# Appendix: Survey bank

This document provides a comprehensive bank of questions that you may like to use for your employee survey. In selecting questions, keep in mind your context and priorities, as well as the need to balance the survey length—in order to get the information you need, while also maximising engagement. You should tailor or adapt the questions to your particular context.

There are eight sections, covering critical topics in relation to gender equality, as well as a demographics section at the end.

Several questions derive from research work conducted either separately or jointly by Dr. Graeme Russell, Professor Jeff Hill from Brigham Young University, and Dr. Ellen Galinsky from the Families and Work Institute New York.

### Overall experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| I am satisfied in my current job |  |  |  |  |  |
| I am consistently treated with respect |  |  |  |  |  |
| I feel I am valued as an employee |  |  |  |  |  |
| I feel free to express my views openly |  |  |  |  |  |
| There is a high level of trust in my work area |  |  |  |  |  |
| I feel a strong sense of loyalty to this organisation |  |  |  |  |  |
| I really care about the future success of this organisation |  |  |  |  |  |
| I would recommend this organisation to my male friends |  |  |  |  |  |
| I would recommend this organisation to my female friends |  |  |  |  |  |
| I have a lot of say about what happens on my job |  |  |  |  |  |
| The work I do on my job is meaningful to me |  |  |  |  |  |
| My job lets me use my skills and abilities |  |  |  |  |  |

### Leadership, strategy and accountability

My immediate supervisor/manager identifies as:

Man

Woman

Non-binary

Don’t know/ not applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| This organisation has a highly effective approach to ensuring there is equality between women and men |  |  |  |  |  |
| Most senior managers genuinely support equality between women and men |  |  |  |  |  |
| I feel a strong sense of loyalty to my immediate supervisor/manager |  |  |  |  |  |
| I feel free to give my immediate supervisor/manager direct and honest feedback |  |  |  |  |  |
| My immediate supervisor/manager keeps me informed of the things I need to know to do my job well |  |  |  |  |  |
| My immediate supervisor/manager has realistic expectations of my job performance |  |  |  |  |  |
| My immediate supervisor/manager treats everyone fairly |  |  |  |  |  |
| My immediate supervisor/manager values differences in people |  |  |  |  |  |
| My immediate supervisor/manager openly addresses inappropriate behaviour |  |  |  |  |  |
| My immediate supervisor/manager recognises me for my contribution |  |  |  |  |  |
| My immediate supervisor/manager genuinely supports equality between women and men |  |  |  |  |  |
| If I express concern about an issue it is followed up |  |  |  |  |  |
| There is someone here that I can speak to confidentially about any gender equality issue that is of concern to me |  |  |  |  |  |

### Developing a gender balanced workforce

**Training and development opportunities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| My immediate supervisor/manager gives me feedback on my performance that I find helpful |  |  |  |  |  |
| My immediate supervisor/manager gives me coaching and helpful guidance |  |  |  |  |  |
| If I need training or development, I can ask for it and get it |  |  |  |  |  |
| I am knowledgeable about my opportunities for training and development |  |  |  |  |  |
| I am encouraged to participate in activities that will help my career development |  |  |  |  |  |
| I have opportunities for growth and development that are consistent with my abilities |  |  |  |  |  |
| I receive a regular review of my work performance which supports me in my development |  |  |  |  |  |
| I have an effective mentor in this organisation |  |  |  |  |  |
| I have been encouraged to consider a wide range of career opportunities |  |  |  |  |  |
| I have substantial input into deciding which training and development programs I go on |  |  |  |  |  |
| Women and men have equal access to training and development in this organisation |  |  |  |  |  |

Do you have any suggestions to improve the training and development you are provided?

