

**WGEA Employer**

**of Choice for**

**Gender Equality (EOCGE)**

**2022-24**



EOCGE Application for

renewing applicants

(i.e. citation holders who were successful in

2020 and re-applying in 2022)

Version 2.0



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Introduction

**What is the EOCGE Employer of Choice for Gender Equality (EOCGE) citation?**

The Employer of Choice for Gender Equality (EOCGE) citation is the Workplace Gender Equality Agency’s (WGEA) leading practice recognition program. Designed to accelerate the rate of change and deliver improved gender equality outcomes for recipients, it focuses on the actions, behaviours, policies and processes that evidence supports drives improved gender equality in workplaces. Separate to gender equality reporting under the *Workplace Gender Equality Act 2012* (Act)*,* it is a voluntary program, open to all compliant employers under the Act.

Organisations that receive the citation demonstrate gender equality is an integral component of their workplaces and business practices. These organisations have gender equality as a strategic imperative and as a result, are actively improving their workplace for all their workforce.

The citation includes evidence-based criteria under seven focus areas, and an examination of the employees’ lived experience. The requirements focus on initiatives that have been shown to underpin improved gender equality outcomes. They have been developed in consultation with leading academics in workplace gender equality, gender equality practitioners, industry groups and citation holders.

To ensure consistency in assessment and reduce the burden on employers, the citation application is in a survey format. This ensures consistency in assessment and enables WGEA to collect and analyse the data using a standardised framework. This data is used to inform and define leading-practice gender equality initiatives to share with employers. Over time, the Agency will develop EOCGE benchmarks to further support employers in their gender equality endeavours.

Whether you are applying for the citation this year or you want to lay the foundations for your organisation to apply in future years, the EOCGE criteria provides an excellent roadmap for change.

Why become an EOCGE citation holder?

The EOCGE citation is founded on research-based initiatives shown to improve gender equality outcomes. It is recognised as a rigorous and evidence-based program.

The Agency receives consistent feedback from the chief executives of EOCGE citation holders that there is a strong commercial driver to having the citation. They use the citation as an external mechanism to keep them focussed and accountable in driving improved gender equality outcomes in their organisations, enabling them to reap the rewards that gender equality can bring to an organisation and its culture.

The EOCGE citation publicly validates an organisation’s focus on gender equality, supports their ability to attract and retain the best possible talent and provides citation holders with a powerful point of market differentiation in a competitive operating environment.

A recent report produced by the Australian Institute for Business and Economics (AIBE) Centre for Gender Equality in the Workplace at the University of Queensland shows that the EOCGE citation is driving improved gender equality outcomes in Australian workplaces. The research found that EOCGE citation holders are improving on key gender equality metrics at a faster rate than other employers in WGEA’s dataset.

Improvements in gender equality outcomes can bring strong commercial advantage to its recipients. Evidence from the Bankwest Curtin Economics Centre (BCEC) WGEA Gender Equity Insights 2020 research shows a strong and convincing **causal relationship** between increasing the share of women in leadership and subsequent improvements in organisational performance. Specifically, it found that:

* 1. an increase in the representation of women by 10 percentage points or more on **boards** of ASX-listed companies leads to a **4.9% increase in company market value** and leads to a 6% increase in the likelihood of outperforming their peers on three or more metrics
	2. an increase in the representation of women by 10 percentage points or more of **key management personnel** leads to a **6.6% increase in the market value** of ASX-listed companies (worth the equivalent of AU$104.7 million for the average company), and a 5.8% increase in the likelihood of outperforming the sector on three or more metrics.

Through targeted actions contained in the EOCGE citation, organisations can achieve sustainable gender equality outcomes and become a leader in workplace gender equality.

Resources to assist you in becoming an EOCGE organisation

In becoming an EOCGE citation holder, we encourage employers to take a strategic approach to improving gender equality performance, rather than a programmatic approach. By this, we mean building a gender equality strategy aligned to your business strategy.

WGEA has developed a gender equality strategy toolkit, to help you build your strategy and meet the EOCGE criteria. This can be found on the Agency’s [website,](https://www.wgea.gov.au/tools/gender-strategy-toolkit) along with other [tools](https://www.wgea.gov.au/tools) that you will find helpful in delivering your gender equality strategy.

If you would like additional assistance in becoming an EOCGE citation recipient, please contact WGEA by emailing eocge@wgea.gov.au or calling on 02 9432 7300.

Changes made in V2.0 that differ from V1.0

1. Q1.12 i and ii - dates corrected to reflect the previous submission years (2020-22) and the current submission years (2022-24) when a copy of the completed EOCGE application, and all supplementary information was provided to your organisation’s governing body..

**Application for 2022-24 renewing applicants**

Introduction

Welcome back, after enjoying your status as WGEA Employer of Choice for Gender Equality (EOCGE) for the two-year application cycle.

The world has changed significantly since your organisation last applied to become an EOCGE citation holder. We have all learned how quickly workplaces can change when there is an imperative to do so!

Meeting the criteria

All criteria are requirements. However, if you believe you meet a requirement but in a different way than stipulated, or you have not been able to meet a small number of requirements due to the impact of COVID 19, please contact WGEA to discuss this further.

New criteria introduced since last application

* Based on expert advice, new EOCGE criteria are introduced each year to drive ongoing improvements in gender equality outcomes in the workplaces of citation holders. As communicated during the past two years, several new requirements have been introduced since your last application in 2020-22. These changes are:
1. Q1.2: Policy/ies aimed at achieving gender equality must include training for people managers on how to deal with resistance to gender equality initiatives/policies due to potential fears and concerns.
2. Progress needs to be reported on an if-not-why-not basis on the following:
	1. gender equality objectives contained in your gender equality strategy (Q1.3)
	2. where the representation of women in manager (Q2.4) and non-manager (Q2.5) roles, and on governing bodies (Q2.8) is less than 40%
	3. where the representation of men in non-manager roles is less than 40% (Q2.6)
	4. reduction of your organisation’s gender pay gap (Q3.4).
3. Q4.1: Your formal policy AND formal strategy must cover employees with eldercare and disability care responsibilities.
4. Q4.3: At least three weeks of employer-funded paid parental leave at full pay is provided for secondary carers who are permanent employees (and Partners in Partnership structures) and available for all provisions covered under that requirement.
5. Q4.4: Employer funded primary carers’ leave: There must be no eligibility period to access eight weeks of primary carer’s leave (the minimum EOCGE requirement), and three weeks of secondary carer’s leave, AND if you offer more than eight weeks of primary carer’s leave, the balance must be made available once the employee’s probationary period ends.
6. Q5.2: Training for people managers on how to manage flexible working must include addressing gender stereotypes and/or barriers that prevent men from requesting flexible working arrangements.
7. Q5.6: This question relates to whether your organisation needs to set targets for men working flexibly. It is based on the survey results of the second question in the “Employee Survey” section of the EOCGE criteria (“*I have the flexibility I need to manage work and other commitments*"). If the agree/strongly agree scores for female managers and 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, then no target needs to be set.
8. Q7.2: Organisations must have procurement guidelines that encourage gender equality across your supply chain.
9. If your employer-funded paid parental leave for primary carers is less than 18 weeks, superannuation must also be paid on the difference between what your organisation offers and 18 weeks, calculated at the minimum wage (e.g. if you offer 12 weeks of primary carer’s leave, you need to pay superannuation on the 12 weeks at the employee’s full salary, and 6 weeks at the minimum wage).

