

Workplace Gender Equality Citation Standards

September 2025

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About the Citation

The Workplace Gender Equality Citation encourages, recognises, and promotes employers' active achievement of, and commitment to, gender equality in Australian workplaces.

There are 2 categories of recognition in the program:

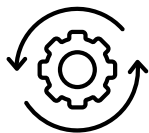
- Employer of Choice for Gender Equality
- Employer Committed to Gender Equality.

The citation applies a robust, evidence-informed set of standards that focuses on employers demonstrating gender equality outcomes, leadership capability and a mindset that prioritises continuous improvement. These attributes are complemented by the expected policy and processes that underpin the citation and together deliver a gender-equal workplace experience for all employees.

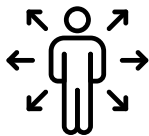
The citation has 3 Standards of assessment:



Standard 1: Policy and Education – a self-assessment instrument to confirm the leading practice policies, systems and processes that enable gender equality in the workplace, are already in place. These are the same for both citation categories.



Standard 2: Continuous Improvement – demonstrating material progress and achievement on the key areas of the employee lifecycle that both reflect and reinforce gender-equal outcomes.



Standard 3: Employee Experience – survey responses and thresholds that affirm whether an employer has delivered a gender-equal workplace experience for employees.

Following assessment, WGEA awards the citation for a period of 3 years. Employers will then need to reapply to maintain their citation status.

How to Apply

WGEA accepts applications for the citation on a yearly basis. Application is open to all employers with 100 or more employees in Australia who report to WGEA under the *Workplace Gender Equality Act 2012* (the Act) (defined as 'relevant employers').

Employers must be compliant with the Act at the time of their application, and while they are a citation holder.

Employers can apply for either citation category and will be required to demonstrate they meet all the standards for that category.

Employers seeking recognition as a corporate group will need to meet the standards for the corporate group¹. Employers within a corporate group can apply for different categories of recognition with a separate application.

A first step for all applicants is to ensure your organisation meets all the requirements under Standard 1: Policy and education (self-assessment); this is required for both categories of recognition.

¹ See [Appendix 3](#) for corporate group requirements



A second step for all applicants is to establish the category they are most likely to meet at the time of application. The information in this standards document will assist employers to determine which category to apply for.

Employers who wish to apply for the citation should discuss their application with WGEA before submitting their forms.

Program Fee

In alignment with the Australian Government Charging Framework², the fee for the citation is based on a cost recovery model. The total cost for the application process and the associated 3-year recognition is \$8,000 (inclusive of GST). This fee can be paid either in full at the time of application or in installments spread across the 3-year recognition period (\$4,000 then 2 payments of \$2,000).

Application requirements

Applicants for both the Employer of Choice for Gender Equality and the Employer Committed to Gender Equality need to meet the Policy and Education Standard. The CEO needs to confirm these standards are in place when the organisation submits its application.

Employer of Choice for Gender Equality

Employers at this category must demonstrate outstanding capability and achievement in the critical areas of influence on workplace gender equality.

This is reflected in:

- gender-balance at the highest categories of the organisation including governing body/Board
- absolute and/or relative performance on the gender pay gap between women and men
- meaningful improvements and progress on gender equality outcome metrics including men's utilisation of paid parental leave, participation in part-time work, and to address role and occupational segregation
- gender-equal workplace experiences are affirmed by employee experience survey outcomes.

Employer Committed to Gender Equality

Employers who achieve this category must demonstrate an aptitude and commitment to making material progress on gender equality and are working steadily towards achieving the standard of the Employer of Choice for Gender Equality citation.

This is reflected in:

- consistent and purposeful effort to implement gender analysis and action planning
- provision of education and support to the workforce that enables gender-equal experiences across the employee lifecycle
- establishing the full suite of policy, systems and processes that are fundamental to achieving gender equality outcomes.