In the last two years, how many performance appraisals have you had? \_\_\_\_\_\_\_ (enter number)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| In the past 12 months have you participated in any of the following training programs or had any of these development opportunities? |  |
| * + Formal internal course
 |  |  |  |
| * + Formal external course
 |  |  |  |
| * + Critical task force or project team
 |  |  |  |
| * + Mentoring scheme
 |  |  |  |
| * + Peer support program
 |  |  |  |
| * + Job rotation
 |  |  |  |
| * + Multi-skilling
 |  |  |  |
| * + Secondment
 |  |  |  |
| * + Development assignment
 |  |  |  |
| * + Shadowing assignment
 |  |  |  |
| * + Temporary transfer
 |  |  |  |
| * + An acting role in a more senior position
 |  |  |  |
| * + A multi-disciplinary team
 |  |  |  |
| * + Leadership program
 |  |  |  |
| * + Management or supervisory program
 |  |  |  |
| * + People management course
 |  |  |  |
| * + Technical skills based course
 |  |  |  |
| * + Business skills based course
 |  |  |  |

In total, how many days did you spend in the last 12 months in:

* Internal training courses: \_\_\_\_\_\_ (enter number)
* External training courses: \_\_\_\_\_(enter number)

### Recruitment and appointments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| People are chosen for jobs on the basis of their competencies to perform the job |  |  |  |  |  |
| Selection panels do not make assumptions about people’s capabilities based on: |  |
| * + Gender
 |  |  |  |  |  |
| * + Age
 |  |  |  |  |  |
| * + Pregnancy
 |  |  |  |  |  |
| * + Family responsibilities
 |  |  |  |  |  |
| * + Whether they are employed full or part-time
 |  |  |  |  |  |
| Job vacancies are advertised widely to attract a diverse applicant pool |  |  |  |  |  |
| I was attracted to work at this organisation because of its reputation as a gender equality employer |  |  |  |  |  |
| In my most recent experience in applying for a position in this organisation, the interview panel consisted of a diverse group of people |  |  |  |  |  |
| From what you know in your work area, the best person for a position is always selected regardless of: |  |
| * + Gender
 |  |  |  |  |  |
| * + Age
 |  |  |  |  |  |
| * + Pregnancy
 |  |  |  |  |  |
| * + Family responsibilities
 |  |  |  |  |  |
| * + Whether they are employed full or part-time
 |  |  |  |  |  |

Do you have any suggestions to improve recruitment to help ensure we have gender balanced workforce?

Do you believe there are gendered barriers to entering this workplace? If so, please describe.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| Have you recently applied for a position in this organisation?  |  |  |  |
| If yes: |  |
| * + Did this involve a promotion or an advancement
 |  |  |  |
| * + Was this position in a non-traditional area for your gender?
 |  |  |  |
| * + Were you satisfied with the outcome of the selection process?
 |  |  |  |
| * + Were you successful in your application for this job?
 |  |  |  |

### Promotions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| I have (or have had) good opportunities for promotion |  |  |  |  |  |
| I have the same opportunities for promotion as anyone else of my ability and experience |  |  |  |  |  |
| My responsibilities outside of work restrict my opportunities for promotion |  |  |  |  |  |
| Promotion panels do not make assumptions about people’s capabilities based on: |  |
| * + Gender
 |  |  |  |  |  |
| * + Age
 |  |  |  |  |  |
| * + Pregnancy
 |  |  |  |  |  |
| * + Family responsibilities
 |  |  |  |  |  |
| * + Whether they are employed full or part-time
 |  |  |  |  |  |
| Individuals from all backgrounds have the same chance of promotion |  |  |  |  |  |
| I have been actively encouraged to apply for other positions in this organisation |  |  |  |  |  |
| At some time in the future I would like to be promoted to another position in this organisation |  |  |  |  |  |
| Women and men have the same chance for promotion in this organisation |  |  |  |  |  |
| Women and men have equal access to business-critical roles |  |  |  |  |  |

Do you believe there are barriers to women holding leadership positions in this organisation? If so, please describe.

### Gender pay equity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| I receive financial recognition based on my level of performance |  |  |  |  |  |
| I believe I am compensated fairly compared to others doing similar work inside this organisation |  |  |  |  |  |
| I believe I am compensated fairly compared to others doing similar work outside this organisation |  |  |  |  |  |
| My salary reflects my experience and skills |  |  |  |  |  |
| I have had an open discussion about my pay with my immediate supervisor in the past 12 months |  |  |  |  |  |
| I understand the pay and bonus decision-making criteria and processes |  |  |  |  |  |
| I believe women and men are paid the same rates for performing similar work within this organisationInitial pay or remuneration offers are fair |  |  |  |  |  |

