# Employer of Choice for Gender Equality

## Focus Area 1: Leadership, strategy and accountability

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. **Does your organisation have a strategy/strategies in place aimed at achieving gender equality in ALL the following areas:**
	* + - **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), and**
			- **Flexible work and support available for employees at all levels, including those with caring responsibilities?**

*Select one option.*

[ ]  Yes, our organisation has a strategy/strategies in place in ALL the following areas:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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), and

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

[ ]  No.

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| **If you answered ‘Yes’** | **If you answered ‘No’** |
| *Move onto question 2.*  | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* * 1. Which of the following is your organisation missing?

*Select all that apply.*[ ]  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), and[ ]  Flexible work and support available for employees at all levels, including those with caring responsibilities?* 1. **You may provide a reason why your organisation does not meet this prerequisites:**
 |

1. Does your organisation have a policy/policies in place supporting gender equality that covers ALL the following areas:
	* + - **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, and**
			- **engagement of independent contractors?**

*Select one option.*

[ ]  Yes, our organisation has a policy/policies in place in ALL the following areas:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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.

[ ]  No.

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| If you answered ‘yes’ | If you answered “No” |
| *Move onto question 3.*  | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* * 1. Which of the following is your organisation missing?

*Select all that apply.*[ ]  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* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Does your organisation’s gender equality strategy/strategies include clear objectives and measures, and an evaluation process that occurs at least every two years?

*Select one option.*

[ ]  Yes, all of the above is included in our gender equality strategy/strategies.

[ ]  No, our organisation does not have the above included in our gender equality strategy/strategies.

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| If you answered ‘Yes’ | If you answered ‘No’ |
| **3.1 Describe one objective of your organisation’s gender equality strategy (you are able to add multiple objectives):**E.g. Increase impact of support for colleagues with family or caring responsibilities.**3.2 How is this objective’s success measured?**The measure should be specific and time bound. E.g. return rates from parental leave increase every year.**3.3 How will you organisation evaluate whether this objective is effective in making progress against its gender equality strategy?**E.g. HR statistics evaluated and action plan revised to improve outcomes. | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* 3.1. Which of the following is your organisation missing?[ ]  clear objectives and measures[ ]  evaluation process that occurs every two years**3.2 You may provide a reason why your organisation does not meet this prerequisite:** |

**4. Is your organisation’s gender equality strategy/strategies incorporated into its broader business strategy and planning process, and is endorsed by its governing body/board/Partnership?**

*Select one option.*

[ ]  Yes, the strategy/strategies is incorporated into our broader strategy and planning process, and is endorsed by our governing body/board/Partnership.

[ ]  No, the strategy/strategies is not incorporated into the above and/or not endorsed by the governing body/board/Partnership.

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| If you answered ‘Yes’ | If you answered ‘No’ |
| **4.1 Provide evidence of governing body/board endorsement:**Please select one of the following options:[ ]  Extract of governing body/board minutesDate of governing body/board meetings:Click or tap to enter a date. Provide the extract of the minutes from the governing body/board meeting:E.g. board endorsed the gender equality strategy.[ ]  Copy of an email from the CEO/CFO/Company Secretary confirming the information was tabled *You will be required to upload the email file in your online application.*[ ]  Copy of an agenda for an upcoming governing body/board meeting here the strategy is tabledYou will be required to provide the extract of the minutes from the meeting once it has been held to an EOCGE assessor.Date of scheduled governing body/board meeting:Click or tap to enter a date.[ ]  OtherUpload or drop other further documentation, if required | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* 4.1 Which of the following is your organisation missing?[ ]  Incorporation into the broader strategy and planning process.[ ]  Endorsement from the governing body/board/Partnership.**4.2 You may provide a reason why your organisation does not meet this prerequisite:** |

#### 5. Does your organisation evaluate its progress against its gender equality strategy by tracking and reporting the following metrics to its entire workforce, key management personnel (KMP) and governing body/board every 12 months, including in the last 12 months:

* + - * **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 or unpaid internships (where applicable)**
			* **the utilisation of formal flexible working arrangements for women and men by manager and non-manager categories, including part-time, and**
			* **utilisation of, and return from, parental leave (paid and unpaid), of women and men?**

*It is not sufficient to have these metrics reported ONLY to a sub-committee of the governing body/board of directors – even if the governing body delegates the authority to a sub-committee. They MUST be reported to your actual governing body/board of directors.*

*Select one option.*

[ ]  Yes, our organisation tracks and reports these metrics:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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 or unpaid internships (where applicable).

[ ]  The utilisation of formal flexible working arrangements for women and men by manager and non-manager categories, including part-time.

[ ]  Utilisation of, and return form, parental leave (paid and unpaid), of women and men.

[ ]  No.

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| If you answered ‘Yes’ | If you answered ‘No’ |
| **5.1 Provide evidence that your organisation has reported these metrics to the governing body /board:**Please select one of the following options[ ]  Extract of governing body/board minutesDate of governing body/board meetings:Click or tap to enter a date. Provide the extract of the minutes from the governing body/board meeting[ ]  Copy of an email from the CEO/CFO/Company Secretary confirming the information was tabled *You will be required to upload the email file in your online application.*[ ]  Copy of an agenda for an upcoming governing body/board meeting here the strategy is tabledYou will be required to provide the extract of the minutes from the meeting once it has been held to an EOCGE assessor.Date of scheduled governing body/board meeting:Click or tap to enter a date.[ ]  OtherUpload or drop other further documentation, if required5.2 Did your organisation identify any gender differences in these metrics?[ ]  No gender differences were identified*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes, gender differences were identified5.3 If gender differences were identified, did your organisation analyse its related systems and processes for gender bias?[ ]  No analysis was required because no gender differences were originally identified*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes and no gender biases were identified – *Move onto question 6.*[ ]  Yes and gender biases were identified – *Answer questions 5.3.1 & 5.3.2 below*5.3.1 Detail the gender biases identified:5.3.2 Has your organisation taken action to eliminate the gender biases identified?[ ]  No (*Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.*)[ ]  Yes, our organisation has taken action. Detail the action that the organisation took to address the gender biases identified: | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **5.1 Which of the following is your organisation missing?***Select all that apply*[ ]  Tracking these metrics yearly:[ ]  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 or unpaid internships (where applicable)[ ]  The utilisation of formal flexible working arrangements for women and men by manager and non-manager categories, including part-time[ ]  Utilisation of, and return form, parental leave (paid and unpaid), of women and men[ ]  Reporting these metrics yearly:[ ]  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 or unpaid internships (where applicable)[ ]  The utilisation of formal flexible working arrangements for women and men by manager and non-manager categories, including part-time[ ]  Utilisation of, and return form, parental leave (paid and unpaid), of women and men**5.2 You may provide a reason why your organisation does not meet this prerequisite:** |

6. Does your organisation evaluate its progress against its gender equality strategy by tracking and reporting the following metrics to KMPs and governing body/board every 12 months, including in the last 12 months:

* + - * **The results of your gender remuneration gap analysis, including pay equity metrics and actions taken, and**
			* **All results from your EOCGE employee survey questions (refer section “Lived experience – Employee Survey”)?**
			* **It is not sufficient to have these metric reported ONLY to a sub-committee of the governing body/board – even if the governing body delegates the authority to a sub-committee. They MUST be reported to your actual governing body/board.**

*Select one option.*

[ ]  Yes, these metrics are tracked, evaluated and reported to the above stakeholder groups:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  The results of your gender remuneration gap analysis, including pay equity metrics and actions taken.

[ ]  All results from your EOCGE employee survey questions (refer to section “Lived Experience – Employee Survey”).

[ ]  No, not all of these metrics are tracked, evaluated and reported to the above stakeholder groups.

