

**WGEA Employer**

**of Choice for**

**Gender Equality (EOCGE)**

**2023-25**



Offline indicative format:

 Working document for

EOCGE application for

new and renewing

applicants

Version 1.0



# Important note on using this document:

This indicative format working document is for employers to complete offline, ready to be entered into the actual EOCGE application online in the WGEA portal (available from 1 August to 30 September).

**New and renewing applicants**

Please use this document whether you are a renewing or a new employer. Where there is a difference in requirements between renewing applicants and new applicants, this will be made clear in the question.

# Applying for the EOCGE citation

To be eligible for the EOCGE citation, organisations must be compliant with the *Workplace Gender Equality Act 2012*. The EOCGE application process is separate to gender equality reporting.

We strongly recommend employers review the citation criteria **prior** **to starting** the application to assess whether they continue to meet **all** the criteria.

All criteria are requirements. If you are unsure whether your organisation has met a particular criterion, or there is a legitimate reason why a criterion has not been met that you feel may affect your application, please contact the Agency to discuss the details. The Agency will use its discretion in determining whether your organisation is eligible to apply.

Applicants will be required to provide details on how they meet specific criteria and in some instances, supply evidence to verify claims.

The Agency will conduct a virtual interview of 20-30 minutes with CEOs who have not previously participated in an EOCGE interview. (CEOs that have previously been interviewed may be randomly selected for a follow up interview thereafter.)

EOCGE certificates will be issued to all citation holders.

De-identified information provided in applications may be used by, or on behalf of, the Agency to conduct research to identify and inform leading practice initiatives. The Agency may also use information to promote leading practice initiatives.

**New applicants**

* No new EOCGE criteria were introduced in 2023-25.

**Renewing applicants**

**Updates to 2023-25 criteria and questionnaire**

* No new EOCGE criteria were introduced in 2023-25.
* Since your 2021-23 application, there is only one new requirement that was implemented in 2022. Specifically, if your employer funded parental leave (EFPL) for primary carers is for a period less than 18 weeks, superannuation must be paid on the difference calculated on the minimum wage (this is in addition to the requirement to pay superannuation on your EFPL at the employee’s full pay). For example, if you offer 12 weeks of primary carer’s leave, you need to pay superannuation on the 12 weeks at the employee’s full salary, plus pay superannuation on six weeks (18 weeks minus 12 weeks), calculated on the minimum wage. (If your EFPL for primary carers is 18 weeks or more this new requirement does not apply to you as you are already paying superannuation at the employee’s full salary for that period.)
* Please note that we have streamlined the 2023-25 criteria, as summarised in the following table. These amendments may have changed some of the numbering from your previous application.

|  |  |  |
| --- | --- | --- |
| **Focus Area (FA)** | **Question** | **What’s changed?** |
| FA 1 | Q 1.1 | A copy of your gender equality strategy/strategies is to be provided. |
| FA 1 / FA 2 | Previously Q 1.10 moved to Q 2.4 | Your organisation must ensure that women and men can equitably access coveted career development opportunities that are considered career-enhancing.  |
| FA 2 |  | The requirement to provide information on manager categories that have 40% or more female representation has been removed.The requirement to provide information on non-manager occupational categories that have 40% or more female or male representation has been removed.The requirement for employers to set targets for **men** in non-manager categories where their representation is less than 40% has been removed. This is now an option of how employers can address other gender segregation challenges in Q2.8.  |
| FA 2 | Q 2.3 | Removed the requirement to provide the number of employees that participated in leadership development training.  |
| FA 5 | Q 5.2 | Removed the requirement to:1. provide a summary of the topics covered in the training on how to manage flexible working, and
2. describe how the training is provided, for managers.
 |
| FA 5 | Q 5.6.1 & 5.6.2 | Removed the requirement to provide the survey question scores for women and men and by manager and non-manager. |
| FA 6 | Q 6.3 & 6.4 | Removed the requirement to advise how the sexual harassment and gender-based harassment and discrimination, and bullying training was delivered.  |
| FA 7 | Q 7.1 | Removed the annual requirement for the CEO or member of your governing body to make at least one external/public statement regarding their commitment to gender equality.For renewing/current EOCGE citation holders this needs to **occur at least once in the two years** of holding the citation. For new EOCGE applicants, this would **occur at least once in the 12 months prior** to the application date.  |
| FA 7 | Q 7.3 | Removed the annual requirement for your CEO to be actively involved in at least one external event focussed on gender equality. For renewing/current EOCGE citation holders this needs to **occur at least once in the two years** of holding the citation. For new EOCGE applicants, this would **occur at least once in the 12 months prior** to the application date. |

# Timing

The EOCGE citation is awarded for two years, with applications from new applicants accepted each year.

