> → administer the survey to a statistically significant and representative sample. <p>You will need to provide the method/rationale you used to determine the employee sample you surveyed was both statistically significant and representative.</p>	✓		
<p><u>Response rates</u></p> <ul style="list-style-type: none"> → As a general guide, your survey sample is considered representative if you obtain 400 or more responses. → Where samples of less than 400 are collected, a response rate of 60% of your workforce is required, as well as establishing that the sample is comparable to your organisation's total employee profile by age and gender. → We acknowledge that in some instances, and despite best efforts, organisations will not be able to achieve the desired response rate. In these instances, you will need to provide an explanation why this is the case. <p>Note: If you are unable to achieve either of the above thresholds, and there is a legitimate and significant reason why, for example a merger took place at the same time as the survey, you will need to contact the Agency to discuss the details. The Agency will use its discretion to determine your eligibility to apply for the citation.</p>	✓		
<p><u>Analysis and results thresholds</u></p> <ul style="list-style-type: none"> → All responses must be analysed by gender. → Analysing all responses received, your organisation must either: 	✓		
<p>1. achieve an agreement threshold of at least 70% 'agree' or 'strongly agree' on the first two questions (or the equivalent questions as approved by WGEA), AND</p>	✓		
<p>2. achieve an agreement threshold of at least 80% for the third question regarding zero tolerance of gender-based harassment and sexual harassment (or the equivalent question as approved by WGEA).</p>	✓		

Focus area and criteria	Current (✓) criteria (2022-24)	Not yet met (x)	Already met (✓)
<p>OR</p> <p>3. if a specific survey tool is used (as opposed to survey software), you must achieve an agreement threshold above the industry norm for the survey tool used.</p> <p>The results of your analysis must be included in your EOCGE application, including the gender breakdown of responses for each question.</p> <p>Note: If you are unable to achieve either of the above thresholds, and there is a legitimate and significant reason why, for example a merger took place at the same time as the survey, you will need to contact the Agency to discuss the details. The Agency will use its discretion to determine your eligibility to apply for the citation.</p>	✓		



Outstanding initiatives	Initiatives identified (✓)
<p>We encourage you to provide details of an outstanding initiative your organisation has implemented that has successfully addressed a particular gender equality challenge, so we can promote best practice.</p> <p>This information may be provided in any format including text, video or other media.</p> <p>Please provide the following information:</p> <ul style="list-style-type: none"> → what was the gender equality challenge? → what was the initiative? → who was involved in the initiative? → what were the outcomes? 	