Applying for EOCGE

* As you are aware, WGEA has a new online reporting platform which is yet to be fully adapted for EOCGE applications. As such, applications for this year will be completed and submitted using the off-line application form below.
* Available from August 1, you will need to [enrol](https://client-portal.wgea.gov.au/s/article/How-do-I-enrol-in-the-EOCGE-program) in the ‘2022-24 EOCGE program’ in the online platform.
	+ once enrolled, select the ‘2022-24 EOCGE program’ hyperlink
	+ confirm details of the organisations covered in your application (your submission group) - please take care during this process, ensuring that only organisations that operate in the same industry [division](https://www.abs.gov.au/ausstats/abs%40.nsf/Latestproducts/90447D5C8BAF26AFCA257B9500133E33?opendocument) are included in the same submission group
	+ once you have confirmed details of your submission group, click through to the application landing page
	+ follow the instructions to upload your application and other documentation.
* The due date for 2022-24 applications is 30 September 2022.
* The list of successful applicants will be announced in February 2023.
* De-identified information provided in EOCGE applications may be used by, or on behalf of, the Agency to conduct research to identify and inform leading practice initiatives. The Agency may also use de-identified information to promote leading practice initiatives or contact you for permission to use organisation-specific case studies.

Application fee

An annual fee of $1,950 (including GST) is applicable which covers the cost to the Agency of administering the citation.

On initial application, or subsequent renewal, $1,950 will be payable once you have submitted your application. In the intervening year, employers are invoiced separately for $1,950.

If the application fee is a barrier to applying for the EOCGE citation, please contact WGEA to discuss further.

If your application is successful, what is the preferred organisation name on your EOCGE certificate?

Preferred organisation name for the EOCGE certificate:

# Focus Area 1: Leadership, strategy and accountability

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

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

Strategies and policies

**1.1 Your organisation must have a strategy in place supporting gender equality that covers all the following areas. Confirm these are in place by ticking each box below:**

 [ ]  Gender balance in leadership

[ ]  Gender balance across the organisation

[ ]  Gender pay equity for both equal pay (like-for-like roles), and the gender pay gap (overall, organisation-wide gap)

[ ]  Flexible work and support available for employees at all levels, including those with caring responsibilities

**1.2 Your organisation must have a policy/policies in place aimed at achieving gender equality in all the following areas. Confirm these are in place by ticking each box below:**

 [ ]  Promotions

[ ]  Performance review processes

[ ]  Recruitment (internal and external recruitment consultants must be provided with gender equality guidelines for the recruitment process)

[ ]  Restructures and significant operational changes including planned redundancies

[ ]  Employment and engagement of casuals

[ ]  Engagement of independent contractors

[ ]  Training for people managers on how to deal with resistance to gender equality initiatives/policies due to potential fears and concerns

**1.3** **Your organisation’s gender equality strategy/strategies must include clear objectives and measures, and an evaluation process that occurs at least every two years. Gender equality strategies need to be updated with new objectives during those two years. Please provide details of these objectives in the tables below.**

 You will also be required to report on progress made against these objectives when reapplying every two years. This is on an ‘if-not-why-not’ basis.

 Provide details below of new objectives, measures and evaluation processes that were included in your gender equality strategy:

 Objective 1

1. Describe this objective:
2. Describe how this objective is measured and how you will evaluate whether it has been effective:

c) Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

d) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 2

1. Describe this objective:
2. Describe how this objective is measured and how you will evaluate whether it has been effective:

c) Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

d) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 3

1. Describe this objective:
2. Describe how this objective is measured and how you will evaluate whether it has been effective:

c) Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

d) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 4

1. Describe this objective:
2. Describe how this objective is measured and how you will evaluate whether it has been effective:

c) Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

d) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Additional objectives

 If there are additional objectives, copy and paste the four objective-related questions from above (a, b, c and d) into the space below and provide those details.

**1.3.1** Progress on objectives included in your 2020-22 application

 **Please enter all the objectives included in your 2020-22 EOCGE application below, and indicate how they are tracking:**

 Objective 1 – 2020-22 application

1. Describe this objective:
2. Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

c) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 2 - 2020-22 application

1. Describe this objective:

1. Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

1. Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 3 - 2020-22 application

1. Describe this objective:
2. Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

c) Provide details related to the achievement of this objective; or why the objective was not achieved (e.g. what was the actual outcome, how it was achieved etc):

 Objective 4 - 2020-22 application

1. Describe this objective:
2. Has this objective been achieved?

[ ]  Yes

[ ]  No

[ ]  Partially

c) Provide details related to the achievement of this objective; or why the objective was not achieved e.g. what was the actual outcome, how it was achieved etc):

 Additional objectives

 If there were additional objectives, copy and paste the three objective-related questions from above (a, b and c) into the space below and provide those details.

**1.4 Your organisation’s gender equality strategy/strategies must be incorporated into the broader business strategy and planning process and have been endorsed by the governing body/board of directors in the past two years. Please tick the boxes below to confirm the following:**

[ ]  Yes, our gender equality strategy is incorporated into the broader business strategy and planning process

[ ]  Yes, our gender equality strategy has been endorsed by the governing body/board of directors/Partnership in the past two years

1. On what date did your governing body endorse your gender equality strategy?
2. From the options below, select what evidence you will be providing of your governing body’s endorsement (this will need to be uploaded into the online platform together with your application):

 [ ]  Extract of minutes of governing body/board of directors

 [ ]  Copy of an email from the CEO/CFO/ Company Secretary confirming your gender equality strategy was tabled

 [ ]  Other evidence of governing body endorsement (provide details):

Strategy evaluation and reporting

**1.5 Your organisation must evaluate its progress against its gender equality strategy by tracking the metrics below and reporting progress to your entire workforce, key management personnel (KMP) and governing body/board of directors (not a sub-committee of the governing body) every 12 months.**

**1.5.1** Select all boxes below to confirm all the metrics were reported to your workforce, KMPs and governing body/board of directors (not a sub-committee) for each 12 months during the two years you held the citation.

|  |  |  |
| --- | --- | --- |
|   | Yes in 2020-21 | Yes in 2021-22 |
| 1. Gender composition of the workforce by manager and non-manager categories
 |[ ] [ ]
| 1. Promotions by gender for manager and non-manager categories
 |[ ] [ ]
| 1. Recruitment and exit (voluntary and involuntary) numbers by gender
 |[ ] [ ]
| 1. Graduate programs and paid or unpaid internships (where applicable)
 |[ ] [ ]
| 1. Utilisation of formal flexible working arrangements for women and men by manager and non-manager categories, including part-time
 |[ ] [ ]
| 1. Utilisation of, and return from, parental leave (paid and unpaid), of women and men
 |[ ] [ ]

**1.5.2** Select both boxes to confirm the metrics below were reported to your workforce, KMPs and governing body/board of directors (not a sub-committee) for each 12 months during the two years you held the citation.

|  |  |  |
| --- | --- | --- |
|  | Yes in 2020-21 | Yes in 2021-22 |
| 1. The results of your gender remuneration gap analysis, including pay equity metrics and actions taken
 |[ ] [ ]
| 1. Progress on narrowing its organisation-wide gender pay gap(s)
 |[ ] [ ]
| 1. All results from your EOCGE survey (refer to section Q9.1 Lived experience - Employee Survey)
 |[ ] [ ]