² <https://www.finance.gov.au/government/managing-commonwealth-resources/implementing-charging-framework-rmg-302/australian-government-charging-policy>





Standard 1: Policy and education (self-assessment)

The self-assessment is presented under 6 domains. These are baseline requirements for both **Employer of Choice for Gender Equality** and **Employer Committed to Gender Equality** citations.

Each domain covers policy and practice that is evidence-informed and fundamental to achieving workplace gender equality.

How to use this checklist

The standards below should be reviewed and assessed by the employer prior to their application. The organisation's CEO must confirm the standards are in place at the time of application.

Domain 1: Gender equality strategy and planning

Overview	Standards
<p>An effective gender equality strategy aims to promote equal outcomes and opportunities for all employees regardless of gender.</p> <p>Effective strategies build understanding and actively reduce disadvantage, explicit and latent bias and strives to increase gender diversity across the workforce.</p> <p>Your plans and strategy can be part of your broader people and culture strategy however, the aim of your gender equality elements should include actions that address any gaps identified in your gender pay gap analysis (see domain 3) and connect to improving outcomes or experiences for your employees.</p>	<ol style="list-style-type: none">1. Does your organisation have a formal Gender Equality Strategy in place to support and progress gender equality in your workplace that has been endorsed by your governing body/board?2. Does your Gender Equality Strategy make explicit links to, and support, each of the 6 WGEA gender equality indicators (GEIs)?3. Does your Gender Equality Strategy explicitly relate to, and support, your broader business strategy/plan including your people and culture strategy (or similar)?4. Does your Gender Equality Strategy have an explicit process for evaluating the success of your gender equality action plans to support your strategy?5. Does your organisation have an employee consultative committee (a diversity committee or an employee representative group/network) with representation from senior management category, or above, that provides advice on the development, implementation and evaluation of your organisation's gender equality strategies and endorses the Workplace Gender Equality Citation application?

Domain 2: Leadership and governance

Overview	Standards
<p>The governing body and executive team play a critical role in achieving gender-equal outcomes in the workplace in 2 ways.</p> <p>Firstly, they support change by authorising gender equality strategies and plans, setting commitment expectations for the workplace and ensuring the allocation of effort and resources to meet the standards.</p> <p>Secondly, they have several role accountabilities that centre on minimising material risk to the business and maximising commercial and financial success. Gender equality can have a substantial influence (both positive and negative) on both.</p>	<ol style="list-style-type: none">6. Does your organisation formally include gender equality knowledge and capability as a consideration in the recruitment of executive team positions?7. Does each executive team member's performance plan include at least one clear and measurable objective to support gender equality?8. Do you have an Employer Statement, and has it been provided to your governing body, CEO and executive team each year?9. If your governing body/Board is based in Australia, has your governing body/Board undertaken the WGEA Governing Body Self-Assessment in the last 3 years?10. Has the CEO and/or a member of the executive team outlined the organisation's commitment to gender equality to the following stakeholders at least once per year:<ol style="list-style-type: none">a. internally to all staffb. externally to relevant stakeholders (shareholders, members, program partners or similar)?



Domain 3: Gender informed remuneration practices, monitoring and evaluation

Overview	Standards
<p>The gender pay gap is a common and contemporary indicator of employee experience. A neutral gender pay gap (-5% or +5%), or at least a gender pay gap below the industry mid-point, demonstrates leading practice and outstanding achievement as a citation holder.</p> <p>Your remuneration policy and related practices should flow from a detailed analysis of gender pay gaps beyond like-for-like assessments and should ensure all your remuneration practices and outcomes are gender equal.</p> <p>Monitoring the success of your gender equality plans and outcomes is essential for achieving gender equality. It forms the foundation of the continuous improvement mindset expected of our citation holders.</p> <p>The results of your gender pay gap analysis serve as a best practice framework to identify potential biases or inequities that may be present in your organisational systems.</p> <p>The results of the analysis should form part of your Board reporting and gender equality strategy evaluation plans.</p>	<ol style="list-style-type: none"> 11. Has your organisation undertaken an annual gender pay gap analysis using the 5 gender pay gap drivers listed below (see Appendix 1 for a list of data points to support your gender pay gap analysis): <ol style="list-style-type: none"> a. workforce composition b. distribution of pay c. mobility d. talent pool e. patterns of engagement? 12. Have the key results and the relevant action plan(s) to remedy any key gaps from your annual gender pay gap analysis (including measurable targets and a comparison to last year's results) been shared with and endorsed by your governing body/Board? 13. Has your organisation met the legal requirement to equally pay women and men who are performing the same work, or work of a comparable value, for both base salary and total remuneration?

