

Increasing Gender Diversity: An Audit Tool

This audit tool has been developed as part of a larger report into the *Attraction and Retention of Women in the Western Australian Resources Sector*. The tool is designed to assist resource companies of all sizes to evaluate their diversity policies and practices across all levels of their organisation. It is intended for use as a stand alone document or in conjunction with the report. Please refer to the table of Positive Practice Principles in the report for specific strategies and policy examples related to each of the headings below.

Workplace Culture

Goals: To lead from the top with a clearly articulated vision for work place diversity and to provide an environment where women feel comfortable, safe, valued and supported.

	Yes	Partially	No	Notes
Company has a visible public commitment to EEO goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Company directors publicly demonstrate their commitment to gender diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Company has female role models in senior management positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership Capability Framework incorporates diversity accountability (eg gender diversity goals are connected to KPIs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Company has mentoring/networking and other support schemes for women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Recruitment and Selection

Goals: To support the recruitment of women through positive action

	Yes	Partially	No	Notes
Recruitment and advertising campaigns attract a diverse range of quality applicants, both male and female.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Company has targeted recruitment and advertising campaigns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Regular participation at careers expos and school events, using female presenters where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Partnerships in place with secondary and tertiary institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Provision of targeted support to female applicants, eg training and assistance with application processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Selection criteria/processes are monitored to ensure they do not disadvantage women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Selection panel members are aware of the company's equitable recruitment policies and procedures, and they are trained in EEO principles and selection and interviewing processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All selection panels include at least one female.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

All recruitment partners are aware and supportive of company's policies and gender diversity targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Female students are supported to apply for vacation work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Women encouraged and supported to apply for positions in non-traditional roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All applicant pools must contain a specified minimum number of female applicants (exemptions only granted in exceptional circumstances)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selection criteria – more emphasis placed on qualities rather than qualifications and experience (and ads reflect this so as to attract more female applicants)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spousal employment offered where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Monitoring, Evaluation and Response

Goals: To establish a wide range of monitoring and reporting systems for internal accountability, including both metrics and attitudes

	Yes	Partially	No	Notes
HR system provides easy access to employee data to facilitate monitoring of female-specific data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Female-specific data is tracked as a matter of course and reported on regularly to all levels including senior management and the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender pay gap differentials are monitored and tracked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turnover statistics are tracked and monitored from a gender perspective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All employees are consulted (eg via committees, feedback forums, surveys) on their attitudes to and the impacts of company policies and practices such as leave arrangements, or flexible working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee satisfaction/feedback surveys conducted regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All employee committees are representative of diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit interviews/surveys are undertaken and analysed to understand gendered reasons for leaving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EEO

Goals: To have a structured and comprehensive approach to EEO

	Yes	Partially	No	Notes
Company has a Diversity and Equity Planning Framework that is evaluated regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company EEO strategy is open and accessible to all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company EEO policy and procedures are overseen at senior levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

There are trained EEO representatives throughout the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All employees receive regular and ongoing training in EEO and diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EEO training is undertaken by appropriately accredited/trained personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"On the ground" education, monitoring and feedback of harassment, including minor or low-grade harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All complaints of harassment are followed up with fair and impartial investigation which complies with company dispute resolution policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All business partners, suppliers and customers are aware of and comply with your EEO policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Work/Life Balance Initiatives

Goals: To develop, implement and model flexible work/life balance polices and practices

	Yes	Partially	No	Notes
Working hours and leave arrangements allow male and female employees to successfully fulfil work obligations and personal, family and community roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are structured policies that provide flexible work arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible work policies address employees' needs in respect to flexibility in rostering, working hours, work place (eg work from home) and various leave provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
These policies are communicated effectively to all staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job-sharing and part-time work opportunities are available in appropriate areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support is provided for employees in the areas of child and elder care eg reserved childcare places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are policies and practices that support employees during and following pregnancy eg keep in touch programs, breast feeding room, extended parental leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General work/life balance initiatives are provided (eg EAP, family site visits, social events, private health cover, phased retirement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Senior managers lead by example in utilising flexible work practices themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Career Paths, Training and Development

Goals: To implement and regularly review career paths for all employees, particularly women

	Yes	Partially	No	Notes
Formal performance appraisal, training and development systems are appropriate to and take into account the diversity of the workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training and development is targeted and accessible to all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company leadership and development courses include aspects on inclusive work culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All female employees are provided with appropriate training and career development and opportunities; not only those in professional positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training opportunities and support are provided for females to move into areas in which they are under-represented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The promotion system is transparent and results in promotions for the best male and female employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Women who work flexibly are provided with leadership opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All training materials use non-sexist language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training is available to all staff including those on maternity or parental leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Work Environment

Goals: To provide a physical working environment which is appropriate to the needs of a diverse workforce

	Yes	Partially	No	Notes
Uniforms, Personal Protective Equipment and other equipment are appropriate for the entire workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular ergonomic assessments of work place equipment are undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automation is used where possible to eliminate heavy manual tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety data is analysed by gender to identify hazards particularly affecting women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Separate and sufficient female ablutions are provided, eg in offices, plant and underground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety policies and practices take into account the needs of female workers eg shift workers returning to their cars at night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Communication

Goals: To ensure all communication is structured, consistent, appropriate and accessible

	Yes	Partially	No	Notes
All company policies are easy to access for all employees (including those working from home, or who do not have computer access), are in appropriate language and format, and kept up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
All employees are consulted on work matters and the results/findings of consultations and monitoring fed back to all employees in meaningful and easily accessible ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Non-sexist language is used in all communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

FIFO

Goals: To implement strategies to support the needs of all FIFO workers and in particular to provide safe and comfortable working and living environments for FIFO women

	Yes	Partially	No	Notes
Facilities and support is provided to enable good communication with home for all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
The employment of couples is facilitated and supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flexible rosters are offered to accommodate different employee needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rosters are adhered to so employees return home when expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any changes to rosters are communicated with as much lead time as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ensure job applicants have realistic expectations and understandings about the FIFO lifestyle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Strategies are in place to ensure the FIFO camp/village is considered by all residents to be a safe and comfortable place to reside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____