**1.5.3** Select all boxes below to confirm the metrics on gender-based harassment and discrimination and sexual harassment complaints were reported to your KMPs and governing body/board of directors (not a sub-committee) for each 12 months during the two years you held the citation (for options b. to f., only select N/A if there have been no complaints):

|  |  |  |
| --- | --- | --- |
|   | Yes in 2020-21 | Yes in 2021-22 |
| 1. Number and nature of complaints received (if there were no complaints, that fact needs to be reported)
 |[ ] [ ]
| 1. Process for responding to the complaint
 |[ ] [ ]
| 1. Time taken to resolve complaint (e.g. complaint made in February, resolved in July)
 |[ ] [ ]
| 1. Outcomes for complainant and respondent (if a complaint was settled, this must be reported)
 |[ ] [ ]
| 1. Any organisational change following the complaint
 |[ ] [ ]
| 1. Complainant and respondent turnover
 |[ ] [ ]

**1.5.4** On what date were all the metrics covered under Q1.5 and all its sub-questions reported to your governing body/board of directors?

**1.5.5** From the options below, select what evidence you will be providing of the endorsement by your governing body’s/board of directors (this will need to be uploaded into the online platform together with your application):

 [ ]  Extract of minutes of governing body/board of directors

 [ ]  Copy of an email from the CEO/CFO/ Company Secretary confirming this information was tabled

 [ ]  Other evidence of endorsement by governing body/board of directors (provide details):

**1.6 Where gender discrepancies exist for any areas listed in Q1.5 and sub-questions, your organisation must analyse systems and processes to identify gender bias in decision making and take actions to address issues identified.**

 **Did your organisation identify any gender differences in the metrics listed in question 1.5 and all its sub-questions? Please answer Yes/No \* in the box below.**

 \* If you answer No: *you are declaring there is gender balance in ALL the metrics in the sub-questions for Q 1.5. This is verifiable in your organisation's most recent compliance report which can be generated for submission groups from this year’s online platform.*

**1.6.a** For the gender differences identified, your organisation must have analysed its related systems and processes for gender bias. Please tick ‘Yes’ to confirm this has occurred:

 [ ]  Yes

**1.6.b** Your organisation must have taken action to eliminate the gender biases identified. Please tick ‘Yes’ to confirm this has occurred:

 [ ]  Yes

**1.6.c** Provide details of the gender biases identified above and the actions taken:

Leadership commitment

**1.7 Your CEO must be a visible champion of gender equality by taking the following actions annually. Please confirm this has occurred against each of the areas below by ticking the relevant box:**

|  |  |  |  |
| --- | --- | --- | --- |
| Question | CEO communicated this to all employees (and Partners in partnership structures) | Yes, this occurred in both years | Dates this occurred |
| **1.7.1** | Reasons why improving gender equality is beneficial for your organisation (i.e. your business case for gender equality) |[ ]   |
| **1.7.2** | The CEO’s commitment to zero tolerance of gender-based harassment and discrimination, sexual harassment, and bullying |[ ]   |
| **1.7.3** | The organisation’s overall gender equality strategy, priorities, and progress \* |[ ]   |
| **1.7.4** | The organisation’s commitment to equal pay (like-for-like gaps) |[ ]   |
| **1.7.5** | The organisation’s commitment to eliminating the gender pay gap (overall, organisation-wide pay gap) |[ ]   |
| **Did the same CEO make all the statements in both years?**[ ]  Yes[ ]  No |
| **If yes:****1.7.a** Provide the name of the CEO who made these statements: **1.7.b** How were the statements communicated?**1.7.c** Provide your CEO’s statement from 2020-21:**1.7.d** Provide your CEO’s statement from 2021-22: |
| **If no**:**1.7.a** Provide the name of the CEO who made the statements in 2020-21:**1.7.b** Provide the name of the CEO who made the statements in 2021-22:**1.7.c** How were the statements communicated?**1.7.d** Provide your CEO’s statement from 2020-21:**1.7.e** Provide your CEO’s statement from 2021-22: |

**1.8 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. Confirm this is in place by ticking the box:**  [ ]

Provide the job title of the Chair of this group/committee/council:

**1.9 Your CEO must have direct involvement with the organisation’s gender equality initiatives. Please confirm this occurs by ticking the box:** [ ]

List what involvement your CEO has had with your gender equality initiatives in the past two years:

**1.10 Your organisation must ensure that women and men can equitably access opportunities that are considered career-enhancing. Please confirm this occurs by ticking the box:** [ ]

Provide details on how your organisation has ensured there is equity in how women and men access career-enhancing opportunities in the past two years:

Accountability

**1.11 Your organisation must hold managers accountable for contributing to the implementation of its gender equality strategy. Please confirm this has occurred in the past two years by ticking ‘Yes’ and by ticking the corresponding boxes below:**

 [ ]  Yes, we hold managers accountable for contributing to the implementation of the organisation’s gender equality strategy

 Select the applicable options below to indicate how your organisation held managers accountable in the past two years:

|  |
| --- |
| 1. Gender equality performance improvement targets (KPIs) are included in annual manager performance reviews
 |[ ]
| 1. Business unit managers are required to develop business plans that are aligned to the gender equality strategy
 |[ ]
| 1. Business unit managers are required to report to the organisation's gender equality oversight body on a regular basis on the progress of their business unit's gender equality plan
 |[ ]
| 1. Other key performance indicators (provide details):
 |

**1.12 Your organisation’s governing body must be provided with a copy of the completed EOCGE application, and all supplementary information, once submitted. Confirm your applications below were provided to your governing body by ticking Yes and providing the dates when this occurred:** [ ]  Yes

1. Provide the date of the governing body meeting where the 2020-22 application was tabled:
2. Provide the date of the governing body meeting where this 2022-24 application has been/will be tabled:

**1.13 If you have additional information in relation to any of the areas in Focus Area 1, please provide this in the text box below:**

Focus Area 2: Developing a gender balanced workforce

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

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

Learning and development

**2.1 Your organisation must have a formal policy or formal strategy that includes learning and development (including leadership and/or career development training) for women and men. Confirm this is in place by ticking one or both, of the boxes below:**

 Indicate which of the following is in place:

 [ ]  Formal policy

 [ ]  Formal strategy

**2.2 Your organisation must discuss career learning and development options with your permanent workforce and long-term casuals, and where appropriate, provide the opportunity for learning and development plans to be put in place. Confirm this occurs:** [ ]  Yes

**2.3 Your organisation must provide FORMAL leadership development programs to women and men, both full-time and part-time, and track how many have participated in these programs, every 12 months. Complete the table below to confirm this occurred for each of the past two years that you have held the citation.**

|  |
| --- |
| 2020-21  |
| Leadership Development Program  | How many employees participated in2020-21? |
| Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal sponsorship programs  |  |  |  |  |
| Formal mentoring programs |  |  |  |  |
| Formal leadership network programs |  |  |  |  |
| Other – provide name: |  |  |  |  |
| Other – provide name: |  |  |  |  |

**2.3.1** **Were there fewer women than men or no part-time employees listed in any of the formal leadership development programs above?** [ ]  Yes

 **If yes, provide an explanation why:**

|  |
| --- |
| 2021-22 |
| Leadership Development Program  | How many employees participated in2021-22? |
| Women | Men |
| Full-time | Part-time | Full-time | Part-time |
| Formal sponsorship programs  |  |  |  |  |
| Formal mentoring programs |  |  |  |  |
| Formal leadership network programs |  |  |  |  |
| Other – provide name: |  |  |  |  |
| Other – provide name: |  |  |  |  |

**2.3.2** **Were there fewer women than men or no part-time employees listed in any of the formal leadership development programs above?** [ ]  Yes

 **If yes, provide an explanation why:**

Workforce targets – managers

**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%.**

Please provide details below of all manager categories and targets set where the current representation of women is less than 40%.