Successful applicants will enjoy recognition as an EOCGE employer and be authorised to use the EOCGE logo for a period of 24 months from the announcement date of their successful application.

Online applications are expected to open on 1 August and are due by 30 September. The reference date for timeframes stipulated in the criteria is 30 September in the year of an organisation’s application. For example, for applications received in 2023, requirements need to have been met by 30 September 2023.

The list of successful applicants is announced in the first quarter of the year after applications are submitted. The announcement will include employers who are in their interim year.

# Application fee

The total fee for two years is $3900 (including GST) which covers the cost to the Agency in administering the citation. Half this fee ($1950) is payable on submission of your application and the remaining half is payable in the interim year. A separate invoice for $1950 will be issued in the interim year.

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

# Resources to assist you in becoming an EOCGE organisation

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

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

If you would like additional assistance in becoming an EOCGE citation recipient, please contact WGEA by emailing eocge@wgea.gov.au or calling on 02 9432 7000.

# Offline Working Document: EOCGE application 2023-25

# Focus Area 1: Leadership, strategy and accountability

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

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

# Strategies and policies

**1.1 Your organisation must have a strategy in place supporting gender equality that covers all the following areas:**

* gender balance in leadership
* gender balance across the organisation
* gender pay equity for both equal pay (like-for-like roles), and the employer gender pay gap (previously referred to as the organisation-wide, overall pay gap)
* flexible work and support available for employees at all levels, including those with caring responsibilities

 **Confirm these are in place:**

 Yes

 **1.1.a** Please upload a copy of your organisation’s strategy/strategies that support gender equality, or provide a link to where they are published (if on a web page) below.

* Our organisation’s gender equality strategy/strategies are published on the following web page/s:

**1.2 Your organisation must have a policy/policies in place aimed at achieving gender equality in 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
* engagement of independent contractors
* training for people managers on how to deal with resistance to gender equality initiatives/policies due to potential fears and concerns

 **Confirm these are in place:**

Yes

**1.3** **Your organisation’s gender equality strategy/strategies must include clear objectives and measures, and an evaluation process that occurs at least every two years. Gender equality strategies need to be updated with new objectives during those two years unless previous objectives are still in progress.**

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

 Please indicate if you are a new applicant, or a 2021-23 renewing applicant:

 **New applicant**

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

 Objective 1 (complete the following four points for additional objectives)

1. Describe this objective:
2. Describe how this objective is measured:
3. Has this objective been achieved?

 Yes

 No

 Partially

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

 **Renewing applicant (from 2021-23)**

 **1.3.1 Have new objectives been added to your gender equality strategy/ies in the past two years?**

 Yes

 No because the objectives included in our last application are still in progress

 **1.3.2 Provide details below of new objectives that were included in your gender equality strategy:**

 Objective 1 – new (complete the following four points for additional objectives)

1. Describe this objective:

1. Describe how this objective is measured:
2. Has this objective been achieved?

 Yes

 No

 Partially

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

 1.3.3 Progress on objectives included in your 2021-23 application

 **Please enter all the objectives included in your 2021-23 EOCGE application below, and indicate how they are tracking:**

 Objective 1 – 2021-23 application (complete the following four points for additional objectives in that application)

1. Describe this objective:

1. Describe how this objective is measured:

1. Has this objective been achieved?

 Yes

 No

 Partially

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

# Strategy Evaluation and Reporting

**1.4 Your organisation’s gender equality strategies must be incorporated into your broader business strategy and planning process and have been endorsed by the governing body/board (not a sub-committee of the governing body) in the past two years. Confirm below that this has occurred in the past two years:**

 Yes our organisation’s gender equality strategies have been incorporated into our broader business planning and endorsed by the governing body (and Partnership if applicable)

 **1.4.1** **Provide the date/s and upload evidence below that your gender equality strategies were endorsed by your governing body/board (not a sub-committee).** Evidence can be an extract of minutes of the governing body/board of directors meeting or a copy of an email from the CEO/CFO/ Company Secretary confirming this information was tabled.