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| **If you answered ‘Yes’** | **If you answered ‘No’** |
| **6.1 Provide evidence that your organisation has reported these metrics to the governing body /board:**Please select one of the following options[ ]  Extract of governing body/board minutes.Date of governing body/board meetings:Click or tap to enter a date. Provide the extract of the minutes from the governing body/board meeting:[ ]  Copy of an email from the CEO/CFO/Company Secretary confirming the information was tabled.*You will be required to upload the email file in your online application.*[ ]  Copy of an agenda for an upcoming governing body/board meeting here the strategy is tabled.You will be required to provide the extract of the minutes from the meeting once it has been held to an EOCGE assessor.Date of scheduled governing body/board meeting:Click or tap to enter a date.[ ]  Other.Upload or drop other further documentation, if required6.2 Did your organisation identify any gender differences in these metrics?[ ]  No gender differences were identified*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes, gender differences were identified6.3 If gender differences were identified, did your organisation analyse its related systems and processes for gender bias?[ ]  No analysis was required because no gender differences were originally identified*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes and no gender biases were identified – *Move onto question 7.*[ ]  Yes and gender biases were identified – *Answer questions 6.3.1 & 6.3.2 below:*6.3.1 Detail the gender biases identified:6.3.2 Has your organisation taken action to eliminate the gender biases identified?[ ]  No (*Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.*)[ ]  Yes, our organisation has taken action. Detail the action that the organisation took to address the gender biases identified: | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **6.1 Which of the following is your organisation missing?***Select all that apply*[ ]  Tracking these metrics yearly:[ ]  The results of your gender remuneration gap analysis, including pay equity metrics and actions taken.[ ]  All results from your EOCGE employee survey questions (refer to section “Lived Experience – Employee Survey”).[ ]  Reporting on these metrics yearly:[ ]  The results of your gender remuneration gap analysis, including pay equity metrics and actions taken.[ ]  All results from your EOCGE employee survey questions (refer to section “Lived Experience – Employee Survey”).**6.2 You may provide a reason why your organisation does not meet this prerequisite:** |

7. Does your organisation evaluate its progress against its gender equality strategy by tracking and reporting on its gender pay gap metrics to KMPs and governing body/board every 12 months, including in the last 12 months?

It is not sufficient to have these metric reported ONLY to a sub-committee of the governing body/board – even if the governing body delegates the authority to a sub-committee. They MUST be reported to your actual governing body/board.

*Select one option.*

[ ]  Yes and our organisation does not have a gender pay gap (overall, organisation-wide pay gap) and this information was provided to the above stakeholders. Our organisation is declaring that it has no gender pay gap (overall, organisation-wide pay gap). This is verifiable in our organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal.

[ ]  Yes and our organisation has a gender pay gap (overall, organisation-wide pay gap), and progress on narrowing this gap has been reported to the above stakeholders.

[ ]  No.

|  |  |  |
| --- | --- | --- |
| If you answered ‘Yes and our organisation does not have a gender pay gap’ | If you answered ‘Yes and our organisation has a gender pay gap’ | If you answered ‘No’ |
| **7.1 Provide evidence that your organisation has reported this to the governing body/board:***Please select one of the following options.*[ ]  Extract of governing body/board minutes.Date of governing body/board meetings:Click or tap to enter a date. Provide the extract of the minutes from the governing body/board meeting:E.g. board endorsed the gender equality strategy.[ ]  Copy of an email from the CEO/CFO/Company Secretary confirming the information was tabled. *You will be required to upload the email file in your online application.*[ ]  Copy of an agenda for an upcoming governing body/board meeting here the strategy is tabled.You will be required to provide the extract of the minutes from the meeting once it has been held to an EOCGE assessor.Date of scheduled governing body/board meeting:Click or tap to enter a date.[ ]  Other.Upload or drop other further documentation, if required | *Please complete 7.1 in the left column before completing the questions in this column.***7.2 Did your organisation identify any gender differences in these metrics?**[ ]  No gender differences were identified.*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes, gender differences were identified.**7.3 If gender differences were identified, did your organisation analyse its related systems and processes for gender bias?**[ ]  No analysis was required because no gender differences were originally identified*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes and no gender biases were identified – *Move onto question 8.*[ ]  Yes and gender biases were identified – *Answer questions 7.3.1 & 7.3.2 below:***7.3.1 Detail the gender biases identified:****7.3.2 Has your organisation taken action to eliminate the gender biases identified?**[ ]  No *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.*[ ]  Yes, our organisation has taken action. Detail the action that the organisation took to address the gender biases identified: | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **7.1 Which of the following is your organisation missing?***Select all that apply*[ ]  Tracking the gender pay gap yearly.[ ]  Reporting the gender pay gap results yearly.**7.2 You may provide a reason why your organisation does not met this prerequisite:** |

8. Does your organisation evaluate its progress against its gender equality strategy by tracking and reporting the following metrics on gender-based harassment and discrimination, and/or sexual harassment complaints to KMPs and governing body/board every 12 months, including in the last 12 months:

* + - * **number and nature of complaints received**
			* **process for responding to the complaint**
			* **time taken to resolve the complaint (e.g. complaint made in February, resolved in July)**
			* **outcomes for complainant and respondent (if a complaint was settled, this must be reported)**
			* **any organisational change following the complaint, and**
			* **complainant and respondent turnover?**

Select one option.

[ ]  Yes, these metrics are tracked, evaluated and reported to the above stakeholder groups:

If you select yes, you must meet and select each criteria under yes.

[ ]  Number and nature of complaints received.

[ ]  Process for responding to the complaint.

[ ]  Time taken to resolve complaint (e.g. complaint made in February, resolved in July).

[ ]  Outcomes for complainant and respondent (if a complaint was settled, this must be reported).

[ ]  Any organisational change following the complaint.

[ ]  Complainant and respondent turnover.

[ ]  No complaints have been received and that fact has been reported to the governing body/board of directors - if you select this answer, proceed to question 9.

[ ]  No.

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| **If you answered ‘Yes’** | **If you answered ‘No’** |
| **8.1 Provide evidence that your organisation has reported these metrics to the governing body /board:**Please select one of the following options[ ]  Extract of governing body/board minutes.Date of governing body/board meetings:Click or tap to enter a date. Provide the extract of the minutes from the governing body/board meeting:[ ]  Copy of an email from the CEO/CFO/Company Secretary confirming the information was tabled. *You will be required to upload the email file in your online application.*[ ]  Copy of an agenda for an upcoming governing body/board meeting here the strategy is tabled.You will be required to provide the extract of the minutes from the meeting once it has been held to an EOCGE assessor.Date of scheduled governing body/board meeting:Click or tap to enter a date.[ ]  Other.Upload or drop other further documentation, if required8.2 Did your organisation identify any gender differences in these metrics?[ ]  No gender differences were identified.*Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes, gender differences were identified.8.3 If gender differences were identified, did your organisation analyse its related systems and processes for gender bias?[ ]  *No analysis was required because no gender differences were originally identified**Note: your organisation is declaring that it has a gender balance in ALL of the metrics. This is verifiable in the organisation’s most recent Competitor Analysis Benchmark Report in the WGEA Portal OR where it is different, a valid reason has been provided under Focus Area 3 of this application.*[ ]  Yes and no gender biases were identified – *Move onto question 9.*[ ]  Yes and gender biases were identified – *Answer questions 8.3.1 & 8.3.2 below:*8.3.1 Detail the gender biases identified:8.3.2 Has your organisation taken action to eliminate the gender biases identified?[ ]  No.*Note that by answering ‘No’ you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.*[ ]  Yes, our organisation has taken action. Detail the action that the organisation took to address the gender biases identified: | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **8.1 Which metric is your organisation missing?***Select all that apply*[ ]  Tracking these metrics yearly:[ ]  Number and nature of complaints received. [ ]  Process for responding to the complaint.[ ]  Time taken to resolve complaint (e.g. complaint made in February, resolved in July).[ ]  Outcomes for complainant and respondent (if a complaint was settled, this must be reported).[ ]  Any organisational change following the complaint.[ ]  Complainant and respondent turnover.[ ]  Reporting the metrics to KMPs and the governing boy/board at least every year.[ ]  Reporting on these metrics yearly:[ ]  Number and nature of complaints received. [ ]  Process for responding to the complaint.[ ]  Time taken to resolve complaint (e.g. complaint made in February, resolved in July).[ ]  Outcomes for complainant and respondent (if a complaint was settled, this must be reported).[ ]  Any organisational change following the complaint.[ ]  Complainant and respondent turnover.[ ]  Reporting the metrics to KMPs and the governing boy/board at least every year.**8.2 You may provide a reason why your organisation does not meet this prerequisite:** |

9. Has your CEO communicated the reasons why improving gender equality is good for your organisation every 12 months, including in the last 12 months?

i.e. your organisations business case for gender equality.

e.g. “Diverse and inclusive teams are safer and have better operational outcomes.”