 Also, add information from your 2020-22 application (your last application) to track progress of targets set for women in manager categories, where applicable.

**2.4.1 Does your organisation have manager categories where the representation of women is less than 40%, and/or did you include manager categories and targets in your 2020-22 application?**

[ ]  Yes, provide details of those manager categories and the targets set in the table below

[ ]  No, proceed to Q2.4.2

|  |
| --- |
| Manager categories where representation of women was/is less than 40% |
| Manager category where target set | % women in 2020-22 (% / NA) | % women target in 2020-22(% / NA) | % women currently | If % of women is still less than 40%, what is the current % target? | What year is the target to be reached? |
| E.g. KMP | 32% | 36% | 34% | 35% | 2024 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

 **2.4.1.a If progress has not been made between 2020-22 and now for any of the above manager categories, please explain why:**

**2.4.2 Does your organisation have manager categories where the representation of women is above 40%, and/or did you include manager categories and targets in your 2020-22 application?**

[ ]  Yes, provide details below of all manager categories where the representation of women is above 40%

[ ]  No, our organisation has no manager categories where the representation of women is above 40% - proceed to Q2.5

|  |  |  |
| --- | --- | --- |
| Manager category where % of women is greater than 40% | Current % of women | If the % of women drops below 40%, tick below to confirm a target will be set  |
| 1 |  |  | [ ]  |
| 2 |  |  | [ ]  |
| 3 |  |  | [ ]  |
| 4 |  |  | [ ]  |
| 5 |  |  | [ ]  |
| 6 |  |  | [ ]  |
| 7 |  |  | [ ]  |
| 8 |  |  | [ ]  |

Workforce targets – non-managers

**2.5 Your organisation must set targets with timeframes to improve the representation of women in non-manager categories where their representation is less than 40%.**

 Please provide details below of all non-manager categories and targets set where the current representation of women is less than 40%.

 Also, add information from your 2020-22 application (your last application) to track progress of targets set for women in manager categories, where applicable.

**2.5.1 Does your organisation have non-manager categories where the representation of women is less than 40%, and/or did you include manager categories and targets in your 2020-22 application?**

[ ]  Yes, provide details of those non-manager categories and the targets set in the table below

[ ]  No, proceed to Q2.5.2

|  |
| --- |
| Non-manager categories where representation of women was/is less than 40% |
| Non-manager category where target set | % women in 2020-22 (% / NA) | % women target in 2020-22(% / NA) | % women currently | If % of women is still less than 40%, what is the current % target? | What year is the target to be reached? |
| E.g. Labourer | 32% | 36% | 34% | 35% | 2023 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

 **2.5.1.a If progress has not been made since your 2020-22 application for any of the above non-manager categories, please explain why:**

**2.5.2 Does your organisation have non-manager categories where the representation of women is above 40%?**

[ ]  Yes, provide details below of all non-manager categories where the representation of women is above 40%

[ ]  No, our organisation has no manager categories where the representation of women is above 40% - proceed to Q2.6

|  |  |  |
| --- | --- | --- |
| Non-manager category where % of women is greater than 40% | Current % of women | If the % of women drops below 40%, tick below to confirm a target will be set  |
| 1 |  |  | [ ]  |
| 2 |  |  | [ ]  |
| 3 |  |  | [ ]  |
| 4 |  |  | [ ]  |
| 5 |  |  | [ ]  |
| 6 |  |  | [ ]  |
| 7 |  |  | [ ]  |
| 8 |  |  | [ ]  |

**2.6** **Your organisation must set numerical targets with timeframes to improve the representation of men in non-manager categories where their representation is less than 40%.**

 Please provide details below of all non-manager categories and targets set where the current representation of men is less than 40%.

 Also, add information from your 2020-22 application (your last application) to track progress of targets set for men in non-manager categories, where applicable.

**2.6.1 Does your organisation have non-manager categories where the representation of men is less than 40%, and/or did you include non-manager categories and targets in your 2020-22 application?**

[ ]  Yes, provide details of those non-manager categories and the targets set in the table below

[ ]  No, proceed to Q2.6.2

|  |
| --- |
| **Non-manager categories where representation of men was/is less than 40%** |
| Non-manager category where target set | % men in 2020-22 (% / NA) | % men target in 2020-22(% / NA) | % men currently | If % of men is still less than 40%, what is the current % target? | What year is the target to be reached? |
| E.g. Nurse | 32% | 36% | 34% | 35% | 2023 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

 **2.6.1.a If progress has not been made since your 2020-22 application for any of the above non-manager categories, please explain why:**

**2.7 Your organisation must set targets for internal and external recruitment shortlists where the representation of women at ANY level of management is less than 40%. Please confirm this occurs:**

 [ ]  Yes

[ ]  N/A – targets are not required as the representation of women across all levels of management is at least 40%

**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%.**

 **After submission of your first application under this citation, your renewal application (two years later) must show progress against targets (over the prior two-year period). If targets are not met, you will have an opportunity to explain why.**

1. Confirm name of organisation submitting this application:

 b) Does this organisation have control over governing body appointments of ALL the organisations covered in this application?

[ ]  Yes

[ ]  No, it has control only over SOME of the organisations included in this application. Provide the names of those organisations whose governing body appointments you do not have control over and explain why:

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

 c) For all organisations included in this application where your organisation has control over their governing body, complete the table below.

 Also, add information from your 2020-22 application where the representation of women was less than 40% and a target set (where progress has not been made, you will have an opportunity to explain why below):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name | Data from 2020-22 application (enter NA if not applicable) | Current % of women \* | Current % target if less than 40% (% / NA ) | What year is target to be reached? |
|  % women on governing body in 2020-22 | % target set in 2020-22 |
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| \* If the current % of women is 40% or more, please tick ‘yes’ below to confirm that a target will be set if this drops below 40%:  [ ]  Yes |

 d) If progress has not been made since your 2020-22 application, please explain why:

 e) Confirm there is a formal selection policy or a formal selection strategy designed to promote gender equality in place for ALL these governing bodies by ticking the applicable box:

[ ]  Formal policy is in place

[ ]  Formal strategy is in place

**2.8.1. The following questions relate to governing bodies outside of your submission group.**

**Do you have control of appointments to the governing body of organisations outside of this submission group?**

[ ]  Yes

[ ]  No

a) If Yes, complete the table below by adding all organisations outside of this submission group over which your organisation has control over their governing body.