Domain 4: Gender-informed workplace policies

Overview	Standards
<p>Strategies and policies can impact each gender differently. These differences can be reflected in employee experiences and outcomes including the gender pay gap.</p> <p>Policies that outline clear guidance for managers on how to prevent gendered application of the policy are essential features of leading practice employers. Providing direction and clarity on what needs to be done and how to do it will lead to more equal employee outcomes and experiences.</p>	<p>Gender composition of the workforce</p> <ol style="list-style-type: none"> 14. Does your organisation have a documented policy <u>and</u> documented strategy with explicit gender equality provisions, guidance and measures that apply to each of the following areas of the employee lifecycle: <ol style="list-style-type: none"> a. promotion and progress including talent and succession management programs b. performance management and review c. restructures and planned redundancies d. training, learning and development programs e. recruitment and onboarding of all staff, including in job advertising and salary setting procedures? <p>Equal remuneration between women and men</p> <ol style="list-style-type: none"> 15. Does your organisation have a remuneration policy that explicitly sets out the guidelines to achieve pay equity and close the gender pay gap?



Domain 4: Gender-informed workplace policies

Overview

Strategies and policies can impact each gender differently. These differences can be reflected in employee experiences and outcomes including the gender pay gap.

Policies that outline clear guidance for managers on how to prevent gendered application of the policy are essential features of leading practice employers. Providing direction and clarity on what needs to be done and how to do it will lead to more equal employee outcomes and experiences.

Standards

Support for employees with family or caring responsibilities

16. Does your organisation offer employer-funded paid parental leave for primary and secondary carers or universal employer-funded paid parental leave (as outlined in Appendix 2)?
17. Does your organisation have a documented policy and documented strategy that supports all genders with family or caring responsibilities and explicitly sets out the following inclusions:
 - a. the assumption that eligible employees will take their parental leave entitlements unless they advise their managers they are not
 - b. an action plan to support return to work from parental leave (paid or unpaid) that includes return to work discussions with the manager
 - c. explicit provisions for employees with caring responsibilities (e.g. childcare, eldercare, caring responsibilities and for those living with a disability)
 - d. women and men on paid and unpaid parental leave are included in annual review of salaries and bonuses?

Domain 4: Gender-informed workplace policies (continued)

Overview

Strategies and policies can impact each gender differently. These differences can be reflected in employee experiences and outcomes including the gender pay gap.

Policies that outline clear guidance for managers on how to prevent gendered application of the policy are essential features of leading practice employers. Providing direction and clarity on what needs to be done and how to do it will lead to more equal employee outcomes and experiences.

Standards

Mainstreaming flexible working arrangements

18. Does your organisation have a policy on flexible working arrangements that includes:
 - a. a range of flexible working arrangements beyond working from home and varying start and finish times
 - b. explicit manager accountabilities for approvals and review, including a process for appeals
 - c. outlines the metrics included and collected for applications and approvals
 - d. inclusion of management and policy requirements and expectations in manager induction training or equivalent
 - e. (if relevant) how your organisation integrates your approach to flexibility into client/customer interactions
 - f. how flexible working is included in your recruitment process and procedures and the provision of the policy to all new employees, at offer?

Consultation with employees on issues concerning gender equality in the workplace

19. Does your organisation have a documented policy for consulting workers about gender equality issues in the workplace that includes when and how they will be consulted?

Sexual harassment and gender-based harassment

20. Does your organisation have a standalone policy for sexual harassment that includes the express provisions and guidance outlined in 6.3: Standard 3c of the Guidelines for Complying with the Positive Duty under the *Sex Discrimination Act 1984 (Cth)*?



