# Employer of Choice for Gender Equality

## 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. **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. **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 flexibly:Describe 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. **Which of the following is your organisation missing?**

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

1. 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:**
 |

1. 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’ |
| * 1. **Provide an outline of the training topics covered:**
	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.** 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.** 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.** 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.