

Questionnaire on Gender Equality in the Workplace

COMPOSITION OF BOARD AND SENIOR MANAGEMENT

1: Board of Directors/ Governing Council

- a. How many people compose your Board of Directors?
- b. How many of them are women?
- c. What is the percentage of women on the Board of Directors?

2: Senior Management or Managers

- a. How many are there on Senior Management positions?
- b. How many of them are women?
- c. What percentage of the company's Senior Management is composed of women?

3: Workforce

- a. How many people compose the company's workforce?
- b. How many of them are women?
- c. What percentage of the company's workforce is composed of women?

EQUAL COMPENSATION & WORK-LIFE BALANCE

4. Fair Remuneration - Equal pay / Gender pay gap

- a. Does the company have a fair remuneration policy?
- b. Does your company have an equal pay system for men and women?
Can some evidence of this be submitted?
- c. Does your company have a policy or practice to close any gender pay gap in the workplace?

5: Parental Leave

- a. Does the organization abide by the country's Maternity and Paternity Leave policy?
- b. If yes, please explain: the number of weeks leave, fully paid or partially paid; is the primary care leave available to women only or to both men and women;
- c. Does the organization have its own policy of extended parental leave?
- d. Does your organization provide crèche facilities in the workplace?

6: Flexible Work Options

- a. Does your organization offer flexible working hours that allows employees to alter their workday start and finish times. (For example, an employee works 8 hours a day but at flexible time patterns.)
- b. Does your organization offer flexible work locations? (Working from home or online)

POLICIES PROMOTING GENDER EQUALITY

7: Training & Career Development:

- a. Does the company have a training policy that includes all employees irrespective of their gender?
- b. Are women given equal opportunities for Executive development programmes?
- c. If it's a global or MNC, are opportunities given for cross border work assignments for women?

8: Recruitment Strategy:

Does the company have an Equal Opportunity Policy to ensure non-discrimination against women and minority groups?

9: Freedom from Violence, Abuse & Sexual Harassment:

- a. Does the company have an anti-sexual harassment, anti-gender violence policy or equivalent?
- b. Are there women representation involved on the grievance handling process?

10: Safety at Work:

Does the company have an employee health and safety policy?

11: Human Rights

Does the company have a human rights policy?

12. Social Supply Chain

Does your organization engage in social supply chain management?

(Social supply chain management includes actions and policies that ensure that their suppliers/beneficiaries do not use forced labour or child labour, exploit or harass workers, engage in human trafficking, or abuse human or labour rights in any way.)

13: Supplier Diversity

Does your company have a supplier diversity programme or policy? If so, does it support women-owned enterprises?

14: Employee Protection

Does the company have an employee protection policy (e.g. whistleblowing or anti-retaliation policy)?

COMMITMENT, TRANSPARENCY & ACCOUNTABILITY**15: Commitment to Women's Empowerment**

- a. Is your company a part of networks that work for Women's Empowerment?
- b. Any awards won for this?

16: Audit

Has your organization undertaken any independent assessment or certification for gender equality?

Please limit the word count on the application to 3000 words.