Domain 4: Gender-informed workplace policies (continued)

Overview	Standards
<p>Strategies and policies can impact each gender differently. These differences can be reflected in employee experiences and outcomes including the gender pay gap.</p> <p>Policies that outline clear guidance for managers on how to prevent gendered application of the policy are essential features of leading practice employers. Providing direction and clarity on what needs to be done and how to do it will lead to more equal employee outcomes and experiences.</p>	<p>21. Does your organisation report to CEO, executive team and governing body against your organisation's attendance to, and progress towards, the 7 standards for complying with the Positive Duty:</p> <ol style="list-style-type: none">1: Leadership2: Culture3: Knowledge4: Risk management5: Support6: Reporting and response7: Monitoring, evaluation and transparency? <p>22. Does your Gender Equality Strategy evaluation plan include reporting the following metrics for sexual harassment incidents to the governing body/Board:</p> <ol style="list-style-type: none">a. number and nature of complaints received (including if there were no complaints)b. process for responding to each complaintc. time taken to resolve complaintd. outcomes for complainant and respondente. any organisational change following the complaintf. complainant and respondent turnover? <p>23. Does your organisation prohibit use of non-disclosure agreements and confidentiality clauses for matters arising from, or relating to, sexual harassment and gender-based harassment unless directly requested by the complainant?</p> <p>24. Has your organisation maintained a record free from any judgment or adverse final orders relating to sexual harassment, sex-based harassment or sex discrimination made by a court or tribunal, and/or complaints investigations undertaken by regulators such as the Fair Work Ombudsman, the Australian Human Rights Commission or by another work, health and safety body?</p>

Domain 5: Gender-informed training and development

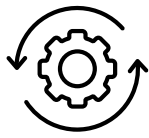
Overview	Standards
<p>Learning and development is a key part of people's ability to progress in their career, empowering people with new skills and knowledge.</p> <p>It's essential that both women and men have equal access to learning and development regardless of gender and whether they work part-time or full-time.</p>	<p>25. Does your organisation track participation in all professional development training by gender and specifically for:</p> <ol style="list-style-type: none">a. managers and non-managersb. part-time and full-time? <p>26. Does your organisation provide gender-sensitive recruitment education resources or guidance to all personnel directly responsible for recruitment decisions, including:</p> <ol style="list-style-type: none">a. internal recruitment personnelb. people managers responsible for selection (either at induction or promotion)?

Domain 6: Driving change beyond your workplace

Overview	Standards
<p>Employers are well placed to promote and influence improvements in gender equality, both externally and across their supply chain. This is influenced by their actions and through their procurement policies and practices.</p>	<p>27. Does your organisation have procurement guidelines in place that encourage gender equality across its supply chain?</p> <p>28. Is your organisation involved in a program or initiative to address gender equality issues in your industry or community?</p>



Employer of Choice for Gender Equality



Standard 2: Continuous improvement³

The continuous improvement standard for employers seeking recognition as an Employer of Choice for Gender Equality is anchored in addressing persistent areas of gender inequality. It recognises organisations that have made significant progress while demonstrating a sustained commitment to advancing gender equality across all levels of their workforce.

Employer of Choice for Gender Equality applicants **need to meet** the minimum continuous improvement outcomes to achieve the citation.

Application and reapplication requirements

Standard	For application	For reapplication ⁵
Performance on the gender pay gap	The employer's overall average total remuneration gender pay gap is (whichever applies): between -5% and +5% OR below the industry mid-point	The gender pay gap is maintained between -5% and +5% OR The gender pay gap is maintained below the industry mid-point and reducing towards the -5% to +5% range across the application period
Gender-balanced executive team	The employer has a gender-balanced executive team (at least 40% women and 40% men)	Demonstrate maintenance
Gender-balanced governing body/ Board <i>If the employer influences governing body/Board appointments</i>	The employer has a gender-balanced governing body/Board (at least 40% women and 40% men)	Demonstrate maintenance
Leading practice employer funded parental leave	The employer's parental leave policy offers at least 8 weeks of employer-funded paid parental leave (universal or for primary carers) AND all additional standards noted in Appendix 2 - Requirements for Employer Funded Paid Parental Leave	Policy provisions are maintained or expanded