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

* recruitment and exit numbers by gender (voluntary and involuntary)
* promotions by gender and manager and non-manager categories
* gender composition of the workforce by manager and non-manager categories
* graduate programs and paid or unpaid internships (where applicable)
* if in place, utilisation of formal flexible working arrangements (including part-time) for women and men by manager and non-manager categories
	+ where formal flexible working arrangements are not in place, other metrics that show that men and women are accessing flexible working arrangements must be reported
* utilisation of, and return from, parental leave (paid and unpaid), of women and men

 **1.5.1 Confirm that the metrics above have been made available to your workforce, KMPs and governing body/board of directors (not a sub-committee) either i) in each of the past two years for renewing applicants, or ii) in the past 12 months if you are a new applicant:**

☐ Yes this requirement as above has been met

**1.5.2** **In addition to the requirement above, your organisation must track the metrics on pay equity, and sexual harassment and gender-based harassment and discrimination complaints as below, and report these metrics to your key management personnel (KMP) and governing body (not a sub-committee of the governing body) every 12 months:**

* the results of your gender remuneration gap analysis, including pay equity metrics as outlined in question 3.2, and actions taken
* progress on narrowing your employer gender pay gap
* results from your EOCGE survey (refer to section Q9.1 Lived experience - Employee Survey)
* number and nature of complaints received (if there were no complaints, that fact needs to be reported)
* 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

 **Confirm that the metrics above have been made available to your KMPs and governing body/board of directors (not a sub-committee) either i) in each of the past two years for renewing applicants, or ii) in the past 12 months if you are a new applicant:**

☐ Yes this requirement as above has been met

**1.5.3 Provide the dates and upload evidence below that all the metrics covered under Q1.5.1 and Q 1.5.2 were reported to your governing body/board of directors (not a sub-committee).** Evidence can be an extract of minutes of the governing body/board of directors meeting or a copy of an email from the CEO/CFO/ Company Secretary confirming this information was tabled.

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

 **1.6.1 Did your organisation identify any gender differences in the metrics listed in question 1.5 and all its sub-questions?**

 Yes

 No\*

 \* If you answer No: *you are declaring there is gender balance in ALL the metrics in the sub-questions for Q 1.5. Many of these are verifiable in your organisation's most recent gender equality report.*

**1.6.1.a** For the gender differences identified, your organisation must have analysed its related systems and processes for gender bias. Please confirm this has occurred:

 Yes

**1.6.1.b** Your organisation must have taken action to eliminate the gender biases identified. Please confirm this has occurred:

 Yes

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

# Leadership commitment

**1.7 Your CEO must be a visible champion of gender equality by communicating the following to all their workforce (including Partners in partnership structures) each year.**

Please indicate below if you are a new applicant or a 2021-23 renewing applicant, and then complete the relevant table:

New applicant

|  |  |  |
| --- | --- | --- |
| **Question** | **What has been communicated** | **Yes, this occurred in the past year** |
| **1.7.1** | Reasons why improving gender equality is beneficial for your organisation (i.e. your business case for gender equality) | ☐ |
| **1.7.2** | The CEO’s commitment to zero tolerance of sexual harassment, gender-based harassment and discrimination, and bullying | ☐ |
| **1.7.3** | The organisation’s gender equality strategies, priorities, and progress  | ☐ |
| **1.7.4** | The organisation’s commitment to equal pay (like-for-like gaps) | ☐ |
| **1.7.5** | The organisation’s commitment to eliminating its employer gender pay gap  | ☐ |

**1.7.a** Provide the name/s of the CEO who made these statements:

**1.7.b** How were the statements communicated?

**1.7.c** Provide your CEO’s statement:

 Renewing applicant from 2021-23

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **What has been communicated** | **Yes, this occurred in 2021-22** | **Yes, this occurred in 2022-23** |
| **1.7.1** | Reasons why improving gender equality is beneficial for your organisation (i.e. your business case for gender equality) | ☐ | ☐ |
| **1.7.2** | The CEO’s commitment to zero tolerance of sexual harassment, gender-based harassment and discrimination, and bullying | ☐ | ☐ |
| **1.7.3** | The organisation’s gender equality strategies, priorities, and progress  | ☐ | ☐ |
| **1.7.4** | The organisation’s commitment to equal pay (like-for-like gaps) | ☐ | ☐ |
| **1.7.5** | The organisation’s commitment to eliminating its employer gender pay gap  | ☐ | ☐ |

|  |
| --- |
| **1.7.a** Provide the name/s of the CEO who made these statements:**1.7.b** How were the statements communicated?**1.7.c** Provide your CEO’s statement from 2021-22:**1.7.d** Provide your CEO’s statement from 2022-23: |