Please note: this statement may be used by WGEA to promote your organisation’s gender equality initiatives and/or the EOCGE citation.

*Select one option.*

[ ]  Yes, our CEO has communicated the above messaging every 12 months, including in the last 12 months.

[ ]  No.

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| If you answered ‘Yes’ | If you answered ‘No’ |
| 9.1 Confirm the name of your CEO who made this statement:9.2 Provide your CEO’s statement: 9.3 How was the statement communicated?*E.g. all staff email, internal broadcast, all-staff roadshow or via your intranet*9.4 On what date/s was your CEO’s statement communicated?Click or tap to enter a date. | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **9.1 You may provide a reason why your organisation does not meet this prerequisite:** |

**10. Has your CEO communicated their commitment to zero tolerance of gender-based harassment and discrimination, sexual harassment and bullying to all employees (including Partners in Partnership structures) every 12 months, including in the last 12 months?**

In your CEO’s statement, it will not suffice for generic statements to be made. The wording must specifically refer to gender-based harassment and discrimination, as well as sexual harassment and bullying, and make it clear the organisation has zero tolerance to those behaviours. Other forms of harassment can also be referred to in the one, comprehensive statement, but the above must be explicitly stated.

*Select one option.*

[ ]  Yes, the CEO communicated the above messaging every 12 months, including in the last 12 months.

[ ]  No.

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| If you answered ‘Yes’ | If you answered ‘No’ |
| 10.1 Confirm the name of your CEO who made this statement: 10.2 Provide your CEO’s statement:10.3 How was the statement communicated?*E.g. all staff email, internal broadcast, all-staff roadshow or via your intranet*10.4 On what date/s was your CEO’s statement communicated?Click or tap to enter a date. | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **10.1 You may provide a reason why your organisation does not meet this prerequisite:** |

**11. Has your CEO communicated the organisation’s overall gender equality strategy, priorities and progress to all employees (and Partners in Partnership structures) every 12 months, including in the last 12 months?**

*Select one option.*

[ ]  Yes, the CEO communicated the above messaging every 12 months, including in the last 12 months.

[ ]  No.

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| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| 11.1 Confirm the name of your CEO who made this statement:11.2 Provide your CEO’s statement: 11.3 How was the statement communicated?*E.g. all staff email, internal broadcast, all-staff roadshow or via your intranet*11.4 On what date/s was your CEO’s statement communicated?Click or tap to enter a date. | *Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **11.1 You may provide a reason why your organisation does not meet this prerequisite:** |

**12. Has your CEO communicated the following messages to all employees (and Partners in Partnership structures) every 12 months, including in the last 12 months:**

* + - * **the organisation’s commitment to equal pay (like-for-like gaps); and**
			* **the organisation’s commitment to eliminating the gender pay gap (overall, organisation-wide pay gap)?**

*Select one option.*

[ ]  Yes, our CEO has communicated the following messaging every 12 months, including in the last 12 months:

*If you select yes, you must meet and select each criteria under yes.*

 [ ]  The organisation’s commitment to equal pay (like-for-like gaps).

 [ ]  The organisation’s commitment to eliminating the gender pay gap (overall, organisation-wide pay gap)?

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| 12.1 Confirm the name of your CEO who made this statement: 12.2 Provide your CEO’s statement: 12.3 How was the statement communicated?*E.g. all staff email, internal broadcast, all-staff roadshow or via your intranet*12.4 On what date/s was your CEO’s statement communicated?Click or tap to enter a date. | *Please note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.* **12.1 You may provide a reason why your organisation does not meet this prerequisite:** |

**13. Does your organisation 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?**

*Select one option.*

[ ]  Yes, this group/committee/council exists and is responsible for the implementation and oversight of our organisation’s gender equality strategy.

**If yes, provide the job title of the Chair of this group/committee/council:**

[ ]  No (*Please note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future*).

**You may provide a reason why your organisation does not meet this prerequisite:**

**14. Does your CEO/head of business have direct involvement with the organisation’s gender equality involvement with the organisation’s gender equality initiatives?**

*E.g. chairing your organisation’s group, committee or council to oversee your gender equality strategy, meeting regularly with this group/committee or council.*

*Select one option.*

[ ]  Yes, there is direct involvement of our CEO/head of business on our organisation’s gender equality initiatives.

**If yes, list what your CEO/head of business does in this regard:**

[ ]  No (*Please note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future*).

**You may provide a reason why your organisation does not meet this prerequisite:**

**15. Does your organisation ensure that women and men can access opportunities that are considered career-enhancing, equitably?**

*For this criterion, we are interested in what your organisation does to ensure women also have access to, where applicable, higher earning roles, high-value or high-profile projects, grants, or roles that include attractive bonuses, commissions, equitable briefings etc.*

*When women are given the same access as men to these higher-earning opportunities, this contributes to reducing the gender pay-gap in your organisation (overall, organisation-wide gap).*

[ ]  Yes, our organisation ensures women and men can access career-enhancing opportunities equitably.

**15.1 How does your organisation ensure there is equity in how women and men access career enhancing opportunities? Provide examples:**

[ ]  No (*Note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future*).

**You may provide a reason why your organisation does not meet this prerequisite:**

**16. How does your organisation hold managers accountable for contributing to the implementation of the gender equality strategy?**

|  |  |
| --- | --- |
| If your organisation holds managers accountable.  | If your organisation DOES NOT hold managers accountable. |
| *You only need to select one option that applies.*[ ]  Gender equality performance improvement targets are included in annual manager performance reviews.[ ]  Business unit managers are required to develop business plans that are aligned to the gender equality strategy.[ ]  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.[ ]  Other KPIs. Provide details:  | [ ]  The organisation does not hold managers accountable for contributing to the implementation of the gender equality strategy.*Please note that by answering “No” you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing the questionnaire to identify areas your organisation need to meet to be eligible in the future.***You may provide a reason why your organisation does not meet this prerequisite:** |

**17. You must confirm the following will occur upon submission of your organisation’s EOCGE application:**

*Providing a copy of the EOCGE application to a sub-committee or equivalent does not meet the requirement.*

[ ]  The governing body/board will be provided with a copy of the completed EOCGE application, and all supplementary information, once submitted.

Provide the date of the governing body/board meeting where this will occur:

Click or tap to enter a date.

**18. Should you wish to add additional information in relation to any of the areas in Focus Area 1, please do so below:**

### Future certification changes

#### Declaration of acknowledgement for 2021-22

By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 1 - Leadership, strategy and accountability:

[ ]  Questions 1-2: 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) will be required.

[ ]  Question 3: Objectives and measures detailed in this section will need to be SPECIFIC. In subsequent applications the applicant will need to assess progress against these measurable objectives for the prior two year period to determine if they have been successful. If objectives have not been met, you will have an opportunity to explain why.

