



# WGEA Employer of Choice for Gender Equality (EOCGE) Criteria summary 2022-24

This document contains a top-level summary of the EOCGE criteria.

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.

To assist with determining your eligibility for the EOCGE criteria, please utilise the full [EOCGE Checklist](#).

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## Seven focus areas and criteria

### 1. Leadership, strategy and accountability

1. A comprehensive gender equality strategy with clear objectives and measures needs to be in place and incorporated into your overall business strategy and endorsed by your board. There must also be policies to implement the strategy with regular evaluation of metrics undertaken and reported back to your workforce and governing body/board. Actions must be taken to deal with any identified gaps, including analysis of systems and processes.
2. A group with representation from senior management must be responsible for the oversight of your gender equality strategy.
3. The CEO must be a visible champion of gender equality by communicating to all your workforce on key gender equality areas, and must also have direct involvement with your gender equality initiatives.
4. Managers must be held accountable for the implementation of your gender equality strategy.
5. Women and men must have access to career-enhancing opportunities equitably.
6. Your governing body/Board must be provided with a copy of your EOCGE application.

## 2. Developing a gender balanced workforce

1. Organisations must have policies or strategies in place that provide learning and development opportunities for women and men, and where appropriate, provide opportunities for learning and development plans to be put in place. Formal leadership development programs must be provided to women and men and participation numbers tracked.
2. Targets need to be set in the following situations:
  - a. where the representation of women is less than 40% in any manager category, including targets for internal and external recruitment shortlists
  - b. where the representation of women or men is less than 40% in any non-manager category
  - c. for the governing body/board, where the representation of women is less than 40%.For renewal applications, you will need to show progress against targets or explain why the target was not met.
3. For the governing body/board, a selection policy or strategy needs to be in place.
4. Gender segregation challenges in your organisation/industry must be identified and addressed.

## 3. Gender pay equity

1. A policy and strategy that contains gender pay equity objectives must be in place.
2. Each year, a gender pay gap analysis of all your workforce on several aspects of remuneration must be undertaken. Where gender pay gaps are identified, a target must be set and other actions taken to reduce the gap. For renewal applications, you will need to show progress against targets or explain why the target was not met.
3. Salary differences between women and men performing the same work or work of a comparable value must be eliminated.
4. Performance reviews must be analysed by gender and anyone on parental leave must be included in reviews of salaries and bonus payments.

## 4. Support for caring

1. A formal policy and strategy must be in place to support those with family and caring responsibilities (including elder and disability care), and metrics related to paid parental leave tracked; and a policy or strategy needs to be in place to support those experiencing family or domestic violence.
2. In addition to the government's scheme, at least eight weeks of employer-funded primary carer's leave (EFPCL), and three weeks of employer-funded secondary carer's leave, must be available to your permanent workforce and available to both women and men. This leave must also include:
  - a. Superannuation must be paid on this leave at the employee's full salary.
  - b. Eight weeks of your EFPCL (and three weeks of secondary carer's leave) must be available upon commencement, with the balance available after their probation period.
  - c. There must be no requirement for anyone to repay any portion.
  - d. There must be flexibility in how the leave can be taken (e.g. part-time for part of the period)
  - e. Where EFPPL is less than 18 weeks, superannuation must be paid on the difference, calculated at the minimum wage.
3. Men must be actively encouraged to take parental leave.
4. An action plan needs to be in place to maximise the return to work rate from parental leave.
5. In addition to leave, other support mechanisms must be in place.



## 5. Mainstreaming flexible working

1. A flexible working policy and strategy must be in place that includes a business case for flexible working, manager accountability, integrating flexibility into client interactions, and training on how to manage flexible working.
2. Flexibility must be promoted throughout the organisation, and the CEO and all managers must be visible role models of flexible working.
3. At least four flexible working options must be available for women and men to access (e.g. flexible hours of work, telecommuting, purchased leave, self-rostering etc).
4. Managers must be supported to work part-time/reduced hours.
5. A target may need to be set for men working flexibly if they are less satisfied with their access to flexible working arrangements than women.

## 6. Preventing gender-based harassment and discrimination, sexual harassment and bullying

1. A policy needs to be in place that covers the prevention of gender-based harassment and discrimination, sexual harassment and bullying, and that includes a grievance process.
2. All your workforce must complete prevention training at induction and at least every two years.
3. Your organisation must have had no judgment or adverse final order against it in this area within the last three years.

## 7. Driving change beyond your workplace

1. Each year your CEO must: make at least one external statement regarding their commitment to gender equality; be involved in at least one external event focused on gender equality and aim to achieve gender balance on internal/external speaking panels.
2. Procurement guidelines that encourage gender equality must be in place across your supply chain.
3. Your organisation must be involved annually in a program or initiative to address gender equality issues in your industry or community.

## Lived experience check

1. CEO must agree to be interviewed by WGEA on their commitment to gender equality.
2. Employees must have an opportunity to contribute to the application and be given access to the final submission.
3. An anonymous employee survey needs to be conducted at least every two years that incorporates three WGEA questions on, Q1) whether an immediate manager genuinely supports equality between genders, Q2) whether they have flexibility they need to manage work and other commitments and Q3) whether gender-based harassment and sexual harassment is not tolerated in the workplace. Response rates need to be met, and thresholds met - Q1 and Q2 = 70% and Q3 80%.