³ Measurement of all continuous improvement metrics should align with the most recent gender equality reporting to WGEA

⁵ To maintain the Employer Committed to Gender Equality citation, reapplication will include an assessment of the previous action plans and measure outcomes



Standard	For application	For reapplication ⁶
Gender-balanced workforce From the gender pay gap analysis: all manager and non-manager level are gender- balanced (at least 40% women and 40% men)	If yes: monitor and maintain gender balance If no: select 2 <u>manager level</u> hotspots and select 2 <u>non-manager level</u> hotspots and develop an action plan and measures of progress for each to bring them to gender balance	Demonstrate maintenance Demonstrate achievement of progress goals (stated in application)
Utilisation of part-time work From the gender pay gap analysis: Increase access to and take up of part-time work by managers	Develop an action plan with measures of progress to increase proportion of managers working part-time	Demonstrate achievement of progress goals (stated in application)
Gender-balanced utilisation of paid parental leave The proportion of women and men utilising employer-funded paid parental leave (universal or primary care) is equivalent, relative to each gender cohort, in the employer workforce	If yes: monitor and maintain proportionate uptake of paid universal or primary carer parental leave by men If no: develop an action plan to narrow the difference in the proportion of men taking paid parental leave, relative to the level taken by women, in your workplace	Demonstrate maintenance Demonstrate achievement of progress for equivalent and relative uptake of paid parental leave (stated in application)
CEO interviewed for Workplace Gender Equality Citation in the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years

⁶ To maintain the Employer Committed to Gender Equality citation, reapplication will include an assessment of the previous action plans and measure outcomes



Standard 3: Employee experience

At application, your organisation will need to have results for the 5 survey questions in this standard. Employers provide the strongest evidence towards citation recognition by affirming gender-equal experiences at work.

Your employee experience data must be gathered in ways that meet broader equality and ethics standards and valid data collection principles.

This includes:

- All permanent employees have an opportunity to complete the survey, and partners in partnership structures, where applicable. The inclusion of casual and contract workers is encouraged.
- Responses are anonymous.
- Question responses use our 5-point scale and are analysed by gender.
- Data is collected no more than 2 years prior to the citation application.

To apply for the citation employers must meet the minimum respondent requirements.

Minimum respondent sample size requirements

Number of employees surveyed	Minimum response rate required by gender ⁷ (based on number of employees surveyed)
Fewer than 400 employees	70% of women 70% of men
400 to 1,000 employees	60% of women 60% of men
More than 1,000 employees	50% of women 50% of men

Employer of Choice for Gender Equality employers must demonstrate the likelihood of gender-equal experience across their employee cohorts. This is achieved by meeting the minimum response requirement by gender for each of the employee experience questions.

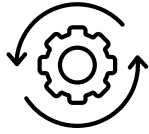
Employee experience questions

Minimum respondent response (per question)

Measure	Question	Minimum strongly agree/agree responses required
Manager capability	my immediate supervisor/manager demonstrates support for gender equality in the workplace	70% of women 70% of men
Manager mindset	my immediate supervisor/people manager supports employees with family or other caring responsibilities, regardless of gender	70% of women 70% of men
De-gendering flexibility	I have the flexibility I need to manage my work and other commitments	80% of women 80% of men
Breaking down the ideal worker / carer norm	using flexible work arrangements is not a barrier to achieving my career objectives in my organisation	70% of women 60% of men
Preventing gendered harm	my organisation takes steps to eliminate sexual harassment and gender-based harassment	80% of women 80% of men



Employer Committed to Gender Equality



Standard 2: Continuous improvement⁸

The continuous improvement standard for employers seeking recognition as an Employer Committed to Gender Equality focuses on addressing the areas where gender inequality continues to exist. It acknowledges organisations who are committed to change and actively making measurable progress, particularly in achieving gender balance in key areas of underrepresentation. These employers demonstrate a long-term, organisation-wide commitment to embedding gender equality across all levels of their workforce.