**1.8 Your organisation must have a group, committee, or council with representation from senior management level or above, that is responsible for the implementation and oversight of your organisation’s gender equality strategies. Confirm below this is in place:**

Yes

 **1.8-.1** Provide the job title of the Chair of this group/committee/council:

**1.9 Your CEO must have direct involvement with the organisation’s gender equality initiatives. Confirm this occurs:**

Yes

1.9.1List what involvement your CEO has had with your gender equality initiatives either i) in the past two years for renewing applicants, or ii) in the past 12 months for new applicants:

# Accountability

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

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

 1.10.1 Indicate below how your organisation has held managers accountable either i) in the past two years for renewing applicants, or ii) in the past 12 months for new applicants:

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

**1.11 If you are a renewing applicant, please provide the date below that you provided a copy of the 2021-23 application to your governing body.**

 **For new and renewing applicants, please enter the date that you either have provided, or that you intend providing a copy of your 2023-25 application to your governing body.**

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

Focus Area 2: Developing a gender balanced workforce

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

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

# Learning and development

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

 ☐ Formal policy

 ☐ Formal strategy

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

 Yes

**2.3 Your organisation must provide FORMAL leadership development programs to women and men, full-time and part-time, and track how many have participated in these leadership development programs. Confirm this occurs:**

 Yes

 **2.3.1** In the past two years for renewing applicants, or in the past 12 months for new applicants, were there fewer women than men, and/or no part-time employees who participated in your formal leadership development programs?

 Yes

 No

 **2.3.1.a** Provide an explanation why:

**2.4 Your organisation must ensure that women and men can equitably access coveted career development opportunities that are considered career–enhancing. Confirm this occurs:**

Yes

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

# Workforce targets – managers

**2.5** **Your organisation must set numerical targets with timeframes to improve the representation of women in any manager category where their representation is less than 40%, and track progress.**

Where the current representation of women is less than 40%, provide details below of all manager categories and the targets that have been set.

 Progress: For 2021-23 renewing applicants, also add information from your last application to show how you are tracking against targets set at that time.

**2.5.1 Does your organisation have manager categories where the current representation of women is less than 40%? And/or for renewing applicants - did you set targets for manager categories in your 2021-23 application (those details also need to be added in the table below)?**

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

 No, proceed to Q2.6

|  |
| --- |
| Manager categories where representation of women was, and/or is, less than 40% |
| Manager category where target set | % women in 2021 (% / NA) | % women target in 2021-23 application(% / NA) | % women currently | If % of women is still less than 40%, what is the current % target? | What year is the target to be reached? |
| E.g. KMP | 32% | 36% | 34% | 35% | 2025 |
| 1 |  |  |  |  |  |  |
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 **2.5.1.a If the target has not been met by the year to be reached for any of the above manager categories, please explain why** **(If the target has been met, or the year to be reached is still in the future, enter NA):**

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

 Yes

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

# Workforce targets – non-managers

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

Where the current representation of women is less than 40%, provide details below of all non-manager categories and the targets that have been set.

Progress: For renewing applicants, also add information from your last application (2021-23) to show how you are tracking against targets set at that time.

**2.7.1 Does your organisation have non-manager categories where the current representation of women is less than 40%. And/or for renewing applicants - did you set targets for non-manager categories in your 2021-23 application (those details also need to be added in the table below)?**

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

 No, proceed to Q2.8

|  |
| --- |
| Non-manager categories where representation of women was, and/or is, less than 40% |
| Non-manager category where target set | % women in 2021 (% / NA) | % women target in 2021-23 application(% / NA) | % women currently | If % of women is still less than 40%, what is the current % target? | What year is the target to be reached? |
| E.g. Labourer | 32% | 36% | 34% | 35% | 2023 |
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 **2.7.1.a If the target has not been met by the year to be reached for any of the above non-manager categories, please explain why (If the target has been met, or the year to be reached is still in the future, enter NA):**