 Also, from your 2020-22 application, provide information to track progress on governing bodies where the representation of women was less than 40% and a target set (where progress has not been made, you will have an opportunity to explain why below):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name | Data from 2020-22 application (NA if not applicable) | Current % of women \* | Current % target if less than 40% (% / NA ) | What year is target to be reached? |
|  % women on governing body in 2020-22 | % target set in 2020-22 |
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| \* If the current % of women is 40% or more, please confirm that a target will be set if this drops below 40% [ ]  Yes |

b) If progress has not been made since your 2020-22 application, please explain why:

 c) Confirm there is a formal selection policy or a formal selection strategy designed to promote gender equality in place for ALL these governing bodies by ticking the applicable box:

[ ]  Formal policy is in place

[ ]  Formal strategy is in place

**2.8.2 Does your organisation have control over the governing body of any organisations outside of this submission group, but have no control over appointments for this governing body/bodies?**

[ ]  Yes

[ ]  No

a) If Yes, explain why your organisation has no control over appointments for this governing body/bodies:

 b) If Yes, has your organisation taken other actions to improve gender balance on these governing bodies?

[ ]  Yes

[ ]  No

If Yes, provide details:

Gender segregation

**2.9 Your organisation must address gender segregation challenges in your organisation and/or industry. In the past two years, what gender segregation challenges within your organisation and/or industry have been identified and addressed?**

a)How does gender segregation impact your organisation and/or industry?

 b) What measures have you implemented to improve gender balance in your organisation?

 c) Where have you made progress and what were/are the biggest challenges?

**2.10 If you have additional information in relation to any of the areas in Focus Area 2, please provide in the text box below:**

Focus Area 3: Gender Pay Equity

This focus area recognises an organisation’s commitment to i) equal pay (like-for-like pay gaps), and ii) the gender pay gap (overall, organisation-wide pay gap).

Understanding the gender pay gap is confusing. Typically, when an employer declares that there is no gender pay gap in their organisation, they are referring to the fact that they pay women and men equally for the same or similar roles. However, when the gender pay gap is published nationally, or WGEA refers to the gender pay gap, we are referring to the overall, organisation-wide pay gap.

Equal pay (like-for-like pay gaps)

Equal pay is the concept of women and men being paid the same for performing the same role or different work of equal or comparable value. In Australia, this has been a legal requirement since 1969. If an organisation has like-for-like pay gaps, it means they are not paying their employees lawfully.

In determining if two employees are performing the same or comparable work, some things to consider are whether employees are at the same performance standard, and whether they are being paid a premium for scarce skills.

Gender pay gap (the overall, organisation-wide pay gap)

The gender pay gap is different to equal pay and is not the difference between two people being paid differently for the same or similar job, which is unlawful. The gender pay gap at an overall, organisation-wide level, measures the difference between the average earnings of women and the average earnings of men across the whole organisation and expresses the difference as a percentage.

The gender pay gap is caused by a range of social and economic factors that combine to reduce women’s earning capacity over their lifetime. These include:

* + discrimination and bias in hiring, pay decisions and promotions
	+ women and men working in different industries and different jobs, with female-dominated industries and jobs attracting lower wages
	+ women’s disproportionate share of unpaid caring and domestic work
	+ high rates of part-time work for women
	+ lack of workplace flexibility to accommodate caring and other responsibilities, especially in senior roles, which affects women’s career progression opportunities
	+ women’s greater time out of the workforce for caring responsibilities which impacts their career progression and opportunities.

The gender pay gap also reflects gender segregation in the workplace. If more men are in higher paid positions and more women in lower paid positions, there is a gender pay gap in favour of men.

An analysis that assesses the value of roles (in terms of skills, knowledge, responsibility, effort and working conditions), reveals that female-dominated roles are undervalued when compared with roles that are male-dominated.

Closing the gender pay gap requires organisations to take a multi-faceted approach, the components of which are captured under this criterion.

Pay equity strategy and policy

**Before commencing Focus Area 3, please tick both boxes below to confirm you have read the explanations of equal pay and the gender pay gap:**

[ ]  Equal pay is where women and men are paid the same for performing the same role or different work of equal or comparable value. In Australia, this has been a legal requirement since 1969. If an organisation has like-for-like pay gaps, it means they are not paying their employees lawfully.

[ ]  The gender pay gap at an overall, organisation-wide level, measures the difference between the average earnings of women and the average earnings of men across the whole organisation and expresses the difference as a percentage.

**3.1 Your organisation must have a formal remuneration policy AND formal remuneration strategy that contain specific gender pay equity objectives. Confirm these are in place:**

[ ]  Yes, our gender pay equity objectives are contained in our policy and strategy

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

**3.1.1** What gender pay equity objectives are included? (If none of the following are included, you must select OTHER and provide details of the objectives in place). Tickthe applicable boxes below:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. To achieve gender pay equity
 | [ ]  | [ ]  |
| 1. To be transparent about pay scales and/or salary bands
 | [ ]  | [ ]  |
| 1. To ensure managers are held accountable for pay equity outcomes
 | [ ]  | [ ]  |
| 1. To implement and/or maintain a transparent and rigorous performance assessment process
 | [ ]  | [ ]  |
| 1. To ensure no gender bias occurs at any point in the remuneration review process (e.g. at commencement, at annual salary reviews, out-of-cycle pay reviews, and/or performance pay reviews)
 | [ ]  | [ ]  |
| 1. Other objective not listed – provide details:
 |

Pay gap analysis

**3.2 Your organisation must complete a gender pay gap analysis of all its workforce annually to ensure that women and men receive equal pay, and to determine if you have an overall, organisation-wide gender pay gap; this must be carried out in a number of areas.**

**3.2.1 Please confirm your organisation completed the analysis of ALL its workforce to determine if there was a gender pay gap (overall, organisation-wide) in both years since your 2020-22 application:**

 [ ]  Yes, this analysis occurred in 2020-21

 [ ]  Yes, this analysis occurred in 2021-22

 **a) Your analysis must have included all areas below, confirm this occurred:**

 [ ]  Our pay gap analysis was conducted by gender for full-time and part-time employees

  **Tick all boxes below to confirm your pay gap analysis included:**

 [ ]  Base salary

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

[ ]  Performance pay

[ ]  Starting salaries

[ ]  Annual salary increases

[ ]  Salaries on promotion

Pay gap actions and targets

**3.3 Your organisation must meet its legal requirement to eliminate all salary differences between women and men who are performing the same work, or work of a comparable value (equal pay, previously known as like-for-like roles), for base salary AND total remuneration. Confirm this has occurred:**

[ ]  Yes

**3.4 The following information relates to your organisation’s gender pay gap (overall, organisation-wide gap).**

 Complete the table below, providing gender pay gap information for each organisation included in this application.