Employer Committed to Gender Equality need to **have a plan in place to meet** the continuous improvement outcomes to achieve the citation.

Application and reapplication requirements

Standard	For application	For reapplication ⁷
Performance on the gender pay gap Total remuneration gender pay gap (whichever applies): between -5% and +5% OR below the industry mid-point	If yes: monitor and maintain If no: develop an action plan to bring the result below industry mid-point or within the -5% and +5% threshold	The average gender pay gap is maintained Progress towards narrowing the average total remuneration gender pay gap to the industry mid-point or between -5% and +5%
Gender-balanced executive team The employer has a gender-balanced executive team (at least 40% women and 40% men)	If yes: monitor and maintain the gender balance of the executive team If no: develop an action plan to progress towards achieving gender balance executive team (at least 40% women and 40% men)	Gender balance of the executive team has been maintained Progress towards gender balance of the executive team is achieved
Gender-balanced governing body/Board The employer has a gender-balanced governing body/Board (at least 40% women and 40% men) <i>If the employer influences governing body/Board appointments</i>	If yes: monitor and maintain gender balance If no: develop an action plan to progress towards achieving gender balance governing body/Board (at least 40% women and 40% men).	Gender balance of the governing body/Board is maintained Progress towards gender balance on governing body/Board is achieved
Employer-funded paid parental leave	The employer's parental leave policy offers at least 8 weeks top up to replacement wage of employer-funded paid parental leave (universal or for primary carers) AND all additional standards noted in Appendix 2 - Requirements for Employer-Funded Paid Parental Leave	Policy provisions are maintained or expanded

⁸ Measurement of all continuous improvement metrics should align with the most recent gender equality reporting to WGEA

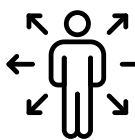
⁷ To maintain the Employer Committed to Gender Equality citation, reapplication will include an assessment of the previous action plans and measure outcomes



Standard	For application	For reapplication ⁹
Gender-balanced workforce From the gender pay gap analysis: all manager and non-manager levels are gender-balanced (at least 40% women and 40% men)	If yes: monitor and maintain gender balance If no: select one manager level hotspot and select one non-manager level hotspot and develop an Action Plan and measures of progress for each, to bring them to gender balance	Demonstrate maintenance Progress towards gender balance in 2 hotspots is achieved
Utilisation of part-time work From the gender pay gap analysis: increase access to and take up of part-time work by managers	Develop an action plan with measures of progress to increase the proportion of managers working part-time	Progress towards measures outlined in plan
CEO interviewed for Workplace Gender Equality Citation in the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years

⁹ To maintain the Employer Committed to Gender Equality citation, reapplication will include an assessment of the previous action plans and measure outcomes





Standard 3: Employee experience

At application, your organisation will need to have results for the 5 survey questions in this standard. Employers provide the strongest evidence towards citation recognition by affirming gender-equal experiences at work.

Your employee experience data must be gathered in ways that meet broader equality and ethics standards and valid data collection principles.

This includes:

- All permanent employees have an opportunity to complete the survey, and partners in partnership structures, where applicable. The inclusion of casual and contract workers is encouraged.
- Responses are anonymous.
- Question responses use our 5-point scale and are analysed by gender.
- Data is collected no more than 2 years prior to the citation application.

To apply for the citation employers must meet the minimum respondent requirements.

Minimum respondent sample size requirements

Number of employees surveyed	Minimum response rate required, by gender (based on number of employees surveyed) ¹¹
Fewer than 400 employees	70% of women 70% of men
400 to 1000 employees	60% of women 60% of men
More than 1000 employees	50% of women 50% of men

To achieve the Employer Committed to Gender Equality citation, employers must also meet the minimum responses for each of the employee experience questions.