**2.8 In addition to targets needing to be in place as above, your organisation must address occupational and/or industry gender segregation challenges, for example in roles where the representation of men is less than 40%. In the past two years for renewing applicants, or in the past 12 months for new applicants, what gender segregation challenges within your organisation and/or industry have been identified and addressed?**

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

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

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

# Governing body

**2.9 Where your organisation has control over its governing body appointments, and control over other governing bodies (for example subsidiaries), a selection policy or strategy must be in place** **that supports gender balance on the board. Confirm this is in place by ticking the applicable box/es below:**

 ☐ Formal policy

 ☐ Formal strategy

**2.10 Where your organisation has control over its governing body appointments, and control over other governing bodies (for example subsidiaries), numerical targets with timeframes must be set to improve the representation of women, where it is less than 40%.**

 After submission of your first application under this citation, if targets are not met by the year to be reached, you will have an opportunity to explain why.

a) Confirm the name of organisation submitting this application:

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

 Yes

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

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

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

 Also, for renewing applicants where the representation of women was less than 40% in your 2021-23 application, add details of the target/s set below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name | Data from 2021-23 application (enter NA if not applicable) | Current % of women \* | Current % target if less than 40% (% / NA) | What year is target to be reached? |
|  % women on governing body in 2021 | % target set in 2021-23 application |
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| \* If the current % of women is 40% or more, please tick ‘yes’ below to confirm that a target will be set if this drops below 40%:  Yes |

 d) If the target has not been met by the year to be reached, please explain why (if the target has been met, or the year to be reached is still in the future, enter NA):

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

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

 Yes

 No

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

 Also, for renewing applicants where the representation of women was less than 40% in your 2021-23 application, add details of the target/s set below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name | Data from 2021-23 application (NA if not applicable) | Current % of women \* | Current % target if less than 40% (% / NA ) | What year is target to be reached? |
|  % women on governing body in 2021 | % target set in 2021-23 application |
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| \* If the current % of women is 40% or more, please confirm that a target will be set if this drops below 40% Yes |

b) If the target has not been met by the year to be reached, please explain why (if the target has been met, or the year to be reached is still in the future, enter NA):

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

 Yes

 No

a) Explain why your organisation has no control over appointments for this governing body/bodies:

b) Has your organisation taken other actions to improve gender balance on these governing bodies?

 Yes

 No

 Provide details:

# Gender and diversity data

**2.11 Does your organisation collect data on gender other than male and female?**

 Yes

 No

 If Yes, provide details of what data is collected:

**2.11.1 Does your organisation collect data on other areas of diversity (e.g. age, disability etc)?**

 Yes

 No

If Yes, provide details of what data is collected:

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

Focus Area 3: Gender Pay Equity

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

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

Equal pay (like-for-like pay gaps)

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

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

Employer gender pay gap (previously referred to as organisation-wide pay gap)

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

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

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

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

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

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

# Pay equity strategy and policy

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

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

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

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

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

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

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

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

# Pay gap analysis

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

**3.2.1 Please confirm your organisation completed the analysis of ALL its workforce to determine if there was an employer gender pay gap in both of the past two years if you are renewing employer, or in the past year if you are a new applicant:**

 ☐ Yes, this analysis occurred in 2021-22 and 2022-23 (for renewing organisations)

 ☐ Yes, this analysis occurred in the past 12 months (for new applicants)

**3.2.2** **Please confirm your gender pay gap analysis was conducted for full-time and part-time employees on all the areas below**:

* Base salary
* Total remuneration (including allowances, bonuses, performance payments, discretionary pay, overtime, and superannuation
* Performance pay
* Starting salaries
* Annual salary increases
* Salaries on promotion

 ☐ Yes our pay gap analysis was conducted as required above

 a. To understand whether you have within-gender pay gaps on the basis of other diversity characteristics (e.g. pay gap between Indigenous and non-Indigenous women), do you also calculate gender pay gaps for other areas of diversity?

