

**Gender Equality
in the Workplace
TOOLKIT**

RESOURCE

Assessment Tool: Quick Audit Tool

A short evaluation tool to assess how gender responsive your organisations systems, policies and culture are.

This assessment can be completed in 10 -15 minutes and is designed to broadly measure how gender responsive your workplace is.

When answering these questions, if your responses are predominantly no or unsure, your internal systems, policies and procedures may not be as gender responsive as they could be.

To conduct a more in-depth analysis, it is recommended you use the *Checklist for Gender Responsive Organisations*.

Question	Yes	No	Unsure
Does your workplace have formal policies and/or strategies in place that specifically support/promote gender equality?			
Gender equality policies should be actively promoted and visible to staff. Does your workplace actively promote these policies and/or strategies?			
Has your workplace integrated gender equality training into the employee induction/on boarding process?			
Has your workplace engaged in internal gender equality initiatives or training of any kind?			
Does your workplace have formal policies and/or strategies in place related to prevention of family violence / violence against women? (e.g., family violence leave / disclosure policy etc.)			
Family violence policies should be actively promoted and visible to all staff. Does your workplace actively promote this policy?			
Has your workplace integrated responding to family violence training into the employee induction / on boarding process?			
Does your workplace utilised e-learning modules in the employee induction / on boarding process in relation to gender equality and responding to family violence?			
Does your workplace have formal policies and procedures in place to promote flexible work arrangements?			
Are flexible work arrangements actively promoted and accessible for all staff? (e.g., taking up flexible work arrangements would not exclude staff from leadership opportunities / managers model the use of flexible work arrangements?)			
Does your workplace have an equal representation of women in leadership roles?			
Gender intersects with other forms of advantage and disadvantage. Does your organisation demonstrate taking an intersectional approach to gender-based discrimination?			
An employee welfare officer is a trained staff member that can assist peers with providing correct information about sensitive topics such as child first, family violence leaves, sexual harassment and discrimination. Does your organisation have an employee welfare officer or equivalent?			
Does your workplace communicate a 'Zero Tolerance' for gender discrimination?			