### Support for caring

**Parenting**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| During your time working for this organisation have you become a parent? |  |  |  |
| If yes: |  |  |  |
| * + Were you able to take time off for antenatal appointments?
 |  |  |  |
| * + Did you take parental leave around the time of the birth or adoption of a child?
 |  |  |  |
| * + Did you take parental leave to be the carer of a child?
 |  |  |  |
| * + If yes, was this paid parental leave?
 |  |  |  |
| * + Was your immediate manager/supervisor supportive of you taking this leave?
 |  |  |  |
| * + Did you return to the same role or, if it no longer existed, a similar role with the same responsibilities and pay?
 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| In this organisation, there is support for a woman's choice to stay at work until a date close to the expected date of birth, where it is safe to do so |  |  |  |  |  |
| In this organisation, it is possible for women to continue to breastfeed when they have returned to work |  |  |  |  |  |
| if you need to express milk here, there aregood facilities to do so |  |  |  |  |  |
| In this organisation women who take maternity orparental leave return to their previous jobs |  |  |  |  |  |
| In this organisation women who take maternity or parental leave are able to return to their previous jobs on reduced hours |  |  |  |  |  |
| In this organisation, managers and supervisors are supportive of employees who are pregnant |  |  |  |  |  |
| In this organisation, managers and supervisors are supportive of employees who continue to breastfeed after returning from parental leave |  |  |  |  |  |

**Caring responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| Are you the parent or guardian of any child of any age? |  |  |  |
| Do you currently have the responsibility for providing care or support to a family member in need of assistance, either because they are elderly, have a disability or a health problem? |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| My immediate supervisor/manager is responsive to my needs when I have caring responsibilities, e.g. medical appointments, meeting with child's teacher, a sick child etc. |  |  |  |  |  |
| My immediate supervisor/manager helps me feel comfortable bringing up caring issues |  |  |  |  |  |
| Leave arrangements are sufficiently flexible to enable me to handle important caring issues |  |  |  |  |  |
| Employees have to choose between advancing in their jobs or devoting time to their caring responsibilities |  |  |  |  |  |
| It is easy for me to discuss my work and caringissues with my work colleagues |  |  |  |  |  |
| It is easy to take time off during your work-day to take care of personal or family matters |  |  |  |  |  |
| It is easy to manage the demands of my work and my personal/family life |  |  |  |  |  |

### Mainstreaming flexible working

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| In the past 12 months, I have asked for a change in my contracted work arrangements in terms of flexibility, for example, number of hours, variation in core hours or days, location of workplace, for longer than a month |  |  |  |
| If yes, your request to work: |  |
| * + part time
 |  |  |  |
| * + school term-time only
 |  |  |  |
| * + job share
 |  |  |  |
| * + flexi time
 |  |  |  |
| * + a compressed working week
 |  |  |  |
| * + annualised hours
 |  |  |  |
| * + reduced hours for a limited period
 |  |  |  |
| * + from home on a regular basis
 |  |  |  |
| * + for some other arrangement (please specify):
 |

Please indicate if your request was:

Fully granted

Partly granted

Declined

 Not received a reply

Was this outcome satisfactory for you?

