



# Action List to Support Gender Equality

The WA Government encourages all businesses and organisations to play their part in driving gender equality in the state, which requires a long-term commitment to behaviour change.

Each organisation will be at a different stage on the journey towards achieving gender equality.

This Action List to Support Gender Equality is a tool for businesses of all sizes to identify where they are on the journey and provides examples of further actions that can be taken. Every action is valuable.

- **Micro Business** (1-4 employees) it is recommended that **Sole Traders** review this list, which includes actions to progress gender equality as your business grows
- **Small Business** (5-19 employees)
- **Medium Business** (20-99 employees)
- **Large Organisation** (100+ employees)

This Action List does not currently form part of the WA Government procurement process and organisations do not need to report on these actions. It is intended as a framework to enable organisations to work towards incorporating gender equality practices into their workplaces.

The questions below broadly align with the reporting criteria under the *Workplace Gender Equality Act 2012*.

All organisations are encouraged to use these resources as a guide to improve workplace gender equality.



## Micro Business (1 to 4 employees)

These questions are intended to support businesses and organisations with planning to implement gender equality measures. The responses do not need to be reported as part of the [Gender Equality in Procurement pilot](#).

**Table 1 - Gender Equality and Diversity Workplace Indicators**

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<p><b>Workforce gender composition.</b> Gender representation (percentage of women and men in roles) is considered, and the business tries to achieve gender balance and diversity in the workplace and leadership.</p>			
<p><b>Equal remuneration between women and men.</b> Where there is more than one employee, pay equality is considered to ensure no gender pay gap exists between women and men performing similar jobs.</p>			
<p><b>Employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.</b> Work flexibility is equally available to and accessed by all genders. Work flexibility may include policies and practices like remote work, part time work, work from home capability, parental leave and carer's leave.</p>			
<p><b>Consultation with employees on issues concerning gender equality in the workplace.</b> There is a documented policy or statement that communicates leadership's commitment and action towards promoting gender equality and diversity.</p>			
<p>Hiring decisions include consideration of gender diversity, for example, including both women and men in interview discussions and decisions where possible.</p>			

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<p><b>Sex-based harassment and discrimination.</b></p> <p>The business promotes a respectful, safe workplace, and a work culture that does not tolerate sexual harassment, bullying, discrimination, or harassment, and the business's leaders or owners uphold this commitment.</p>			
<p><b>Procurement and supply chain.</b></p> <p>The business purchases goods and services from women owned businesses.</p>			

## Small Business (5 to 19 employees)

These questions are intended to support businesses and organisations with planning to implement gender equality measures. The responses do not need to be reported as part of the [Gender Equality in Procurement pilot](#).

**Table 2 - Gender Equality and Diversity Workplace Indicators**

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<p><b>Workforce gender composition.</b></p> <p>Gender representation (percentage of women and men in roles) is considered, and the business tries to achieve gender balance and diversity in the workplace and leadership.</p>			
<p><b>Gender composition of leadership.</b></p> <p>Gender representation on the Board of Directors or Leadership Team includes a balance of women and men.</p>			
<p>There are targets in place to achieve greater gender balance on the Board of Directors or Leadership Team.</p>			
<p><b>Equal remuneration between women and men.</b></p> <p>Pay equality is measured annually and includes inconsideration of all payments, for example bonuses, incentives, commissions, and retention payments.</p>			

<b>Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?</b>	<b>Yes</b>	<b>No</b>	<b>Developing</b>
Where a gender pay gap is found, it is fixed in a timely manner to ensure no gender pay gap exists between women and men performing similar roles.			
<p><b>Employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.</b></p> <p>Work flexibility is equally available to and accessed by all genders. Work flexibility may include policies and practices like remote work, part time work, work from home capability, parental leave and carer's leave.</p>			
<p><b>Consultation with employees on issues concerning gender equality in the workplace.</b></p> <p>There is a documented policy or statement that communicates leadership's commitment and action towards promoting gender equality and diversity.</p>			
Recruitment practices include consideration of gender diversity, for example, including both women and men in interview discussions and decisions.			
<p><b>Sex-based harassment and discrimination.</b></p> <p>A policy is in place to promote a respectful, safe workplace, and a culture that does not tolerate sexual harassment, bullying, discrimination, or harassment/</p>			
All employees are made aware of the policy, and action is taken where breaches of the policy are reported, in line with Fair Work Australia requirements.			
<p><b>Procurement and supply chain.</b></p> <p>The business purchases goods and services from women owned businesses.</p>			

## Medium Organisation (20 to 99 employees)

These questions are intended to support businesses and organisations with planning to implement gender equality measures. The responses do not need to be reported as part of the [Gender Equality in Procurement pilot](#).

**Table 3 - Gender Equality and Diversity Workplace Indicators**

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<p><b>Workplace Gender Equality Agency (WGEA) Annual Reporting.</b></p> <p>Under the Workplace Gender Equality Act 2012, if your organisation has 100 employees or more, you must report annually to WGEA. If your organisation is approaching this size, or has aspirations to grow to this size, it is recommended that businesses investigate and consider these requirements.</p>			
<p><b>Workforce gender composition.</b></p> <p>Gender representation (percentage of female and male full-time, part-time, and casual employees) across all organisational levels is measured and reported annually.</p>			
<p>Gender representation at leadership and management levels is balanced.</p>			
<p><b>Gender composition of governing bodies (Board of Directors).</b></p> <p>Gender representation on the Board of Directors is balanced.</p>			
<p>There are targets in place to achieve greater gender balance on the Board of Directors or Leadership Team.</p>			
<p><b>Equal remuneration between women and men.</b></p> <p>Pay equality is measured annually through gender pay gap audits that include a review of total remuneration, for example incentive schemes/ bonuses/ retention payments/ attraction payments, to eliminate the gender pay gap.</p>			
<p>Where a gender pay gap is found, it is addressed and remedied in a timely manner.</p>			