# Questionnaire – Focus Area 2

## Focus Area 2: Developing a gender balanced workforce

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Does your organisation have a formal policy or strategy that includes learning and development (including leadership and/or career development training) for women and men?

*Select all that apply.*

[ ]  A formal strategy.

[ ]  A formal policy.

[ ]  No (*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*). **You may provide a reason why your organisation does not meet this prerequisite:**

2. Does your organisation have formal learning and development plans in place for your full-time workforce and long-term casuals?

*i.e. those who have been receiving regular and systematic work for at least 12 months.*

*Select one option.*

[ ]  Yes, our organisation has formal plans in place for the above.

[ ]  No (*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*). **You may provide a reason why your organisation does not meet this prerequisite:**

3. Does your organisation provide FORMAL leadership development programs to women and men, and track participation numbers for full-time and part-time employees every 12 months, including in the last 12 months?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered “Yes” | If you answered “No” |
| Indicate the types of programs your organisation has in place:Select all options that apply.[ ]  Formal sponsorship programs.How many full-time employees have participated in this program?Women:Men:How many part-time employees have participated in this program?Women:Men:[ ]  Formal mentoring programs.How many full-time employees have participated in this program?Women:Men:How many part-time employees have participated in this program?Women:Men:[ ]  Formal succession plan programs.How many full-time employees have participated in this program?Women:Men:How many part-time employees have participated in this program?Women:Men:[ ]  Formal leadership network programs.How many full-time employees have participated in this program?Women:Men:How many part-time employees have participated in this program?Women:Men:[ ]  Other leadership development program *You may add multiple by copying and pasting this option.*What type of leadership development program is this?How many full-time employees have participated in this program?Women:Men:How many part-time employees have participated in this program?Women:Men:If there were fewer women than men, OR no part-time employees, listed in any of the formal leadership development programs above, provide an explanation as to why that is the case: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**3.1 You may provide a reason why your organisation does not meet this prerequisite:** |

**4. Does your organisation have targets in place for every manager category where the representation of women is less than 40%?**

*Select one option.*

[ ]  Yes.

[ ]  No, the targets are not required as the representation of women across all manager categories is at least 40% and our organisation confirms that should the percentage drop in any manager category, a target will be set.

[ ]  No.

|  |  |  |
| --- | --- | --- |
| If you answered “Yes” | If you answered “targets are not required” | If you answered “No” |
| Provide details of all manager categories where the representation of women is less than 40%:*You may add multiple by copying and pasting this set of questions.*Manager category title: E.g. Senior line managerWhat is the current % and target % of women in this category:E.g. 30%Current (%):Target (%):What year is the target to be reached?E.g. 2022 | **Provide details of all manager categories where the representation of women is above 40%:***You may add multiple by copying and pasting this set of questions.*Manager category title: *E.g. Senior line manager*What is the current % of women in this category:E.g. 30%Current (%): | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

5. Does your organisation have targets in place for internal and external recruitment shortlists where the representation of women at any level of management is less than 40%?

*Select one option.*

[ ]  Yes.

[ ]  No, the targets are not required as the representation of women at every level of management across internal and external recruitment shortlists is at least 40% and our organisation confirms that should the percentage drop in any manager category, a target will be set.

[ ]  No.

|  |  |  |
| --- | --- | --- |
| **If you answered “Yes”** | **If you answered “targets are not required”** | **If you answered “No”** |
| Provide details of all recruitment shortlists where the representation of women is less than 40%:*You may add multiple by copying and pasting this set of questions.*Recruitment shortlist title: What is the current % and target % of women in this shortlist:E.g. 30%Current (%):Target (%):What year is the target to be reached?E.g. 2022 | **Provide details of all recruitment shortlists where the representation of women is above 40%:***You may add multiple by copying and pasting this set of questions.*Recruitment shortlist title: *E.g. Senior line manager*What is the current % of women in this shortlist:E.g. 30%Current (%): | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**6. Does your organisation have targets in place for every non-manager category where the representation of women is less than 40%?**

*In other words, non-manager categories where men’s representation is over 60%.*

*Select one option.*

[ ]  Yes.

[ ]  No, the targets are not required as the representation of women across all non-manager categories is at least 40% and our organisation confirms that should the percentage drop in any manager category, a target will be set. *Please move on to question 7.*

[ ]  No.

|  |  |
| --- | --- |
| If you answered “Yes” | If you answered “No” |
| *You may add multiple by copying and pasting this set of questions.*Non-manager category title:*E.g. Administration*What is the current % and target % of women in this category:E.g. 30%Current (%):Target (%):What year is the target to be reached?E.g. 2022 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**7. Does your organisation have targets in place for every non-manager category where the representation of men is less than 40%?**

*In other words, non-manager categories where women's representation is over 60%.*

*Select one option.*

[ ]  Yes.

[ ]  No, the targets are not required as the representation of men across all non-manager categories is at least 40% and our organisation confirms that should the percentage drop in any non-manager category, a target will be set. *Please move on to question 8.*

[ ]  No.

|  |  |
| --- | --- |
| If you answered “Yes” | If you answered “No” |
| *You may add multiple by copying and pasting this set of questions.*Non-manager category title:*E.g. Administration*What is the current % and target % of men in this category:E.g. 30%Current (%):Target (%):What year is the target to be reached?E.g. 2022 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**8. Has your organisation set numerical targets, with timeframes, to improve the representation of women on the governing body/board of the organisations included in this application where their representation is less than 40%?**

*Select one option.*

[ ]  Yes, our organisation has control over the governing body/board of ALL the organisations covered in this application and targets with timeframes have been set where applicable. *Please go to the first column in the table below.*

[ ]  Yes, our organisation has control over the governing body/board of SOME the organisations covered in this application and targets with timeframes have been set where applicable. *Please go to the first column in the table below.*

[ ]  No, targets are not required as the representation of women in each entity’s governing body/board is at least 40% and our organisation confirms that should the percentage drop, a target will be set. *Please move on to question 9.*

[ ]  No, as our organisation has no control over any governing body/ board in this submission group. *Please go to the second column in the table below.*

[ ]  No, our organisation has not set numerical targets, with timeframes, despite having control or some control over governing body/board appointments of ALL of the organisations covered in this application. *Please go to the last column in the table below.*

|  |  |  |
| --- | --- | --- |
| If you answered either “Yes” options | If you answered “our organisation has no control…” | If you answered “No, our organisation has not set numerical targets” |
| 8.1 Does your organisation have a formal selection strategy or formal selection policy in place to promote gender equality for the relevant governing body/board?*Select all options that apply.*[ ]  Formal strategy.[ ]  Formal policy.*You may add multiple by copying and pasting this set of questions.*Organisation name:What is the current % and target % of women on the governing body/board?Current (%):Target (%):Target year:[ ]  No (*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*). | **Explain why your organisation does not have control over any governing body / board in this submission group:** | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**9. Does your organisation have control over the governing body/board appointments for any organisations outside of this submission group?**

*Select one option.*

[ ]  No. *Please move to question 10*.

