

# GENDER EQUALITY IN THE WORKPLACE QUESTIONNAIRE

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2019 EDITION

**DATE**

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**COMPANY NAME****NAME**

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**POSITION**

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Equileap is the leading organization providing data and insights on gender equality in the corporate sector. We research and rank over 3,000 public companies around the world using a unique and comprehensive Gender Equality Scorecard™ with 19 criteria, including the gender balance of the workforce, senior management and board of directors, as well as equal pay, parental leave, non-discriminatory hiring and promotion and supply chain safety.

Equileap's gender equality scoring methodology (the "Equileap Scorecard") was developed by Equileap to assess a company's commitment to gender equality. It was inspired by the [UN's Women's Empowerment Principles](#) and is the result of extensive deliberation between experts in finance, business, economics and gender. The Equileap Scorecard is currently the most comprehensive ranking system available to measure a company's progress towards gender equality.

The Equileap Scorecard allows Equileap to collect information methodically about companies, based on a set of pre-identified criteria and turn it into data. This information is then used to produce the [Equileap Gender Equality Global Report & Ranking](#), which is published once a year.

Equileap uses a two-fold research approach. First, we gather publicly available information provided by the companies themselves either in their annual reports, sustainability reports or on their websites. Second, we reach out

to companies by sending questionnaires, to allow them to send us the best available data.

This is your opportunity to submit your company's latest and most accurate public data into our database, and we invite you to fill out this questionnaire and send it back to us.

Please note your company will be included in our ranking regardless of your participation in answering the questionnaire. However, we welcome receiving your data directly from you.

Please note we can only accept answers that are supported by publicly available information, such as public reports and documents, and the company website. Please fill in the required fields with as much detail as possible (e.g. use quotes from sources, page numbers, urls, and screenshots of websites).

For example:

"The percentage of women in senior management is 45%," Sustainability Report 2018, page 15, [www.companyname.com/SR2018](http://www.companyname.com/SR2018)

The deadline for returning this questionnaire is May 15, 2019. If you have any questions or if you encounter any technical difficulties please let us know at [research@equileap.org](mailto:research@equileap.org). Thank you for your commitment to gender balance and equality and your collaboration.

**The Equileap Team**

*Technical Note:* Please download and save this PDF to your computer before filling in any information. Information added in the web browser will not be saved.

## CATEGORY A / GENDER BALANCE IN LEADERSHIP AND WORKFORCE

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q1: Board of Directors or Non-Executive Board

*Note: Board of Directors refers to the group of people who jointly govern the company, establish broad policies, set out strategic objectives, and appoint the CEO. Where the company has a Supervisory Board and a Management Board, this refers to the Supervisory Board.*

#### What type of Board of Directors does your company have?

- One-tier Board
- Two-tier Board
- Hybrid Board
- Other: please explain

Please include the names, titles and a short profile of female Board members:

#### How many people compose the Board of Directors?

#### How many of these people are women?

#### What is the percentage of women on the Board of Directors?

### Q2: Executives or Executive Board or C-Suite

*Note: Executives refers to the highest level and most influential group of people that oversees the business operations of the company and form the C-Suite, company executive committee, or equivalent.*

#### How many people compose the Executive Board/Executives/C-Suite?

#### How many of these people are women?

**What is the percentage of female Executives/ members of the C-Suite?**

Add Evidence: include quotes, page numbers, source documents, and urls:

Please include the names, titles and a short profile of all female executives:

**Q3: Senior Management or Managers (not including Executives)**

*Note: Senior Management are the group of individuals at the highest level of day-to-day management of the company as defined and reported within the company. This is the group of senior managers that report to the Executive C-Suite or Executive Committee/ Board.*

**How many people compose Senior Management group?**

**How many of these people are women?**

**What percentage of the company's Senior Management is composed of women?**

Add Evidence: include quotes, page numbers, source documents, and urls:

**Q4: Workforce**

*Note: Workforce refers to all the employees in the company.*

**How many people compose the company's workforce?**

**How many of these people are women?**

**What percentage of the company's workforce is composed of women?**

Add Evidence: include quotes, page numbers, source documents, and urls:

## CATEGORY B / EQUAL COMPENSATION & WORK-LIFE BALANCE

### Q5: Fair Remuneration

**Does the company have a fair remuneration policy or equivalent?**

*Note: A fair remuneration policy refers to a policy guaranteeing a living wage to all employees. It does not refer to board/executive remuneration policies or minimum wage compliance.*