Employee experience questions

Minimum respondent response (per question)

Measure	Question	Minimum strongly agree/agree responses required (per question)
Manager capability	My immediate supervisor/manager demonstrates support for gender equality in the workplace	60% of women 60% of men
Manager mindset	My immediate supervisor/people manager supports employees with family or other caring responsibilities, regardless of gender	60% of women 60% of men
De-gendering flexibility	I have the flexibility I need to manage my work and other commitments	80% of women 80% of men
Breaking down the ideal worker/carer norm	Using flexible work arrangements is not a barrier to achieving my career objectives in my organisation	60% of women 50% of men
Preventing gendered harm	My organisation takes steps to eliminate sexual harassment and gender-based harassment	80% of women 80% of men



Appendix 1

Data required to undertake your gender pay gap analysis

Undertaking a gender pay gap analysis using the WGEA methodology is an expected practice required to meet both the Employer of Choice for Gender Equality and Employer Committed to Gender Equality requirements.

The following data will support the level of analysis expected of exemplar employers recognised by the Workplace Gender Equality Citation, with analysis and review undertaken annually.

1. Workforce composition

- total workforce, by gender
- composition of manager and non-manager cohorts, by gender
- composition of each pay grade / job family / occupation (as relevant), by gender
- composition of graduate cohort or equivalent (e.g. apprentices or similar), by gender
- composition by employment status (full-time, part-time, casual), by gender.

2. Distribution of pay (base salary and total remuneration)

- organisation gender pay gap
- gender pay gap, by manager and non-manager cohorts
- gender pay gap, by each relevant pay grade / job family / occupation (as relevant)
- gender pay gap, by graduate cohort (or equivalent)
- gender pay gap, by employment status (e.g. full-time, part-time, casual).

3. Mobility

Promotions

- proportion of promotions overall, by gender
- proportion of promotions from non-manager to manager, by gender.

Resignations

- resignations, by gender, department/business unit and occupation group, including reason for exit
- redundancy, by gender
- return from parental leave (primary carer or universal), by gender (at return, 12 and 24 months).

4. Talent pool

- applicants, by gender
- gender composition of short-listed candidates
- gender composition of interviewed candidates
- gender composition of appointments.

5. Patterns of engagement

Flexible work

- utilisation of flexible working arrangements, by gender, for managers and non-managers
- annual rates of approval for flexible working applications, by gender.

Parental leave

- utilisation of employer-funded paid parental leave (full or partial including top-up), by gender, and by managers and non-managers, by gender
- duration of parental leave for primary care, by gender.

You can find [WGEA resources](#) to support your gender pay gap analysis including schedules for WGEA's [Gender Pay Gap Masterclass Program](#) on WGEA's website.



Appendix 2

Requirements for Employer-Funded Paid Parental Leave

Employer of Choice for Gender Equality

Employers applying for Employer of Choice for Gender Equality citation must have the following parental leave requirements in place:

- **universal employer-funded paid parental leave or employer-funded paid parental leave for primary carers**
 - the amount of leave available for the prescribed care arrangement is equally available to all eligible employees, regardless of gender
 - duration of at least **8 weeks**
 - amount paid is in addition to the government-funded parental leave pay scheme and at **replacement pay**
 - superannuation is paid on replacement pay
 - there is no qualifying period to access 8 weeks of employer-funded paid parental leave
 - if more than 8 weeks of employer-funded paid parental leave is offered, the remainder is available once the employee's probationary period ends or after 6 months, whichever is shorter
 - is available to all permanent employees and, if applicable, partners in partnership structures
 - is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
 - there is no requirement to repay any portion under any circumstances
 - there is flexibility in how this leave can be taken.