[ ]  Yes. *Please answer 9.1:*

**9.1 Has your organisation set numerical targets, with timeframes, to improve the representation of women of these governing bodies/boards outside of this submission group where the representation is less than 40%?**

[ ]  Yes. *Please go to the first column in the table below.*

[ ]  No, targets are not required as the representation of women in each of the governing bodies/boards that our organisation controls outside of this submission group is at least 40% and our organisation confirms that should the percentage drop in any, a target will be set. *Please move on to question 10.*

[ ]  No, our organisation does not have control over appointments of the organisations it controls outside of this submission group. *Please go to the second column in the table below.*

[ ]  No, our organisation has not set numerical targets, with timeframes, despite control or some control over governing body/board appointments of the organisations it controls outside of this submission group.

|  |  |  |
| --- | --- | --- |
| If you answered either “Yes” options | If you answered “our organisation has no control…” | If you answered “No, our organisation has not set numerical targets” |
| 9.1.1 Does your organisation have a formal selection strategy or formal selection policy in place to promote gender equality for the relevant governing body/board?*Select all options that apply.*[ ]  Formal strategy.[ ]  Formal policy.*You may add multiple by copying and pasting this set of questions.*Organisation name:What is the current % and target % of women on the governing body/board?Current (%):Target (%):Target year:[ ]  No (*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*). | **Provide reasons why and detail whether there are other actions taken to improve gender balance on those governing bodies/boards:** | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**10. Have gender segregation challenges within your organisation and/or industry been identified and addressed?**

*E.g. under-representation of women or men in caring, administrative technical, trades or senior roles.*

*Select all that apply.*

[ ]  Yes, our organisation has identified and addressed its internal challenges.

[ ]  Yes, our organisation has identified and addressed its industry challenges.

[ ]  No.

|  |  |
| --- | --- |
| If you answered “Yes”  | If you answered “No” |
| How does gender segregation impact your organisation and/or industry? (Max 300 words)What measures have you implemented to improve gender balance in your organisation? (Max 300 words) Where have you made progress and what were/are the biggest challenges? | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.**You may provide a reason why your organisation does not meet this prerequisite:** |

**11. Should you wish to add additional information in relation to any of the areas in Focus Area 2, please do so in the text box below:**

### Future certification changes

**Declaration of acknowledgement for 2021-22**

By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 2 - Developing a gender balanced workforce:

[ ]  Questions 4-9: Subsequent applications will need to show progress against the targets provided in this section covering the two year period between applications. If targets have not been met, you will have an opportunity to explain.

# Questionnaire – Focus Area 3

## Focus area 3 – Gender pay equity

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Before commencing Focus Area 3, you must confirm that your organisation understands the following concepts:

* + - * **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, and**
			* **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.**

*Select one option.*

[ ]  Yes, our organisation understand the difference between the gender pay gap (overall, organisation-wide pay gap) and equal pay (like-for-like pay gaps).

[ ]  No, our organisation does not understand the difference between the gender pay gap and equal pay.

*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*.

2. Does your organisation have a formal remuneration policy and formal remuneration strategy that contain specific gender pay equity objectives?

*Select one option.*

[ ]  Yes, our organisation has a formal remuneration policy and a formal remuneration strategy that contain gender pay equity objectives.

[ ]  Yes, our organisation’s gender pay equity objectives are contained within its award/industrial or workplace agreement.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **2.1 What gender pay objectives are included?**To achieve gender pay equity:[ ]  Yes.[ ]  No.Be transparent about pay scales and/or salary bands:[ ]  Yes.[ ]  No.Ensure managers are held accountable for pay equity outcomes:[ ]  Yes.[ ]  No.Implement and/or maintain a transparent and rigorous performance assessment process:[ ]  Yes.[ ]  No.Ensure no gender bias occurs at any point in the remuneration review process:[ ]  Yes.[ ]  No.Other objective not listed? Provide details: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***2.1 Which of the following is your organisation missing?** *Select all that apply.*[ ]  A formal remuneration policy.[ ]  A formal remuneration strategy.* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

**3. Has your organisation completed the following analysis every 12 months, including the last 12 months:**

* + - * **an analysis of ALL the workforce is performed to determine if there is a gender pay gap, and**
			* **an analysis of ALL the workforce is performed each year to ensure that women and men receive equal pay for work of equal or comparable value (like-for-like gaps)?**

*Select one option.*

[ ]  Yes, our organisation completed this analysis every 12 months, including the last 12 months:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  A gender pay gap analysis.

[ ]  An equal pay analysis.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **3.1 Did the analysis include the following:*** + - * **base salary**
			* **total remuneration, including allowances, bonuses, performance payments, discretionary pay, overtime and superannuation**
			* **performance pay**
			* **starting salaries**
			* **annual salary increases, and**
			* **salaries on promotion?**

*Select one option.*[ ]  Yes, our analysis included:*If you select yes, you must meet and select each criteria under yes.*[ ]  Base salary.[ ]  Total remuneration, including allowances, bonuses, performance payments, discretionary pay, overtime and superannuation.[ ]  Performance pay.[ ]  Starting salaries.[ ]  Annual salary increases.[ ]  Salaries on promotion.[ ]  No. *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*. You may provide a reason why your organisation does not meet this prerequisite: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

4. Has your organisation met its legal requirement to 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?

*Select one option.*

[ ]  Yes, our organisation met the above legal requirement as no like-for-like gaps existed or any identified gaps were eliminated.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 5.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

5. Has your organisation set a target to reduce its gender pay gap (overall, organisation-wide pay gap)?

*Select one option.*

[ ]  Yes, all organisations covered in this application have set a target and timeframe for closing their overall, organisation-wide gender pay gap.

[ ]  No target is required as all organisations covered in this application have no gender pay gap (overall, organisation-wide pay gap).

[ ]  No.

|  |  |  |
| --- | --- | --- |
| If you answered ‘Yes’ | If you answered ‘No target is required’ | If you answered ‘No’ |
| **5.1 What is the target and timeframe?***Copy and complete the below information for all organisations covered in this application.*Organisation name: Does the organisation have a gender pay gap?[ ]  Yes.[ ]  No.What is the current overall organisation-wise gender pay gap and the target set?Current (%):Target (%):Target year: | *Copy and complete the below information for all organisations covered in this application.***Organisation name:*** 1. **Provide your gender pay gap for total remuneration (%) found in the most recent WGEA Competitor Analysis Benchmark Report:**
	2. **Provide your organisation’s most recent internally calculated organisation-wide gender pay gap for total remuneration (%):**
	3. **If there is a discrepancy between figures in 5.1 and 5.2, explain why:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

6. Does your organisation have other actions in place, other than targets, to reduce the gender pay gap (organisation-wide pay gap)?

*Select one option.*

[ ]  Yes, our organisation has other actions in place, other than targets, for closing the overall, organisation-wide gender pay gap.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **6.1 Provide details of these actions:** | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***6.1 You may provide a reason why your organisation does not meet this prerequisite:** |

7. Are women and men on primary carer's leave included in your organisation's annual reviews of salaries and annual bonus payments?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 8.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***7.1 You may provide a reason why your organisation does not meet this prerequisite:** |

8. Does your organisation analyse and compare the results of performance reviews by gender?

*Select one option.*

[ ]  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.

[ ]  No (n*ote that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*). **You may provide a reason why your organisation does not meet this prerequisite:**

9. Should you wish to add additional information in relation to any of the areas in Focus Area 3, please do so below:

**Future certification changes**

**Declaration of acknowledgement for 2021-22**

*By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 3 – Gender pay equity:*

☐ Question 5: Subsequent applications will need to show progress against the targets provided in this section covering the two year period between applications. If objectives have not been met, you will have an opportunity to explain.

# Questionnaire – Focus Area 4

## Focus area 4 – Support for caring

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Does your organisation have the following in place for all its workforce (including partnership organisations):

* + - * **there is a formal policy AND strategy supporting those with family or caring responsibilities**
			* **the policy and/or strategy covers support for those who return to work from parental leave, and**
			* **the policy and/or strategy covers support for parents at all stages of children’s lives?**

*Select one option.*

[ ]  Yes, our organisation has in place:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  There is a formal policy AND strategy supporting those with family or caring responsibilities.

[ ]  The policy and/or strategy covers support for those who return to work from parental leave.