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<p><b>Employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.</b></p> <p>Work flexibility is available, encouraged and taken up by both genders and across all organisational levels.</p>			
<p>Flexible work arrangements include remote work and work from home capability.</p>			
<p>Equitable parental leave policy and practice, with men encouraged to access parental leave entitlements. The amount of paid parental leave is equivalent for all genders.</p>			
<p><b>Consultation with employees on issues concerning gender equality in the workplace.</b></p> <p>There is a documented gender equality policy and/or strategy in place, which is endorsed by the Governing Body (Board of Directors) to demonstrate senior leadership commitment and action towards promoting leadership gender balance and diversity.</p>			
<p>Recruitment practices to attract diverse candidates are in place, for example gender balance on selection shortlists and interview panels.</p>			
<p>Promotion and leadership development practices include consideration of gender equality and diversity representation.</p>			
<p><b>Sex-based harassment and discrimination.</b></p> <p>Policies are in place that promote a respectful, safe workplace, and a culture that does not tolerate sexual harassment, bullying, discrimination, or harassment, including confidential reporting and investigation.</p>			
<p>Training is conducted to promote a culture that does not tolerate sexual harassment, bullying, discrimination, or harassment.</p>			

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
Family violence leave and support policies and procedures are in place.			
There are currently no penalties, notices or investigations from the Equal Opportunity Commission or Fair Work Commission relating to unfair gender practices.			
<b>Procurement and supply chain.</b> Gender equality considerations are included as part of the organisation's procurement processes, for example whether suppliers have a gender equality or diversity policy.			
The organisation includes women owned businesses in its supply chain, for example by inviting women owned businesses to participate in Request for Tender processes.			

## Large Organisation (100+ employees)

These questions are intended to support businesses and organisations with planning to implement gender equality measures. The responses do not need to be reported as part of the [Gender Equality in Procurement pilot](#).

Australian employers with 100 employees or more are currently required to report annually to the Workplace Gender Equality Agency (WGEA) on a range of gender equality indicators. [Evidence](#) clearly indicates that businesses which report to WGEA have improved their gender equality practices over time.

**Table 4 - Gender Equality and Diversity Workplace Indicators**

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
<b>Workplace Gender Equality Agency (WGEA) Annual Reporting.</b> Your organisation complies with requirements under the Workplace Gender Equality Act 2012.			

<b>Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?</b>	<b>Yes</b>	<b>No</b>	<b>Developing</b>
The organisation strives for performance improvement on WGEA annual reporting outcomes.			
<b>Workforce gender composition</b> Gender representation (percentage of female and male full-time, part-time, and casual employees) across all organisational levels is measured and reported annually.			
Gender representation at leadership and management levels is balanced.			
There are targets in place to achieve greater gender balance in leadership and management roles.			
<b>Gender composition of governing bodies (Board of Directors)</b> Gender representation on the Board of Directors is balanced.			
There are targets in place to achieve greater gender balance on the Board of Directors.			
<b>Equal remuneration between women and men</b> Pay equality is measured annually through gender pay gap audits that include a review of total remuneration, for example incentive schemes/ bonuses/ retention payments/ attraction payments, to eliminate the gender pay gap.			
Where a gender pay gap is found, it is addressed and remedied in a timely manner.			
The organisation is recognised as a WGEA Pay Equity Ambassador.			
<b>Employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.</b> Work flexibility is available, encouraged and taken up by both genders and across all organisational levels.			



<b>Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?</b>	<b>Yes</b>	<b>No</b>	<b>Developing</b>
Flexible work arrangements include remote work and work from home capability.			
Equitable parental leave policy and practice, with men encouraged to access parental leave entitlements. The amount of paid parental leave is equivalent for all genders.			
Support programs are available for employees returning from parental leave.			
<p><b>Consultation with employees on issues concerning gender equality in the workplace</b></p> <p>There is a documented gender equality policy and/or strategy in place, which is endorsed by the governing body to demonstrate senior leadership commitment and action towards promoting leadership gender balance and diversity.</p>			
Gender diversity targets are in place, transparently reported and there is formal internal oversight and monitoring of performance.			
Recruitment practices to attract diverse candidates are in place, for example gender balance on selection shortlists and interview panels.			
Promotion, talent identification, succession planning and leadership development practices include gender equality policies and strategies.			
There is an organisation wide forum with employee representatives that exists to consult with employees on the organisation's gender equality progress, for example a Diversity and Inclusion Committee.			
<p><b>Sex-based harassment and discrimination</b></p> <p>Policies are in place that promote a respectful, safe workplace, and a culture that does not tolerate sexual harassment, bullying, discrimination, or harassment.</p>			
Workforce training is conducted to promote a culture that does not tolerate sexual harassment, bullying, discrimination, or harassment.			

Does your business have the following employment activities in place to achieve gender equality, or are you considering developing them?	Yes	No	Developing
Family violence leave and support policies and procedures are in place.			
There are currently no penalties, notices or investigations from the Equal Opportunity Commission or Fair Work Commission relating to unfair gender practices.			
<p><b>Procurement and supply chain.</b></p> <p>Gender equality is included as part of the organisation's commitment to supplier diversity.</p>			
The organisation includes women owned businesses in its supply chain, and invites women owned businesses to participate in Request for Tender processes.			
There is measurement of total procurement spend on women owned business suppliers.			
Targets are set for procurement spend with women owned businesses.			