 Also, add information from your 2020-22 application for all the organisations you included that had a gender pay gap and target, to determine if progress has been made.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation name | 2020-22 application: % target for org-wide pay gap | Year 2020-22 target was to be reached | Current org-wide gender pay gap % (as reported to WGEA) \* | Current % target for org-wide pay gap | What year is target to be reached? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| \* If the pay gap figure reported to WGEA is different to your current, internally calculated organisation-wide gender pay gap for total remuneration, please provide your internally calculated pay gap figure below, and explain why they are different: |

**3.4.1 Has your organisation-wide gender pay gap reduced since your 2020-22 EOCGE application?**

[ ]  Yes

[ ]  No

a) If no, explain below why progress against the target has not occurred since your last application:

**3.4.2 Your organisation must take other actions, in addition to targets, to reduce your gender pay gap (overall, organisation-wide). Confirm this has happened in the past two years:**

[ ] Yes other actions have been taken, as detailed below:

Remuneration reviews

**3.5 Women and men on parental leave (paid and unpaid) must be included in your organisation's annual reviews of salaries and annual bonus payments. Confirm this occurs:**

[ ]  Yes

**3.6 Your organisation must analyse and compare the results of performance reviews by gender. Confirm this occurs by ticking the relevant boxes below:**

[ ]  Yes

[ ]  Our organisation does not conduct performance reviews, but the analysis of employees’ work to determine outcomes is analysed by gender (e.g. bonuses, movement to a higher increment, etc)

[ ]  Our organisation does not conduct performance reviews or equivalent, as any bonus or employee movement is automatic

**3.7 If you have additional information in relation to any of the areas in Focus Area 3, please provide in the text box below:**

Focus Area 4: Support for Caring

This focus area covers an organisation’s initiatives and programs to support your workforce (including Partners in Partnership structures) with caring responsibilities, including but not restricted to parenting. It covers access to parental leave for women and men, return to work from parental leave and measures to support those with elder or disability care responsibilities.

Caring strategy and policy

**4.1 Your organisation must have a formal policy AND formal strategy that supports those who have family or caring responsibilities. Confirm this, and the related requirements below, are in place by ticking the relevant boxes below:**

[ ]  A formal policy and strategy supporting employees with family or caring responsibilities are in place and available to all the workforce (including Partners in Partnership structures)

[ ]  It covers support for employees who return to work from parental leave

[ ]  It covers support for parents at all stages of their children's lives

[ ]  It covers support for employees with eldercare responsibilities

[ ]  It covers support for employees with caring responsibilities for those with a disability

Parental leave

**4.2 Your organisation must have the following employer-funded parental leave provisions in place for PRIMARY carers. You must tick each box to confirm they are all in place:**

[ ]  At least eight weeks of employer-funded paid parental leave at full pay is provided for primary carers who are permanent employees (and Partners in Partnership structures)

 a) How many weeks of employer-funded paid primary carer’s leave do you offer?

 [ ]  The scheme is paid in addition to the government scheme (not just topping up the government-funded scheme)

 [ ]  Your employer-funded paid parental leave includes superannuation

[ ]  **NEW IN 2022:** If your employer-funded paid parental leave for primary carers is less than 18 weeks, superannuation must also be paid on the difference between what your organisation offers and 18 weeks, calculated at the minimum wage (e.g. if you offer 12 weeks of primary carer’s leave, you need to pay superannuation on the 12 weeks at the employee’s full salary, and 6 weeks at the minimum wage)

[ ]  The scheme is available under any circumstances where there is a new baby e.g. adoption, same-sex couple, surrogacy. This must also be available for parents of a stillborn baby

[ ]  There is no requirement for anyone to repay any portion if they do not return to work

[ ]  The amount of leave available to women is equally available to men

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

**4.3 Your organisation must have the following employer-funded parental leave provisions in place for SECONDARY carers. You must tick each box to confirm they are all in place:**

[ ]  At least three weeks of employer-funded paid parental leave at full pay is provided for secondary carers who are permanent employees (and Partners in Partnership structures)

 a) How many weeks of employer-funded paid secondary carer’s leave do you offer?

 [ ]  The scheme is paid in addition to the government scheme (not just topping up the government-funded scheme)

 [ ]  This leave includes superannuation

[ ]  The scheme is available under any circumstances where there is a new baby e.g. adoption, same-sex couple, surrogacy. This must also be available for parents of a stillborn baby

[ ]  There is no requirement for anyone to repay any portion if they do not return to work

[ ]  The amount of leave available to women is equally available to men

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

**4.4 There must be no eligibility period to access eight weeks of primary carer’s leave (the minimum EOCGE requirement), and three weeks of secondary carer’s leave (for first and subsequent children),**

 **AND**

 **if you offer more than eight weeks of primary carer’s leave, the remainder must be made available once the employee’s probationary period ends. Confirm this occurs:**

[ ]  Yes

**4.5 Your organisation must actively encourage men to take parental leave. Confirm this occurs:**

[ ]  Yes

**4.5.1 How did your organisation actively encourage men to take parental leave in the past 24 months? Please tick the applicable boxes below (at least one must be selected):**

[ ]  Managers encouraged men in their teams to take parental leave

[ ]  Published case studies about men who took parental leave in internal or external publications (e.g. on the intranet or the organisation's website)

[ ]  Provided education, resources or coaching for line managers to ensure they understood the business case for encouraging men to take parental leave

[ ]  Other - provide details:

**4.6 Your organisation must track the following metrics relating to paid parental leave annually. Confirm this has occurred by ticking all the boxes below:**

 a. Utilisation of parental leave by women and men (manager and non-manager)

[ ]  Yes this occurred in 2020-21 and 2021-22

 b. Return to work of women and men following parental leave:

[ ]  Yes this occurred in 2020-21 and 2021-22

c. Promotions during parental leave:

[ ]  Yes this occurred in 2020-21 and 2021-22

 d. Voluntary and involuntary departures (including dismissals and redundancies) within 12 months of return from parental leave:

[ ]  Yes this occurred in 2020-21 and 2021-22

**4.7 Your organisation must have an action plan to maximise the rate of return to work from parental leave (paid or unpaid) that includes the following. Confirm these are included by ticking all the boxes below:**

 [ ]  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

Other support mechanisms

**4.8 Your organisation must have support mechanisms in place, other than leave, for those with family or caring responsibilities, including elder care and disability care. From the list below, tick the boxes of those support mechanisms that are in place, and/or provide details under “Other”:**

 [ ]  Communicating widely on the importance of supporting parents and carers

[ ]  Information packs to support new parents and/or those with elder care responsibilities

 [ ]  Training for managers on how to support employees with these responsibilities

[ ]  Conducting education seminars on the various stages of parenting and caring specifically targeted to both men and women

 [ ]  Providing access to online webinars/podcasts with expert advice on parenting and caring

 [ ]  Providing access to concierge services/referral services to support families in finding available childcare, aged care or disability care

 [ ]  Providing financial assistance for the cost of care

 [ ]  Providing subsidised carer assessments to support families looking for care options for their loved ones

 [ ]  Support for securing school holiday care

 [ ]  Coaching for employees on returning to work from parental leave

 [ ]  Other - provide details:

Family and domestic violence support

**4.9 Your organisation must have a formal policy or formal strategy to support those who are experiencing family or domestic violence. Confirm this is in place by ticking the relevant boxes below:**

**4.9.1** What does your organisation have in place?

[ ]  Formal policy

[ ]  Formal strategy

**4.9.2** Select what support your organisation provides:

 [ ]  Providing paid or unpaid leave

[ ]  Providing an employee assistance program

[ ]  Training key staff

[ ]  Including a domestic violence clause in enterprise agreement or equivalent

[ ]  Referring to domestic violence support services for expert advice

[ ]  Other - provide details:

**4.10 If you have additional information in relation to any of the areas in Focus Area 4, please provide in the text box below:**

Focus area 5: Mainstreaming flexible working

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

Flexible working strategy and policy

**5.1 Your organisation must have a flexible working policy AND strategy in place that includes the following. Confirm these are in place by ticking all the boxes below:**