[ ]  The policy and/or strategy covers support for parents at all stages of children’s lives.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 2.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **Which of the following is your organisation missing?**

*Select all that apply.*[ ]  There is a formal policy AND strategy supporting those with family or caring responsibilities.[ ]  The policy and/or strategy covers support for those who return to work from parental leave.[ ]  The policy and/or strategy covers support for parents at all stages of children’s lives.[ ]  One or more of the above policies and/or strategies are not available to all the workforce (including partnership organisations).* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Does your organisation have the following employer-funded parental leave provisions in place for primary carers:
	* + - **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)**
			- **the scheme is paid in addition to the government scheme (not just topping up the government funded scheme)**
			- **the employer-funded paid parental 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 must also be equally available to men, and**
			- **there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)?**

 *Select one option.*

[ ]  Yes, all these parental leave provisions are in place for primary carers:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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).

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

[ ]  The employer-funded paid parental 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 must also be equally available to men.

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

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 3.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **Which of the following provisions are missing?**

*Select all that apply.*[ ]  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).[ ]  The scheme is paid in addition to the government scheme (not just topping up the government funded scheme).[ ]  The employer-funded paid parental 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 must also be equally available to men.[ ]  There is flexibility in how this can be taken (e.g. part-time for part of the paid duration).**2.2 You may provide a reason why your organisation does not meet this prerequisite:** |

3. Does the organisation have the following parental leave provisions in place for secondary carers:

* + - * **at least two weeks of employer-funded paid parental leave at full pay is provided for secondary carers who are permanent employees (and Partners in Partnership structures)**
			* **the scheme is paid in addition to the government scheme (not just topping up the government funded scheme)**
			* **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 men must also be equally available to women, and**
			* **there is flexibility in how this can be taken (e.g. part-time for part of the paid duration)?**

*Select one option.*

[ ]  Yes, all these parental leave provisions are in place for secondary carers:

*If you select yes, you must meet and select each criteria under yes.*

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

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

[ ]  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 must also be equally available to men.

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

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 4.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **Which of the following is your organisation missing?**

*Select all that apply.*[ ]  At least two weeks of employer-funded paid parental leave at full pay is provided for secondary carers who are permanent employees (and Partners in Partnership structures).[ ]  The scheme is paid in addition to the government scheme (not just topping up the government funded scheme).[ ]  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 must also be equally available to men.[ ]  There is flexibility in how this can be taken (e.g. part-time for part of the paid duration).**3.2 You may provide a reason why your organisation does not meet this prerequisite:** |

4. Is your organisation’s eligibility period to access employer-funded paid parental leave 12 months or less?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 5.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

5. Does your organisation actively encourage men to take parental leave?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **5.1 How has your organisation actively encouraged men to take parental leave in the past 12 months?***Select all applicable answers.*[ ]  Managers encourage men in their teams to take parental leave.[ ]  Publishing case studies about men who have taken parental leave in internal or external publications for example, on the intranet or the organisation’s website.[ ]  Providing education, resources or coaching for line managers to ensure they understand the business case for encouraging men to take parental leave.[ ]  Other. Provide details: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

6. Does your organisation track the following metrics relating to paid parental leave annually:

* + - * **utilisation of parental leave by women and men (manager and non-manager)**
			* **return to work of women and men following parental leave**
			* **promotions during parental leave, and**
			* **voluntary and involuntary departures (including dismissals and redundancies) within 12 months of return from parental leave?**

*Select one option.*

[ ]  Yes, our organisation tracks these metrics:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  Utilisation of parental leave 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.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 7.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***6.1 Which metrics are your organisation missing?** *Select all that apply.*[ ]  Utilisation of parental leave 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.**6.2 You may provide a reason why your organisation does not meet this prerequisite:** |

7. Does your organisation have an action plan to maximise the rate of return to work from parental leave (paid or unpaid) that includes the following:

* + - * **keep-in-touch program while on parental leave**
			* **on-boarding support, and**
			* **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?**

*Select one option.*

[ ]  Yes, our organisation tracks these metrics:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 8.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***7.1 Which of the following is your organisation missing?** *Select all that apply.*[ ]  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.**7.2 You may provide a reason why your organisation does not meet this prerequisite:** |

8. Does your organisation have support mechanisms, other than leave, for those with family or caring responsibilities, including elder and disability care?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **8.1 What support mechanisms are in place?***Select all that apply.*[ ]  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 find 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: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***8.1 You may provide a reason why your organisation does not meet this prerequisite:** |

9. Does your organisation have a formal policy or formal strategy to support those who are experiencing family or domestic violence?

*Select all that apply.*

[ ]  Yes, our organisation has a formal policy.

[ ]  Yes, our organisation has a formal strategy.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **9.1 What support does your organisation provide?***Select all that apply.*[ ]  Providing paid or unpaid leave.[ ]  Employee assistance program.[ ]  Training of key staff.[ ]  Domestic violence clause in enterprise agreement or equivalent.[ ]  Referral to domestic violence support services for expert advice.[ ]  Other. Provide details: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***9.1 You may provide a reason why your organisation does not meet this prerequisite:** |

10. Should you wish to add additional information in relation to any of the areas in Focus Area 4, please do so below:

**Future certification changes**

**Declaration of acknowledgement for 2021-22**

*By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 4 - Support for caring:*

☐ Question 1: Provisions for elder care and disability care will need to be included in your policy and/or strategy.

☐ Question 3: Three weeks of paid parental leave will be required to be offered to secondary carers.

☐ Question 4: There must be no eligibility period to access parental leave (both primary and secondary carer’s leave).

**Declaration of acknowledgement for 2022-23**

*By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 4 - Support for caring:*

☐ Question 2-3: Superannuation must also be paid on the government-funded paid parental leave at the minimum wage (it is a current requirement for superannuation to be paid on an employee’s full-salary).

☐ Question 2: If your employer-funded paid parental leave is less than 18 weeks (the amount provided by the government-funded scheme), superannuation must also be paid on the difference at the minimum wage.

☐ Question 3: Four weeks of paid parental leave will be required to be offered to secondary carers

# Questionnaire – Focus Area 5

## Focus area 5 – Mainstreaming flexible working

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Does your organisation have a flexible working policy AND strategy in place?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **1.1 Does your organisation's flexible working policy and/or strategy include the following:*** + - * a business case for flexible working endorsed at the leadership level is communicated to all our workforce (including Partners in Partnership structures); and
			* manager accountability for flexible working is in place (e.g. embedded into performance reviews, tracking of approvals and rejections with reasons)?

*Select one option.*[ ]  Yes, our policy/strategy includes:*If you select yes, you must meet and select each criteria under yes.*[ ]  A business case for flexible working endorsed at the leadership level is communicated to all our 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).☐ No (Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future). **1.2 Is your organisation’s approach to flexibility integrated into client/customer interactions?***Select one option.*[ ]  Yes. Describe how the organisation has worked with clients/customers to challenge assumptions that the work cannot be done flexiblyDescribe the outcome of these efforts:[ ]  The organisation does not interact directly with clients/customers so this is not relevant.[ ]  No (*Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future*)*.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***1.1 Which of the following is your organisation missing?** *Select all that apply.*[ ]  Policy.[ ]  Strategy.**1.2 You may provide a reason why your organisation does not meet this prerequisite:** |

2. Is flexible working promoted throughout your organisation, to women and men, regardless of caring responsibilities, and to prospective employees?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Explain how flexible working is promoted:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **Which of the following is your organisation missing?**

*Select all that apply.*[ ]  Men.[ ]  Women.[ ]  Prospective employees.* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

**3. Does your organisation require the following:**

* + - * **your people managers must complete training on how to manage flexible working; and**
			* **this training includes addressing gender stereotypes that prevent men from requesting flexible working arrangements?**

*Select one option.*

[ ]  Yes, this is in place in our organisation:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  Our people managers must complete training on how to manage flexible working.