  Yes

 No

b. If Yes, provide details below:

# Pay gap actions and targets

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

☐ Yes

**3.4 The following information relates to your organisation’s employer gender pay gap.**

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

 For renewing organisations, also, add information from your 2021-23 application for all the organisations you included that had an employer gender pay gap (the organisation-wide or overall gender pay gap) and target, to determine if progress has been made.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation name | 2021-23 application: % target for org-wide, employer gender pay gap  | Year 2021-23 target was to be reached? | Current org-wide gender pay gap % (as reported to WGEA) \*? | Current % target for org-wide pay gap? | What year is target to be reached? |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| \* If the pay gap figure reported to WGEA is different to your current, internally calculated employer gender pay gap for total remuneration, please provide your internally calculated pay gap figure below, and explain why they are different: |

**3.4.1 Has your WGEA employer gender pay gap target been met by the year to be reached since your 2021-23 EOCGE application?**

 Yes

 No

 Not applicable, we are a new applicant

a) If the target has not been met by the year to be reached, please explain why:

**3.4.2 Your organisation must have taken actions to reduce your employer gender pay gap?**

Please confirm actions have been taken and provide details below:

☐Yes

**3.4.3 Does your organisation publish its WGEA employer gender pay gap publicly?**

 Yes

 No

 a) If yes, please provide a link below to where it is published:

# Remuneration reviews

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

Yes

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

 Yes

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

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

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

Focus Area 4: Support for Caring

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

# Caring strategy and policy

**4.1 Your organisation must have a formal policy and strategy that supports those with family or caring responsibilities that cover employees who return to work from parental leave, parents at all stages of their children’s lives, employees with eldercare responsibilities and employees with caring responsibilities for those with a disability. Confirm these are in place:**

 ☐ Yes all these are included in our policy and strategy

# Parental leave

**4.2 Your organisation must have the following employer-funded parental (EFPL) leave provisions in place for PRIMARY carers. You must confirm all the following are in place:**

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

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

 ☐ Yes, all the following requirements for our employer-funded parental leave for primary carers are in place:

* The scheme is paid in addition to the government scheme (not just topping up the government-funded scheme)
* Your employer-funded paid parental leave includes superannuation
* The scheme is available under any circumstances where there is a new baby e.g. adoption, same-sex couple, surrogacy. This must also be available for parents of a stillborn baby
* There is no requirement for anyone to repay any portion if they do not return to work
* The amount of leave available to women is equally available to men
* There is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

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

 Yes , our EFPL is less than 18 weeks and we pay superannuation as per this requirement

 No, we provide 18 weeks or more of employer-funded paid parental leave for primary carers, so the requirement is not applicable.

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

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

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

 ☐ Yes, all the following requirements for our employer-funded parental leave for secondary carers are in place:

* The scheme is paid in addition to the government scheme (not just topping up the government-funded scheme)
* This leave includes superannuation
* The scheme is available under any circumstances where there is a new baby e.g. adoption, same-sex couple, surrogacy. This must also be available for parents of a stillborn baby
* There is no requirement for anyone to repay any portion if they do not return to work
* The amount of leave available to men is equally available to women
* There is flexibility in how this can be taken (e.g. part-time for part of the paid duration)

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

 **AND**

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

☐ Yes

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

☐ Yes

**4.5.1 How has your organisation actively encouraged men to take parental leave a) in the past two years if you are a renewing employer, or b) in the past 12 months if you are a new applicant? Please tick the applicable boxes below (at least one must be selected):**

☐ Managers encouraged men in their teams to take parental leave

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

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

☐ Other - provide details:

**4.6 Your organisation must track the following metrics relating to paid parental leave annually. Confirm this has occurred in i) each of the past two years if you are a renewing organisation or ii) in the past year if you are a new applicant:**

* utilisation of parental leave by women and men (manager and non-manager)
* employer-funded parental leave for primary carers is in place
* promotions during parental leave
* voluntary and involuntary departures (including dismissals and redundancies) within 12 months of return from parental leave:

☐ Yes, all the above metrics were tracked as required

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

* 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

☐ Yes, all the above are included in our action plan

# Other support mechanisms

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

 ☐ Communicating widely on the importance of supporting parents and carers

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

 ☐ Training for managers on how to support employees with these responsibilities

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

☐ Providing on-site childcare

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

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

 ☐ Providing financial assistance for the cost of care

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

 ☐ Support for securing school holiday care

 ☐ Coaching for employees on returning to work from parental leave

 ☐ Other - provide details:

# Family and domestic violence support

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

☐ Formal policy

☐ Formal strategy

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

 ☐ Providing paid or unpaid leave

☐ Providing an employee assistance program

☐ Training key staff

☐ Including a domestic violence clause in enterprise agreement or equivalent

☐ Referring to domestic violence support services for expert advice

☐ Other - provide details:

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

Focus area 5: Mainstreaming flexible working

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

# Flexible working strategy and policy

**5.1 Your organisation must have a flexible working policy AND strategy on flexible working arrangements that include all the following. Confirm below these are included:**

* a business case for flexible working that is endorsed at leadership level and communicated to all the workforce
* manager accountability for flexible working

☐ Yes, the above are included

**5.1a**  **Your approach to flexibility must be integrated into client/customer interactions to challenge assumptions that work cannot be done flexibly. Confirm this occurs:**

 Yes

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

**5.1a.i.**  Describe the outcome of your efforts:

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

# Leadership accountability and training

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

☐ People managers must complete training on how to manage flexible working

☐ This training includes addressing gender stereotypes and/or barriers that prevent men from requesting flexible working arrangements.

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

☐ Yes

 **5.3.a** Provide details on how managers (including the CEO) do this:

# Flexible working arrangements

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

☐ Flexible hours of work

☐ Compressed working weeks

☐ Time-in-lieu

☐ Working from home (generally not a permanent arrangement but would include hybrid working)

☐ Remote working (generally a permanent arrangement where work is conducted outside of the employer’s workplace)

☐ Part-time work

☐ Job sharing

☐ Purchased leave

☐ Unpaid leave

☐ Self-rostering

☐ Other – provide details:

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

☐ Yes

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

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

 **Requirement**: If the agree/strongly agree scores for female managers and/or non-managers in the question above is more than 5% greater than the equivalent scores for men, you need to set a target to increase the agreement scores of men in that category. If the difference is 5% or less, no target needs to be set.

 For example, if 85% of female managers agree and strongly agree they have the flexibility they need to manage their work and other commitments, the agree and strongly agree score for men would need to be no less than 81% (i.e. 85% minus 5%). If the score for men is less than 81%, then a target would need to be set to increase their score to 81% or greater.

**5.6.1 For non-managers:**

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

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

 Yes

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

 **b.** Confirm that a target has been set to increase male agreement scores on this question:

 ☐ Yes

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

% target?

Year to be reached?

**5.6.2 For managers:**

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

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

 Yes

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

 **b.** Confirm that a target has been set to increase male agreement scores on this question:

 ☐ Yes

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

% target?

Year to be reached?

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

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

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

# Harassment and discrimination strategy and policy

**6.1 Your organisation must have a policy on, or an award/industrial or workplace agreement which covers the prevention of sexual harassment, gender-based harassment and discrimination, and bullying. Confirm this is in place:**

☐Yes

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

☐ A formal grievance process relating to sexual harassment

☐ A formal grievance process relating to gender-based harassment, discrimination, and bullying

# Training

**6.3 All your workforce (including all managers, non-managers, contract and casual staff, and Partners in Partnership structures) must have completed training on the prevention of sexual harassment, gender-based harassment and discrimination, and bullying. Please confirm that this training includes all the following:**

* a legislative definition of sexual harassment, gender-based harassment and discrimination, 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

**Note:** An email with an attached policy and/or advising rights and responsibilities relating to sexual harassment, gender-based harassment and discrimination, and bullying is NOT considered to be training.

☐ Yes our training includes all of the above

 **6.4 All the above must have completed this training at induction and at least every two years**. **Confirm this occurs:**

 ☐ Yes at induction

 ☐ Yes at least every two years

**6.5 Your organisation must not have had a judgment or adverse final order made against it by a court or other tribunal relating to sexual harassment and gender-based harassment or discrimination in the last three years. Confirm this is the case below:**

☐ Yes, our organisation has not had a judgment or adverse final order made against it as outlined above in the last three years

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

Focus Area 7: Driving change beyond your workplace

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

**7.1 Your CEO or a member of your governing body, must make at least one external/public statement regarding their commitment to gender equality overall in i) the past two years if you are a renewing organisation, or ii) the past 12 months if you are a new applicant.**

 **Confirm below this has occurred. Please note: you do not need to provide every statement the CEO has made, just one that meets the criterion will suffice.**

☐ Yes

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

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

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

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

# Procurement

**7.2 Your organisation must have procurement guidelines in place that encourage gender equality across its supply chain. Confirm this is in place below:**