 [ ]  A business case for flexible working endorsed at the leadership level that is communicated to all your workforce (including Partners in Partnership structures)

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

 [ ]  Your organisation’s approach to flexibility is integrated into client/customer interactions. Tick the relevant box:

**How has your organisations worked with customers or clients?**

**Describe the outcome of these efforts:**

 [ ]  Yes, describe below how your organisation has worked with clients or customers to challenge assumptions that the work cannot be done flexibly, AND describe the outcome of these efforts:

 [ ]  No, because our organisation does not interact directly with clients or customers so this is not relevant

**5.1 a. Flexible working must be promoted throughout your organisation, to women and men, regardless of caring responsibilities, and to prospective employees. Explain how flexible working is promoted:**

Leadership accountability and training

**5.2 Your organisation must require the following to be in place, confirm this occurs by ticking in all the boxes below:**

[ ]  People managers must complete training on how to manage flexible working

[ ]  This training includes addressing gender stereotypes and/or barriers that prevent men from requesting flexible working arrangements, a summary of the training topics covered is below:

[ ]  Describe how the training is provided e.g. face-to-face, online training modules:

**5.3 Your organisation’s managers (including the CEO) must be visible role models of flexible working AND overt about working flexibly to manage personal commitments. Confirm this occurs.**

Over the past year, many businesses have had to lock-down due to COVID-19. This has meant that managers, including CEOs, in those workplaces have had to work from home so have been visible role models for this form of flexibility.

 Are there other ways managers/CEOs have role modelled flexible working during this time? If your organisation operates in a sector where working from home has not been possible, describe how your managers (including the CEO) have role modelled flexible working:

Flexible working arrangements

**5.4 Your organisation must offer at least four different types of flexible working arrangements equally to both women and men, and managers and non-managers. Select which types of flexible working options below are offered:**

[ ]  Flexible hours of work

[ ]  Compressed working weeks

[ ]  Time-in-lieu

[ ]  Telecommuting

[ ]  Part-time work

[ ]  Job sharing

[ ]  Purchased leave

[ ]  Unpaid leave

[ ]  Self-rostering

[ ]  Other – provide details:

**5.5 Your organisation must support part-time/reduced hours in manager roles. Select Yes to confirm this occurs:**

[ ]  Yes

 **5.5. a) Outline your organisation’s approach, including how you address real or perceived barriers to requesting reduced hours in manager roles:**

**5.6 The following sub-questions relate to whether your organisation needs to set a target for men working flexibly. It is based on the survey results of the second question in the “Lived experience check / Employee Survey” section of the EOCGE criteria (“*I have the flexibility I need to manage work and other commitments”*).**

 **Requirement**: If the agree/strongly agree scores for female managers and/or non-managers in the question above 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.

 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%). 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.

**5.6.1 For non-managers:**

Using the survey results from question 9.1 in this year’s application, (“I have the flexibility I need to manage work and other commitments”), indicate if the score for males are lower than the equivalent score for females, and if so, what target has been set:

 **a.** What is the combined agree + strongly agree % score for women?

 **b.** What is the combined agree + strongly agree % score for men?

 **c.** Is the difference between these two scores greater than 5%?

 [ ]  Yes

 [ ]  No (NB: if the difference is less than 5% a target does not need to be set)

 **d.** If Yes, confirm that a target has been set to increase male agreement scores on this question:

 [ ]  Yes

 i) What is the % target, and what year is the target to be reached?

% target?

Year to be reached?

**5.6.1 For managers:**

Using the survey results from question 9.1 in this year’s application, (“I have the flexibility I need to manage work and other commitments”), indicate if the score for males are lower than the equivalent score for females, and if so, what target has been set:

 **a.** What is the combined agree + strongly agree % score for women?

 **b.** What is the combined agree + strongly agree % score for men?

 **c.** Is the difference between these two scores greater than 5%?

 [ ]  Yes

 [ ]  No (NB: if the difference is less than 5% a target does not need to be set)

 **d.** If Yes, confirm that a target has been set to increase male agreement scores on this question:

 [ ]  Yes

 i) What is the % target, and what year is the target to be reached?

% target?

Year to be reached?

**5.7 If you have additional information in relation to any of the areas in Focus Area 5, please provide in the text box below:**

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

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

Harassment and discrimination strategy and policy

**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 and sexual harassment and bullying. Confirm this is in place:**

[ ] Yes

**6.2 Your organisation must have both of the following in place. Tick both boxes to confirm they are in place:**

[ ]  A formal grievance process relating to gender-based harassment and discrimination

[ ]  A formal grievance process relating to sexual harassment and bullying

Training

**6.3 All your workforce must have completed training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying in the following ways. Tick all boxes below to confirm this has occurred:**

 [ ]  Yes, this has occurred with all the workforce including all managers, non-managers, contract and casual staff, and Partners in Partnership structures as per the timeframes in the options below:

 [ ]  At induction

 [ ]  At least every two years

 **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 to be training.

**6.4 The training in 6.3 must include all the following. Tick all options to confirm they are included:**

[ ]  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

**6.5 Relating to the training in 6.3, what are the training delivery methods? Select which options apply:**

[ ]  Face to face

 [ ]  Online

` [ ]  Management meetings

 [ ]  Video presentations

 [ ]  Other – provide details:

**6.6 Has your organisation had a judgment or adverse final order made against it by a court or other tribunal relating to gender-based harassment or discrimination and sexual harassment in the last three years? Select relevant box below:**

[ ]  Yes

 [ ]  No

**6.7 If you have additional information in relation to any of the areas in Focus Area 6, please provide in the text box below:**

Focus Area 7: Driving change beyond your workplace

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

**7.1 Your CEO or a member of your governing body, must have made at least one external/public statement regarding their commitment to gender equality overall in the past 12 months. Confirm this has occurred by ticking Yes below:**

[ ]  Yes

 **7.1.a** Provide the name and job title of the person who made this statement:

 **7.1.b** What date was the communication made?

 **7.1.c** How was the statement communicated?

 **7.1.d** Provide the statement made by the CEO or governing body member:

Procurement

**7.2 Your organisation must have procurement guidelines in place that encourage gender equality across its supply chain. Confirm these are in place by ticking Yes below:**

 [ ]  Yes

**7.2.1 Provide details about the guidelines that are in place:**

Industry and community action

**7.3 Your organisation’s CEO is required to be ACTIVELY involved in at least one external event focused on gender equality, each year. With the impact of COVID-19 on external gatherings, this may have been very challenging, although some CEOs have done this using online platforms.**

 **Confirm by ticking below whether your CEO has been actively involved in an external event in each of the past two years.**

 [ ]  Yes, our CEO was actively involved in an external event in both years

 [ ]  No, our CEO was only able to meet this criterion in one of the past two years due to the impact of COVID 19

**7.3.1** **Please provide details of the external event/s:**

 Event/s:

1. What was the date of this event?

1. Describe the details of the event:

1. What was the role of your CEO at the event?

**7.4 Your organisation must be involved in a program or initiative to address gender equality issues in its industry or community.** This can be carried out on an annual basis (e.g. renewal of a sponsorship program), or if it is a larger initiative (e.g. a research project), could be something that spans a couple of years. Examples include a schools’ program, a gender equality industry network, sponsorship of a gender equality program, commissioning a research project etc.