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

**Does the company have a strategy, or has it acted, to close any gender pay gap identified?**

Yes

No

**Has the company published figures showing a mean overall gender pay gap in the company of less than or equal to 3%?**

Yes

No

**Has the company published figures showing the company provides equal pay for equal work in all pay bands (at least 3 bands, including the highest) of less than or equal to 3%?**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q6: Equal pay / Gender pay gap

*Note: The overall gender pay gap refers to the difference/ ratio between the average (mean) salary of all women in the company and the average (mean) salary of all men in the company. Gender-segregated pay information across all bands refers to the difference/ ratio between the remuneration for women and for men in every pay band of the company.*

**Has the company published gender-segregated pay information or an overall gender pay gap (mean/ average)?**

Yes

No

**Has the company published gender segregated pay information in all pay bands (at least 3 bands, including the highest)?**

Yes

No

Please provide information on the auditing process on pay/ remuneration (e.g. internal / external / name of external auditor):

## Q7: Parental Leave

*Note: Primary and secondary carer leave refer to parental leave taken directly before and after a child is born. This is leave that can be taken in one or multiple of the following cases: 1) an employee gives birth, 2) an employee's partner gives birth, 3) an employee adopts a child under the age of 16. The **primary carer** is whichever parent has the main responsibility for the child, irrespective of their gender. The **secondary carer** is whichever parent has secondary responsibility for the child, irrespective of their gender. Some companies refer to these policies as maternity and paternity leave policies, respectively.*

**Does the company offer employees paid primary carer leave in the country of incorporation?**

Yes

No

If yes, please explain:

- the number of weeks leave;
- note if this leave is fully paid or partially paid;
- is the primary care leave is available to women only or to both men and women;
- is this leave also available to all your employees at a global level? Or, only in certain countries?

Add Evidence: include quotes, page numbers, source documents, and urls:

**Does the company offer employees paid secondary carer leave in the country of incorporation?**

Yes

No

If yes, please explain:

- the number of weeks leave;
- note if this leave is if it is fully paid or partially paid leave;

- is primary care leave is available to men only or to both men and women;
- is this leave also available to all your employees at a global level? Or, only in certain countries?

Add Evidence: include quotes, page numbers, source documents, and urls:

## Q8: Flexible Work Options

**Does the company offer flexible working hours and/or flexible work locations in the country of incorporation?**

*Note: Also known as flextime, a flexible hours schedule that allows workers to alter workday start and finish times. For example, an employee works from 10 a.m. to 6 p.m. rather than from 8 a.m. to 4 p.m. The total working time required of employees on flextime schedules is the same as that required under traditional work schedules. Flexible locations includes working from home/telecommuting.*

Yes, flexible workings hours

Yes, flexible working locations

Yes, flexible working hours and flexible working locations

No

Add Evidence: include quotes, page numbers, source documents, and urls:

## CATEGORY C / POLICIES PROMOTING GENDER EQUALITY

### Q9: Training & Career Development

**Does the company have a training policy that covers all employees- including both men and women?**

*Note: Training and career development opportunities are available to employees at all levels, not just in management/ leadership positions. Please make a note of any programmes specifically targeting women.*

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q10: Recruitment Strategy

**Does the company have an Equal Opportunity Policy or equivalent, to ensure non-discrimination against any type of demographic group including women?**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q11: Freedom from Violence, Abuse & Sexual Harassment

**Does the company have an anti-sexual harassment, anti-gender violence policy or equivalent?**

*Note: The policy should explicitly prohibit sexual harassment, define the complaint procedure and explain the processes to discuss incidents confidentially and seek assistance and advice.*

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q12: Safety at Work

**Does the company have an employee health and safety policy?**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q13: Human Rights

**Does the company have a human rights policy?**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q15: Supplier Diversity

**Does the company have a supplier diversity programme/policy? If yes, does it support women-owned companies?**

*Note: Women-owned businesses are at least 51% owned and controlled by women.*

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q14: Social Supply Chain

**Does the company actively engage in social supply chain management?**

*Note: Social supply chain management includes actions and policies that show the company manages any risks in the supply chain. We look for specific policies ensuring that company suppliers 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.*

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

### Q16: Employee Protection

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

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:



**CATEGORY D / COMMITMENT, TRANSPARENCY & ACCOUNTABILITY**

**Q17: Commitment to Women's Empowerment**

**Is the company a signatory of the Women's Empowerment Principles?**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

**Q18: Audit**

**Has the company undertaken an independent assessment and certification for gender equality? If Yes, please share the name of the auditing party, the certificate awarded and the year the certificate was awarded.**

Yes

No

Add Evidence: include quotes, page numbers, source documents, and urls:

Please send your questionnaire to  
[research@equileap.org](mailto:research@equileap.org)