If you do not offer universal employer-funded paid parental leave:

In addition to the employer-funded paid parental leave policy conditions for primary carers, your policy must also have the following inclusions:

- **employer-funded paid parental leave for secondary carers**
 - the amount of leave available for the prescribed care arrangement is equally available to all employees, regardless of gender
 - duration of at least **3 weeks**
 - amount paid is in addition to the government-funded parental leave pay scheme and at **replacement pay**
 - superannuation is paid on replacement pay
 - there is no qualifying period to access 3 weeks of employer-funded paid parental leave for secondary carers
 - if you offer more than 3 weeks of employer-funded paid parental leave for secondary carers, the remainder is available once the employee's probationary period ends or after 6 months, whichever is shorter
 - is available to all permanent employees and, if applicable, partners in partnership structures
 - is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
 - there is no requirement to repay any portion under any circumstances
 - there is flexibility in how this leave can be taken.



Requirements for Employer-Funded Paid Parental Leave

Employer Committed to Gender Equality

Employers applying for Employer Committed to Gender Equality citation must have the following employer-funded paid parental leave policy inclusions:

- **universal employer-funded paid parental leave OR employer-funded paid parental leave for primary carers**
 - the amount of leave available for the prescribed care arrangement is equally available to all eligible employees, regardless of gender
 - duration of at least **8 weeks**
 - the minimum amount paid is to top-up to employee's replacement wage at least 8 weeks of the government-funded parental leave scheme
 - superannuation is paid on the employer **top-up amount**
 - is available once the employee's probationary period ends
 - is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
 - is available to all permanent employees and, if applicable, partners in partnership structures
 - there is no requirement to repay any portion under any circumstances
 - there is flexibility in how this leave can be taken.

If you do not offer universal employer-funded paid parental leave:

In addition to the employer-funded paid parental leave policy conditions for primary carers, your policy must also have the following inclusions:

- **employer-funded paid parental leave for secondary carers**
 - the amount of leave available for the prescribed care arrangement is equally available to all employees, regardless of gender
 - duration of at least **3 weeks**
 - top-up pay to employee's replacement wage level for at least 3 weeks of the government-funded parental leave pay scheme
 - superannuation is paid on the employer **top-up amount**
 - is available once the employee's probationary period ends
 - is available to all permanent employees and, if applicable, partners in partnership structures
 - is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
 - there is no requirement to repay any portion under any circumstances
 - there is flexibility in how this leave can be taken.



Appendix 3

Workplace Gender Equality Citation applications from corporate groups

For employers seeking to apply for the Workplace Gender Equality Citation as a corporate group, the following applies:

- All employers within the group seeking recognition must be named in the application (by ABN).
- The self-assessment standards must be met by all the employers named in the application.
- All permanent employees of all the employers named in the application must be given the opportunity to complete the employee experience survey and are counted in the employer size, and response rate requirements and strongly agree/agree minimum response thresholds must be reached for these employees.
- If the Corporate Group includes multiple DREs or operates across several businesses or brands, employee experience results should be analysed in line with this structure. If possible, you will be asked to share the key insights from this analysis in your application.
- At the corporate group level, the following Continuous Improvement Metrics must be met (specific to the citation category of recognition sought)
 - Gender-balanced executive
 - Gender-balanced governing body/Board
- Corporate Group CEO will be interviewed

When there is one or more Designated Relevant Employers (DRE¹²) in the group:

- The Continuous Improvement Metrics must be met by each DRE

When there is no DRE in the group:

- the Continuous Improvement metrics must be met for the largest employer in the group **OR** if all the employers in the group operate under the same ANZSIC group, for the corporate group.

Your organisation will need to confirm the above at the time the application is submitted.

Intent of assessing applications at the DRE and group level for entities in corporate group structures

This approach aims to enable an effective Workplace Gender Equality Citation application for organisations with a range of corporate group structures. Focusing on the large/largest employers within a group, aims to ensure gender equality outcomes and improvement in the largest part of the business. At the same time, considering the leadership, governance and the experience of all employees in a group ensures the whole workforce within the group is represented in the application.

¹² A Designated Relevant Employer directly employs 500 or more employees within an ABN, consistent with how DRE is defined in the Act for the Gender Equality Standards and target setting requirements.





Australian Government



**Workplace
Gender Equality
Agency**

Additional information

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