[ ]  This training includes addressing gender stereotypes that prevent men from requesting flexible working arrangements.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **3.1 Provide an outline of the training topics covered:** **3.2 Describe how the training is provided:***E.g. face-to-face, online training modules* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **Which of the following is your organisation missing?**

*Select all that apply.*[ ]  Our people managers must complete training on how to manage flexible working.[ ]  This training includes addressing gender stereotypes that prevent men from requesting flexible working arrangements.* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Do your organisation’s managers (including the CEO) demonstrate the following behaviours:
	* + - **act as visible role models of flexible working; and**
			- **are overt about working flexibly in order to manage personal commitments?**

*Select one option.*

[ ]  Yes, our managers demonstrate these behaviours:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  Act as visible role models of flexible working.

[ ]  Are overt about working flexibly in order to manage personal commitments.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Using examples from the 12 months, describe how these managers in your organisation role model flexible working:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***4.1 Which of the following is your organisation missing?** *Select all that apply.*[ ]  Act as visible role models of flexible working.[ ]  Are overt about working flexibly in order to manage personal commitments.* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Does the organisation offer at least four different types of flexible work to both women and men, and managers and non-managers?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Which types of flexible working options are offered to the above groups?**

*Select all that apply*[ ]  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: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***5.1 Which of the following is your organisation missing?** *Select all that apply.*[ ]  Offering four different types of flexible work to women.[ ]  Offering four different types of flexible work to men.[ ]  Offering four different types of flexible work to managers.[ ]  Offering four different types of flexible work to non-managers.* 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Does your organisation support part-time / reduced hours in manager roles?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Outline your organisation’s approach, including how you address real or perceived barriers, to requesting reduced hours in senior roles:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***6.1 You may provide a reason why your organisation does not meet this prerequisite:** |

1. Does your organisation support part-time / reduced hours in manager roles?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Outline your organisation’s approach, including how you address real or perceived barriers, to requesting reduced hours in senior roles:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***6.1 You may provide a reason why your organisation does not meet this prerequisite:** |

1. Does your organisation set targets with timeframes for increasing the proportion of men across all levels of the organisation who have a formal flexible working arrangement?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **What percentage of men currently have a formal flexible working arrangement in place?**

Managers: Non-managers:* 1. **What is your organisation’s target percentage?**

Managers: Non-managers:* 1. **What year does your organisation want this target to be reached?**
	2. **Additional details may be provided below:**
 | *Note that by answering ‘No’, you ARE still eligible for the EOCGE citation in 2020. However, this criterion will become a requirement from 2021.* **You may provide a reason why your organisation does not meet this prerequisite:** |

1. Should you wish to add additional information in relation to any of the areas in Focus Area 5, please do so below:

**Future certification changes**

**Declaration of acknowledgement for 2021-22**

*By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 5 - Mainstreaming flexible working:*

☐ Question 7: Targets to increase the proportion of men who have a formal flexible working arrangement will be required.

# Questionnaire – Focus Area 6

## Focus area 6 – Preventing gender-based harassment and discrimination, sexual harassment and bullying

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Does your organisation have one of the following in place:

* + - * **a policy on the prevention of gender-based harassment and discrimination**
			* **a policy on the prevention of sexual harassment and bullying**
			* **an award/industrial or workplace agreement which includes the prevention of gender-based harassment and discrimination, or**
			* **an award/industrial or workplace agreement which includes the prevention of sexual harassment and bullying?**

*Select all that apply.*

[ ]  Yes, our organisation has a policy on the prevention of gender-based harassment and discrimination.

[ ]  Yes, our organisation has a policy on the prevention of sexual harassment and bullying.

[ ]  Yes, our organisation has an award/industrial or workplace agreement which includes the prevention of gender-based harassment and discrimination.

[ ]  Yes, our organisation has an award/industrial or workplace agreement which includes the prevention of sexual harassment and bullying.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 2.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***1.1 You may provide a reason why your organisation does not meet this prerequisite:** |

1. Does your organisation have both of the following in place:
	* + - **a formal grievance process relating to gender-based harassment and discrimination, and**
			- **a formal grievance process relating to sexual harassment and bullying?**

*Select one option.*

[ ]  Yes, our organisation has these in place:

*If you select yes, you must meet and select each criteria under yes.*

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

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

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move onto question 3.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.*2.1 Which of the following is your organisation missing:*Select all that apply.*[ ]  A formal grievance process relating to gender-based harassment and discrimination is in place[ ]  A formal grievance process relating to sexual harassment and bullying is in place**2.2 You may provide a reason why your organisation does not meet this prerequisite:** |

1. Does training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying occur at your organisation:
	* + - **for all the workforce including all managers, non-managers, contract and casual staff, and Partners in Partnership structures**
			- **at induction; and**
			- **at least every two years?**

*Select one option.*

[ ]  Yes, the above training occurs at our organisation:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  For all the workforce including all managers, non-managers, contract and casual staff, and Partners in Partnership structures

[ ]  At induction

☐ At least every two years

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| **3.1 Does the training include all of the following:** * + - * 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, and
			* clear explanation of organisational expectations around conduct and consequences for respondents?

*Select one option.*[ ]  Yes, our training includes:*If you select yes, you must meet and select each criteria under yes.*[ ]  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.☐ No (Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future). **3.2 What are the training delivery methods?***Select all that apply.*[ ]  Face to face.☐ Online.☐ Management meetings.☐ Video presentations.☐ Other. Provide details:  | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***3.1 You may provide a reason why your organisation does not meet this prerequisite:** |

1. Has there been a judgment or adverse final order made against your organisation by a court or other tribunal relating to gender-based harassment or discrimination and sexual harassment in the last three years?

*Select one option.*

[ ]  No, there not been a judgement or adverse final order has been made against our organisation in the last three years.

[ ]  Yes.

|  |  |
| --- | --- |
| If you answered ‘No’ | If you answered ‘Yes’ |
| *Move onto question 5.* | *Note that by answering ‘Yes’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***4.1 You may provide a reason why your organisation does not meet this prerequisite:** |

5 Should you wish to add additional information in relation to any of the areas in Focus Area 6, please do so below:

# Questionnaire – Focus Area 7

## Focus area 7 – Driving change beyond your workplace

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Has your CEO or a member of your governing body/board made at least one external/public statement regarding their commitment to gender equality overall, in the last 12 months?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Provide the name and position of the person who made the statement:**
	2. **What date was this statement made?**
	3. **How was the statement made?**
	4. **Provide the statement that was made:**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Does your organisation have procurement guidelines in place that encourage gender equality across its supply chain?

*Select one option.*

[ ]  Yes.

**Provide details about the guidelines in place:**

[ ]  No (Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.) You may provide a reason why your organisation does not meet this prerequisite:

1. **Has your organisation’s CEO been ACTIVELY involved in at least one external event focused on gender equality every 12 months, including the last 12 months?**

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **What was the date of this event:**
	2. **Describe the details of the event:**
	3. **What was the role of your the CEO / head of business at the event?**
 | *By answering ‘No’, you ARE still eligible for the EOCGE citation in 2020. Due to the pandemic’s impact on business and public gatherings, applicants are not required to meet this criterion in the last 12 months. However, the Agency will advise successful applicants on the status of this requirement in 2021.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

4 Is your organisation involved in a program or initiative to address gender equality issues in your industry or community?

*Select one option.*

[ ]  Yes.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **Describe the program or initiative, including timeframes:**
	2. **How is it addressing gender equality issues in your organisation’s industry or community?**
 | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Has your organisation’s CEO (regardless of gender) taken action to achieve gender balance on internal/external speaking panels?

*Select one option.*

[ ]  Yes, our CEO has taken actions to achieve gender balance on speaking panels.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **What actions has your CEO / head of business taken?**

*Select all that apply.*[ ]  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/men 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/men from within your organisation or network and if helpful, point them to resources for support in finding women/men.[ ] Other. Provide details: | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. Should you wish to add additional information in relation to any of the areas in Focus Area 7, please do so below:

### Future certification changes

#### Declaration of acknowledgement for 2021-22

*By ticking the boxes below, the applicant acknowledges that these future changes will come into effect for the following requirements in Focus area 7 - Driving change beyond your workplace.*

[ ]  Question 1: External public statements will need to be made at least every 12 months for subsequent applications.