Yes

No

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| Would you like to work part-time? |  |  |  |
| Do you ever work regular paid hours at home? (excluding unpaid extra hours you may work at home) |  |  |  |
| Would you like to work some of your regular paid hours at home? |  |  |  |
| Do you sometimes work a compressed work week? |  |  |  |
| Do you choose your starting and finishing times within some range of hours? |  |  |  |
| Would you like to be able to choose your own starting andfinishing times within some range of hours? |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Disagree | Strongly disagree | Don’t know/ not applicable |
| I have control in scheduling my work hours |  |  |  |  |  |
| I have the flexibility I need to manage work and other commitments |  |  |  |  |  |
| The advancement of part-time employees is actively supported in this organisation |  |  |  |  |  |
| It is very difficult to work part-time and have a career in this organisation |  |  |  |  |  |
| Being a part-time manager is an option in this organisation |  |  |  |  |  |
| I am satisfied with the flexibility of hours in my job |  |  |  |  |  |
| I am able to access ad hoc flexibility when my needs change on short notice |  |  |  |  |  |
| Flexible work is actively encouraged in my work area |  |  |  |  |  |
| My commitment to this organisation would be questioned if I chose to use flexible work options |  |  |  |  |  |
| Men are actively encouraged to adopt flexible work arrangements in this organisation |  |  |  |  |  |
| I see senior male managers who engage inflexible work in this organisation |  |  |  |  |  |
| I see senior female managers who engage inflexible work in this organisation |  |  |  |  |  |
| In the last 6 months I have considered leaving this organisation because of a lack of flexibility |  |  |  |  |  |
| My immediate manager is a positive role model for work/life balance |  |  |  |  |  |
| My immediate manager leads by example by utilising flexible work options |  |  |  |  |  |
| My immediate manager is approachable to discussflexible work issues that I may have |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| It is difficult for me to use the flexible work options available to me? |  |  |  |
| If yes, is this because: |  |
| * + of the nature of the work I do
 |  |  |  |
| * + there is a lack of technical support
 |  |  |  |
| * + of a lack of support from my supervisor
 |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Don’t know/ not applicable |
| Have you experienced any of the following from someone you work with in this workplace in the past 12 months? |  |
| * + displaying or sending you pictures or jokes of a sexual/sexist nature which you found offensive
 |  |  |  |
| * + making repeated and unwelcome remarks, suggestions or jokes to you of a sexual/sexist nature which you find offensive
 |  |  |  |
| * + inappropriate physical contact
 |  |  |  |
| * + discrimination on the basis of your caring responsibilities
 |  |  |  |
| * + discrimination on the basis of being pregnant
 |  |  |  |
| * + discrimination on the basis of breastfeeding?
 |  |  |  |
| * + discrimination on the basis of your sex
 |  |  |  |
| If yes to any of the above: |  |
| * + Did you know who to talk to about it?
 |  |  |  |
| * + Did you report the incident to someone in this organisation?
 |  |  |  |
| If you reported it: |  |
| * + were you happy about how it was dealt with?
 |  |  |  |
| * + did organisational changes occurred as a result
 |  |  |  |
| Have you observed someone else in this organisation being sexually harassed? |  |  |  |
| In my organisation, the following are not tolerated:  |  |  |  |
| * + gender-based harassment
 |  |  |  |
| * + sexual harassment
 |  |  |  |
| * + bullying
 |  |  |  |
| I am aware of my organisation’s policy on the prevention of gender-based harassment and discrimination, sexual harassment and bullying |  |  |  |
| I understand the grievance process for cases of gender-based harassment and discrimination, sexual harassment and bullying |  |  |  |
| I have completed training on the prevention of gender-based harassment and discrimination, sexual harassment and bullying in the past two years |  |  |  |

### Demographics

Diversity Council Australia’s guide to conducting a diversity survey[[1]](#footnote-1) recommends referring to peak bodies and the Australian Bureau of Statistics to ensure the wording used to describe particular demographic groups is respectful and leading practice. It also suggests:

* including a wide range of response options that include all possible identities
* avoiding ‘Other’ as a response option
* including a ‘Prefer not to say’ option.

Don’t forget to think about your sample size and whether demographics will make respondents identifiable.

Some suggested demographic questions and potential response options include:

* Personal identity
	+ Do you identify as: (Woman/Man/Non-binary/Prefer not to say)
	+ How old are you? (Age brackets/Prefer not to say)
	+ Are you: (Aboriginal/Torres Strait Islander/Both/Neither/Prefer not to say)
	+ Is the main language you speak at home English? (Yes/No)
	+ Were you born in Australia?
	+ Do you have a disability? (Yes/No/Prefer not to say)
* Employment
	+ What is your current position? (List position bands/categories)
	+ How long have you been employed by this organisation? (Year brackets)
	+ Are you employed: (Full-time/Part-time/NA)
	+ Are you a: (Permanent employee/Casual employee/On contract)
	+ Which of the following best describes your usual work schedule/shift? (regular daytime/regular night/rotating shift/split shift/on call/flexible or variable/other)
1. Diversity Council Australia, (2019). D&I 101 - Conducting a Diversity Survey [↑](#footnote-ref-1)