**7.4.1 Confirm by ticking Yes below that your organisation has been involved in a program or initiative to address gender equality issues in the past two years:**

[ ]  Yes

**7.4.2** **How is the program addressing gender equality issues in your organisation’s industry or community?** **Describe the program or initiative, including timeframes:**

**7.5 Your organisation’s CEO (regardless of gender) must aim to achieve gender balance on internal/external speaking panels by taking actions as listed below. Confirm this has occurred by ticking the relevant boxes below:**

[ ]  Yes, our CEO has taken the actions listed below

 [ ]  No, our CEO has not participated on any speaking panels in the past year but will take the actions below when on a panel in the future

 **If Yes, please tick each box below to confirm the CEO has taken these actions when participating on speaking panels:**

 [ ]  Insisting that as a condition of acceptance, you expect women/men to participate in a meaningful way

 [ ]  Requesting confirmation of who the other panellists/speakers/participants are, and how gender balance will be achieved

 [ ]  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/men from within your organisation or network and if helpful, point them to resources for support in finding women/men

 [ ]  Other – provide details:

**7.6 If you have additional information in relation to any of the areas in Focus Area 7, please provide in the text box below:**

Lived experience check

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

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.

**8.1 Your organisation must provide employees with an opportunity to contribute to the application and access to the final submission in the following ways. Confirm this has occurred by ticking in all the boxes below:**

 [ ]  The group or committee responsible for the implementation and oversight of our gender equality strategy has been consulted in the development of our EOCGE application

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

 [ ]  The completed EOCGE application, plus any supplementary information (minus any confidential remuneration data), will be formally available to all workers (and Partners in Partnership structures) upon successful granting of the citation

Employee Survey

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.

Prior to administering your survey, please read all the sections below to ensure all survey requirements are met.

**9.1 Your organisation must have conducted an employee survey on issues concerning gender equality in the workplace in the past two years and met the following requirements. Provide details about your survey against each question below:**

**9.1.a When was the most recent survey conducted**?

**9.1.b Select which survey method your organisation used by ticking in the applicable box below:**

[ ] A pulse survey

[ ] The questions were incorporated into an existing survey (e.g. biennial employee engagement survey)

[ ]  The questions were asked as part of an existing process, for example via other confidential feedback mechanisms

[ ]  Other – provide details:

**9.1.c Confirm all options below were incorporated into your survey methodology by ticking all the boxes below:**

[ ] All workers, including casuals and Partners in Partnership structures, were given an opportunity to complete the survey

[ ] It facilitated anonymous participation

[ ]  Survey responses were analysed by gender

[ ]  It used a five-point or six-point scale

[ ]  The WGEA prescribed questions or WGEA approved alternative questions were included

[ ]  The survey was administered to a statistically significant and representative sample of workers - provide details of how you ensured your survey sample was statistically significant and representative:

**9.1.d Which survey question was used for question 1? Select from below:**

[ ]  WGEA prescribed Question 1: "*My immediate supervisor/manager genuinely supports equality between genders."*

[ ]  Approved alternative question - please provide below:

**9.1.e Which survey question was used for question 2? Select from below:**

[ ]  WGEA prescribed Question 2: *" I have the flexibility I need to manage work and other commitments."*

[ ]  Approved alternative question - please provide below:

**9.1.f Which survey question was used for question 3? Select from below:**

[ ]  WGEA prescribed Question 3: *" "In my organisation gender-based harassment and sexual harassment is not tolerated”*

[ ]  Approved alternative question - please provide below:

Survey analysis

NB: Your organization’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.

**9.2 What was the response rate to your organisation's employee survey? Select below:**

[ ]  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. Please explain below why your organisation was unable to achieve the desired response rate:

**9.3 Provide the total number of survey responses achieved by gender in the table below:**

|  |  |
| --- | --- |
| Total number of female respondents: |  |
| Total number of male respondents: |  |
| Total number of respondents (male plus female): |  |

**9.4 Your organisation must analyse ALL responses to its employee survey, including ‘not sure’ or equivalent. Confirm this occurs by ticking Yes:**

 [ ]  Yes

**9.5 Confirm by ticking below what agreement thresholds were achieved (you must select either the first two boxes, OR the third box only, OR the fourth box only):**

[ ]  An agreement threshold of at least 70% "agree" and/or "strongly agree" was achieved on the first and second questions in the employee survey

[ ]  An agreement threshold of at least 80% "agree" and/or "strongly agree" was achieved on the third question in the employee survey

[ ]  No, but we contacted WGEA to discuss why these thresholds were not achieved and were advised that we remain eligible to apply for the EOCGE citation

 [ ]  No, but an agreement threshold above the industry norm for an externally validated survey tool used was achieved (this option is not to be selected where you have just used survey software)

 a. What was the name of the externally validated survey tool used?

 b. What were the survey tool’s industry norms for each of the three questions?

**9.6 Provide the following results from your survey:**

|  |  |  |
| --- | --- | --- |
|  | Total NUMBER of ‘agree’ and ‘strongly agree’ responses | Total percentage of ‘agree’ and ‘strongly agree’ responses (agreement threshold) |
| Survey question 1 |  |  |
| Survey question 2 |  |  |
| Survey question 3 |  |  |

Action on results

**9.7 Your organisation must take action against gender equality issues identified. Did your organisation identify gender equality issues through this consultation process? Tick the relevant box below:**

 [ ]  Yes

 [ ]  No

 If Yes, what issues were identified, and what actions were taken?

CEO interview

For first time applicants, or for existing citation holders where the CEO is new to your organisation, your CEO must participate in a 15-20-minute telephone interview with a WGEA 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.

**10.1 Has your organisation’s CEO been interviewed previously for the EOCGE citation? Select the relevant box below:**

 [ ]  Yes

 [ ]  No

 If yes, when was the last time your CEO was interviewed?

Outstanding initiatives

We encourage you to provide information below on any outstanding or innovative initiatives or outcomes in advancing gender equality that have been implemented in your workplace in recent times.

By ticking this box, I acknowledge that the Workplace Gender Equality Agency may use this initiative in a de-identified way in their own external communications about gender equality best practice.

a. What was your gender equality challenge?

b. What was the initiative and who was involved?

c. What were the outcomes of the initiative?

 d. Provide other information, if relevant:

Next steps

Please use the following as a checklist:

1. From 1 August 2022, login to the online platform and enrol in the 2022-24 EOCGE program (you can also take this step when you are ready to upload your completed application after Step 4).

2. Download and print your completed application for review and CEO approval and sign-off.

3. Once the CEO has signed the application, convert it to PDF.

4. Complete the payment form.

5. After enrolling in the 2022-24 EOCGE program in the online platform (refer dot-point number 1), select the active “2022-24 EOCGE program” hyperlink. This will take you to the home page where you can upload your application documents.

6. Upload your PDF application, payment form and supporting documentation below:

 a. evidence that your governing body/board has endorsed your gender equality strategy and that it is incorporated into your broader business strategy and planning process (Q1.4), and,

 b. evidence that progress on key metrics listed in question 1.5 and its sub-questions have been reported to your governing body/board.

CEO approval

I confirm the content of this 2022-24 WGEA Employer of Choice for Gender Equality application is accurate and approve its submission to WGEA.

Name of CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_