# Questionnaire – Lived experience check

## Lived experience check

*If you are submitting this application on behalf of a submission group, the requirements must be in place for ALL those organisations so please answer the questions based on all organisations in your submission group.*

1. Does your organisation provide employees with an opportunity to contribute to the application and access to the final submission in the following ways:
	* + - **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, and**
			- **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?**

*Select one option.*

[ ]  Yes, our organisations allows contribution and access in these ways:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  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.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| *Move to question 2.* | *Note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.*1.1 Which contribution and/or access method is your organisation missing?*Select all that apply.*[ ]  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.**1.2 You may provide a reason why your organisation does not meet this prerequisite:** |

1. In the past two years, has your organisation conducted an employee survey on issues concerning gender equality in the workplace that met the following requirements:
	* + - **facilitated anonymous participation**
			- **used a fix-point or six-point scale**
			- **used WGEA prescribed questions or WGEA approved alternative questions?**

*Select all that apply.*

[ ]  Yes, the internal survey we conducted on issues concerning gender equality in the workplace met these requirements:

*If you select yes, you must meet and select each criteria under yes.*

[ ]  Facilitated anonymous participation.

[ ]  Used a fix-point or six-point scale.

[ ]  Used WGEA prescribed questions or WGEA approved alternative questions.

[ ]  No.

|  |  |
| --- | --- |
| If you answered ‘Yes’ | If you answered ‘No’ |
| * 1. **When was the most recent survey conducted?**

Month: Year:* 1. **What survey method did your organisation use?**

*Select one option.*[ ]  A pulse survey.[ ]  The questions were incorporated into an existing survey (e.g. a biennial employee engagement survey).[ ]  The survey questions were asked as part of an existing process, for example via otherconfidential feedback mechanisms. Provide details:[ ]  Other. Provide details: * 1. **Which questions were used?**

*Select one option per question.*Question 1: [ ]  WGEA prescribed: “My immediate supervisor/manager genuinely supports equality between genders.”[ ]  Approved alternative. Provide the question used: Question 2:[ ]  WGEA prescribed: “I have the flexibility I need to manage work and other commitments.”[ ]  Approved alternative. Provide the question used: Question 3:[ ]  WGEA prescribed: “In my organisation gender-based harassment and sexual harassment is not tolerated.”[ ]  Approved alternative. Provide the question used: * 1. **Who was given the opportunity to complete the survey?**

*Select one option.*[ ]  All workers, including casuals and Partners in Partnership structures, were given an opportunity to complete the survey.[ ]  The survey was administered to a statistically significant and representative sample of workers. Please provide details of the method/rationale used to determine that the employee sample surveyed was statistically significant and representative:[ ] Other (Note, you may not be eligible for the EOCGE citation). Provide details: | *Please note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.** 1. **You may provide a reason why your organisation does not meet this prerequisite:**
 |

1. What was the response rate to your organisation's employee survey?

*Select one option.*

[ ]  400 or more survey responses were received.

[ ]  Less than 400 survey responses were received.

[ ]  Our organisation did not conduct an employee survey.

|  |  |  |
| --- | --- | --- |
| If you answered ‘400 or more’ | If you answered ‘less than 400’ | If you answered ‘Our organisation did not conduct an employee survey’ |
| * 1. **Were the results within the following thresholds:**
		+ - **an agreement threshold of at least 70% ‘agree’ or ‘strongly agree’ was achieved on the first and second questions in the employee survey, and**
			- **an agreement threshold of at least 80% ‘agree’ or ‘strongly agree’ was achieved on the third question in the employee survey?**

*Select one option.*[ ]  Yes the results met these thresholds:*If you select yes, you must meet and select each criteria under yes.*[ ]  An agreement threshold of at least 70% ‘agree’ or ‘strongly agree’ was achieved on the first and second questions in the employee survey.[ ]  An agreement threshold of at least 80% ‘agree’ or ‘strongly agree’ was achieved on the third question in the employee survey.[ ] One or both of these thresholds were not reached. However, our organisation contacted WGEA to discuss why these thresholds were not achieved and have been advised that we remain eligible to apply for the EOCGE citation. [ ] One or both of these thresholds were not reached BUT an agreement threshold above the industry norm for an externally-validated survey tool used was achieved (i.e.this option is not to be selected where you’ve just used survey software). **What was the name of the survey tool used?** **What were the survey tool’s industry norms for each of the three questions?**[ ] No (*Please note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future).** 1. **Provide the number of survey responses received for each category:**

Female responses in total: Male responses in total: Total number of responses (male + female): * 1. **Provide the agreement responses for the following three questions:**

Question 1: As a number:As a percentage (%):Question 2:As a number:As a percentage (%):Question 3:As a number:As a percentage (%):* 1. **Did your organisation analyse its employee survey responses by gender?**

*Select one option.*[ ]  Yes.[ ]  No (*Please note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future).** 1. **Did your organisation analyse ALL responses to its employee survey (including ‘not sure’ or equivalent)?**

*Select one option.*[ ]  Yes.[ ]  No (*Please note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future).* | **Was the following response rate achieved instead:** * + - * **a response rate of at least 60% of the workforce was obtained**
			* **the average age of respondents was within 2.5 percentage points above or below the average age of your workforce, and**
			* **the percentage of female and male respondents was within 2.5 percentage points of the percentage of females and males in your organisation?**

*Select one option.*[ ]  Yes. Provide details of the survey response rate and how the sample was comparable to your organisation’s employee profile by age and gender:[ ] No. Explain why your organisation was unable to achieve the desired response rate:*⇦ Move to questions in the left column.* | *Please note that by answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.* |

1. Has your organisation taken action to address gender equality issues that were identified through the employee consultation process?

*Select one option.*

[ ]  Yes.

[ ]  No gender equality issues were identified in our consultation process.

[ ]  No.

|  |  |  |
| --- | --- | --- |
| If you answered ‘Yes’ | If you answered ‘No gender equality issues were identified in our consultation process’  | If you answered ‘No’ or ‘Our organisation did not conduct an employee survey’ |
| * 1. **What were the issue identified?**
	2. **What action(s) was taken?**
 | *Move to question 5.* | *By answering ‘No’, you are not eligible for the EOCGE citation. However, the Agency encourages you to continue completing this questionnaire to identify areas your organisation should improve on in order to be eligible in the future.***4.1 You may provide a reason why your organisation does not meet this prerequisite:** |

[ ]  Our organisation did not conduct an employee survey.

1. Has your organisation’s CEO/head of business been interviewed previously for the EOCGE citation?

*Select one option.*

[ ]  Yes. Provide the date when this last occurred: Click or tap to enter a date.

[ ]  No, our organisation’s current CEO has not been interviewed previously and they will participate in a 15-minute telephone interview with a representative from WGEA.

1. Can your organisation provide example(s) of outstanding or innovative initiatives in advancing gender equality implemented in the past two years?

*This question is not mandatory but highly recommended. You may provide more than one example by copying and pasting this set of questions.*

* 1. **What were the issue identified?**
	2. **What was the initiative?**
	3. **Who was involved in the initiative?**
	4. **What were the outcomes?**
	5. **Other information:**
1. Can your organisation provide example(s) of outstanding or innovative initiatives in advancing gender equality implemented in the past two years?

*This question is not mandatory but highly recommended. You may provide more than one example by copying and pasting this set of questions.*

* 1. **What were the issue identified?**
	2. **What was the initiative?**
	3. **Who was involved in the initiative?**
	4. **What were the outcomes?**
	5. **Other information**