Gender Equality in the Workplace TOOLKIT

Assessment Tool: Checklist for Gender Responsive Organisations

An in-depth evaluation tool to assess how gender responsive your organisations systems, policies and culture are.

INSTRUCTIONS

This tool has been is designed to help you analyse the status of gender equality and identify gender equality gaps within your organisation. It can be used to assist you with developing a strategy for promoting gender equality in your organisation or a part of a regular review process. It is envisioned that as a result of engaging in this process, you will gain visibility on what level of support currently exists within your organisation for promoting gender equality.

It is recommended that minimum of ten employees from across the organisation complete the tool individually and come together to discuss their reflections in a facilitated workshop. The results can provide baseline data into the current knowledge of your organisation's approach to gender equality.

When answering these questions, consider your organisation's, commitment, support and polices for gender equality and preventions of family violence. Identify the statements that you believe reflect your organisation's progress in this area and answer 'yes' for each statement that you believe is true for your organisation.

SCORING

The process involves answering 'yes'/'no' questions in four gender equality focus areas and accumulating an overall score which indicates where your organisation falls between 'starting to implement gender responsive practice' and 'leading practice' in addressing gender equality.

Do not feel overwhelmed if you cannot initially answer 'yes' to all of the questions. Draw on your results to identify an appropriate number of areas to prioritise for action.

To calculate your total score, tally the total number of times 'yes' appears in the 'score column' to get a score out of 25.

Scoring Indication

0-10 Your organisation recently took its first steps, towards implementing gender responsive practice.

11-19 Your organisation is making strong moves to become a gender inclusive and equitable organisation.

20-25 Congratulate yourself, your organisation is clearly demonstrating leadership in being a gender inclusive & equitable organisation.

To conduct a quick analysis, it is recommended you use the Quick Audit Tool.

Checklist for Gender Responsive Organisations

WER Standard / Workplace Focus	Statement	Score: YES/ NO	What have we done? What is in place?	What we need to improve
Culture / Organisational Culture Staff feel safe and respected in our workplace. We actively challenge gender stereotypes, roles and norms. Staff can raise concerns about gender inequality and discrimination without adverse consequences.	Leadership is driving and is committed to gender equality			
	Leadership consistently model respectful and equal relationships between men and women.			
	There is equal representation of men and women in leadership positions, including senior management, and on boards (if applicable).			
	Staff across the organisation understand the importance of promoting gender equality and know they will be supported to challenge sexism and raise issues relating to gender and discrimination.			
	The organisation actively avoids perpetuating gender stereotypes in communications across the workplace; and strategies have been implemented to minimise backlash or resistance and grow support for change.			
Commitment / Support There are structures and practices in place to respond appropriately to staff and stakeholders affected by violence, bullying and sexual harassment.	There are dedicated resources for gender equity work and gender analysis across the organisation, including staff training.			
	The organisation consistently demonstrates commitment to preventing violence against women.			
	The organsiation holds staff accountable for consistently promoting respect, diversity and inclusion in all communications, organisational plans and activities.			
	The organsiation have partnerships, systems and trained staff to respond promptly and appropriately to complaints and claims about violence and disrespectful behaviour			
	Services are inclusive of gender diversity and acknowledge gender differences.			

Checklist for Gender Responsive Organisations

WER Standard / Workplace Focus	Statement	Score: YES/ NO	What have we done? What is in place?	What we need to improve
Conditions / Policy and Procedures Our organisation has embedded gender equality in recruitment, remuneration and promotion processes. Men and women at our organisation utilise flexible work options, without penalty.	Policies and procedures (i.e. code of conduct, induction, parental leave, equal opportunity, etc.) include proactive measures to address gender inequality.			
	Flexible working arrangements are available for all staff and are actively promoted to all staff.			
	The organisation promotes parental leave for all genders.			
	There are clear policies and pathways to provide appropriate support for staff who experience violence; and effectively communicates a "zero tolerance" policy to violence.			
	There is a formal harassment, bullying and discrimination policy or strategy. Staff are encouraged to report any incidences that may occur in line with these policies and their procedures.			
	There are formal policies and procedures in place to effectively respond to staff disclosures and to support staff affected by family violence.			
	The organisation has transparent practices to help uphold commitments to gender equality in recruitment, professional development and career progression.			
	There is a strategy in place to limit unconscious bias in recruitment.			
	The organisation makes efforts to reduce the gender pay gap e.g., conducted gender pay gap analysis.			
	The organisation implements deliberate strategies to promote and retain women in Leadership roles.			
	There is structural support for women's leadership, including the provision of leadership opportunities for part-time staff.			

Checklist for Gender Responsive Organisations

WER Standard / Workplace Focus	Statement	Score: YES/ NO	What have we done? What is in place?	What we need to improve
Core Business The work we do and the way we promote it aligns with our commitment to gender equality and the prevention of violence against women.	Leaders effectively use their work and public profile to demonstrate support for gender equality and the prevention of violence against women.			
	There are adequate resources (including budget) for the organisation to integrate key actions to promote gender equality into core business, and engagement with the community.			
	Organisational stakeholder engagement activities, public statements and external communications reflect our commitment to promoting gender equality, rejecting sexism and challenging attitudes that justify, minimise, trivialise or excuse violence against women.			
	The organisation collects and reviews sex disaggregated data sets to gain an understanding of access and equality.			

I scored my organisation

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This document was adapted from:

- Courageous Conversations 2015, 'Courageous Conversations: Workplace Checklist', as cited in Women's Health Grampians 2018, Gender Audit: A tool for your organization. A resource for members of the Grampians Communities of Respect and Equality (CoRE) Alliance, Women's Health Grampians, retrieved https://whg.org.au/wp-content/uploads/2018/02/CoRE-Gender-Audit-Tool_-January-2018.pdf
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