 ☐ Yes

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

# Industry and community action

**7.3 Your organisation’s CEO is required to have been ACTIVELY involved in at least one external event focused on gender equality in i) the past two years if you are a renewing employer, or ii) the past 12 months if you are a new applicant.**

 **Confirm below this has occurred (if your CEO was involved in more than one event that meets this requirement, you only need to provide details of one).**

 ☐ Yes, our CEO was actively involved in an external event as required

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

1. Describe the details of the event, including the date:

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

**7.4 Your organisation must be involved in a program or initiative to address gender equality issues in its industry or community.**

This can be something that is carried out annually (e.g. renewal of a sponsorship program), or if it is a larger initiative (e.g. a research project), it could be something that spans a couple of years.

 Examples include being involved in a schools’ program, a gender equality industry network, sponsorship of a gender equality program, commissioning a research project etc.

**7.4.1** Confirm below that your organisation has been involved in a program or initiative to address gender equality issues in i) the past two years if you are a renewing organisation, or ii) the past 12 months if you are a new applicant:

☐ Yes

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

**7.5 Your organisation’s CEO (regardless of gender) must aim to achieve gender balance on internal and external speaking panels by taking actions as listed below.**

* insisting that as a condition of acceptance, genuine efforts are made for women/men to participate in a meaningful way
* requesting confirmation of who the other panellists/speakers/participants are, and what attempts have been made to achieve gender balance on the panel
* 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
* confirm this has occurred by ticking the relevant boxes below:

 Yes, our CEO has taken the actions listed above

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

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

Lived experience check

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

# Employee contribution to application

To promote transparency around the citation process, employees must have an opportunity to contribute to the application and be given access to the final submission.

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

* the group or committee responsible for the implementation and oversight of our gender equality strategies 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

☐ Yes

**8.2 For renewing applicants, provide the date that your 2021-23 EOCGE application was made available to your workforce in the text box below). (For new applicants, enter N/A.)**

# Employee Survey

Organisations must consult with all employees, including casuals, and Partners in Partnership structures, on gender equality via an anonymous survey at least every two years and report those results in their EOCGE application.

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

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

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

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

A pulse survey

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

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

 Other – provide details:

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

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

☐It facilitated anonymous participation

☐ Survey responses were analysed by gender

☐ It used a five-point or six-point scale

☐ The WGEA prescribed questions or WGEA approved alternative questions were included

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

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

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

 Approved alternative question - please provide below:

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

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

 Approved alternative question - please provide below:

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

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

 Approved alternative question - please provide below:

# Survey analysis

Your organisation’s survey sample is considered representative if you have either:

i. obtained 400 or more responses, OR

ii. where samples of less than 400 are collected, you have achieved a response rate of 60% of your workforce, and the sample is comparable to your employee profile for age and gender distributions.

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

 400 or more survey responses were received

 Less than 400 survey responses were received but a response rate of at least 60% of our workforce was obtained, and the sample is comparable (within 2.5 percentage points above or below) to the employee profile by gender and age of our organisation

 This organisation, despite following the required methodology as stated above, was unable to achieve the desired response rate. Please explain below why your organisation was unable to achieve the desired response rate:

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

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

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

 ☐ Yes

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

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

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

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

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

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

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

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

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

# Action on results

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

 Yes

 No

 9.7.1 What issues were identified, and what actions were taken? You only need to summarise actions here that have not been covered elsewhere in the application.

# CEO interview

For first time applicants, or for existing citation holders where the CEO is new to your organisation, your CEO must participate in a 20-30 minute telephone interview with a WGEA representative regarding their leadership and commitment to gender equality. CEOs who have previously been interviewed may be randomly selected for a follow up interview thereafter.

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

 Yes

 No

 10.1a When was the last time your CEO was interviewed?

Outstanding initiatives

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

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

a. What was your gender equality challenge?

b. What was the initiative and who was involved?

c. What were the outcomes of the initiative?

 d. Provide other information, if relevant:

CEO approval

I confirm the content of this 2023-35 WGEA Employer of Choice for Gender Equality application is accurate and approve its submission to WGEA.

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

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

Next steps

1. From 1 August 2023, you will be able to login to the online platform and enrol in the 2023-25 EOCGE program (you can also take this step when you are ready to apply online).

2. Once enrolled in the 2023-25 EOCGE program, follow the prompts to complete and submit your application.