

Workplace Gender Equality Tool

**Workplaces
FOR Women**
EQUALITY RESOURCES

Does your workplace work for *everyone*?

Across Australia, more women and gender diverse people are joining historically male dominated industries. But workplaces haven't always kept up to ensure that women are safe at work and treated fairly and equally. We know that workplaces that are accessible, inclusive and safe for women, are better for everyone.

Workers and their unions have driven real change to advance gender equality at work. Why? Workplaces that are safe, fair and free from discrimination and gender-based violence benefit everyone. Workers have now won access to new entitlements and protections that make workplaces safer and more flexible, including:

- 10 days paid family and domestic violence leave for all workers
- Access to flexible work to manage work and care
- Gender-based violence treated as a work health and safety issue
- A positive duty on employers to actively prevent sexual harassment, discrimination and hostile work environments
- More transparency around pay and progression
- Access to gender neutral parental leave entitlements so both parents can care for family.

We have the workplace rights, now it's time to use them!

This workplace gender equality tool has been created for workers of all genders. We encourage you to ask: does my workplace work for everyone? What would make it better?

The audit will take 5 minutes and can be done individually or in a group with your co-workers. It's a powerful way to find out what's working and what needs to change to make it work for everyone.

At the end of the audit there is a link to a toolkit of Equality Fact Sheets and resources to help you and your co-workers organise and make changes in your own workplace.

Together we're building workplaces where every worker, no matter their gender, can speak up, lead and belong – and be supported when they do.

Gender-based violence and sexual harassment

Sexual harassment in the workplace includes unwanted touching, flirting, sexual or intrusive comments/jokes, and suggestive gestures both in person and online or in connection with work. Gender-based violence includes being treated differently because of your gender or because you don't subscribe to gender stereotypes.

Safety isn't a privilege, it's a right. Protections exist under the the Fair Work Act, Occupational Health and Safety Act, the Sex Discrimination Act and the Equal Opportunity Act.

At my workplace:

1. *There are clear ways to report sexual harassment and gender based violence and I feel safe to report*
2. *I have confidence that my manager and workplace know what to do if we report psychosocial hazards including gender-based violence and sexual harassment*
3. *Our workplace has delivered meaningful in person training on gender-based violence and sexual harassment recently*
4. *Sexist language and unsafe behaviour are proactively called out and stopped by co-workers and management*

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Amenities, facilities, uniforms and PPE

All workers deserve dignity and respect at work.

Workplaces must provide adequate facilities under the OHS Act. This includes access to appropriate toilets, sanitary bins and drinking water. Facilities need to be hygienic and cleaned regularly.

When workplaces don't think about these basic amenities, they make women and gender diverse people feel isolated, unwelcome and like this space isn't ready for them to be working.

At my workplace:

5. *People of all genders have the same access to safe, clean and appropriate facilities (including toilets, sanitary bins and drinking water)*

6. All workers are provided access to work wear and PPE appropriate to their gender

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Flexibility, work and care

Flexible work is a key enabler of gender equality; but flexible workplaces benefit everyone. All workers have access to leave and flexibilities that support them to balance work and care. Some of these workplace rights include:

- Personal (sick and carer's) leave: minimum of 10 days paid sick and carers leave to respond to physical and mental illness and to care for family and household members
- Flexible working arrangements: the capacity to change your standard work arrangements to accommodate: care responsibilities, a disability, transition to retirement, responding to family and domestic violence or pregnancy
- Parental leave: both parents can now access unpaid leave and 24 weeks Government funded paid parental leave to take time to care for newborn and adopted children
- Paid family and domestic violence: all workers can access 10 days paid leave if they are experiencing and need to respond to family and domestic violence

In our workplace:

7. *All workers are supported to access flexible working arrangements*

8. *Caring responsibilities are respected and accommodated by managers and co-workers in our workplace*

9. *Parental leave is supported and encouraged for parents of all genders in our workplace*

10. *Pregnant workers are supported and not treated differently or discriminated against in our workplace*

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Notes:

Pay and transparency

In Australia and around the world, and in every industry and job, women consistently earn less than men. The average national gender pay gap is 21.8%. This means women need to work an additional 50 days a year to earn the same as men.

Change is happening. Employers now have a positive duty to eliminate sex discrimination at work. And employers with 100 or more workers have to take real action to close the gender pay gap.

Head to the workplace gender equity agency's Employer Data Explorer to search your workplace wgea.gov.au/Data-Explorer/Employer



In our workplace:

	YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS
11. Management has consulted workers to develop a gender equality action plan			
12. There is a clear and transparent pay classification structure for all workers			
13. There is a fair and transparent process to progress from one classification or role to another and to access overtime and shift work opportunities, where relevant			
14. Gender diversity is visible across our workplace, including in decision-making positions			
15. We have looked up the gender pay up for our workplace on the WGEA website, and it is below the national average			

Equal employment opportunity

Diversity equals strength. When we create workplaces that are accessible, fair and safe for women, they're better for everyone. Importantly, it is against the law to discriminate against a worker or a group of workers because of their background or personal characteristics.

All employers have a positive duty to take proactive steps to prevent and eliminate discrimination, harassment and victimisation.

In our workplace:

	YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS
16. Training and development opportunities are available fairly to people of all genders and backgrounds			
17. There are clear and safe ways to report discrimination and harassment			
18. I am confident my manager and workplace know what to do if we report discrimination and harassment			
19. Our employer has delivered meaning training, in person, on equality opportunity,, bias, discrimination and harassment			
20. People of all genders are treated with equal respect in our workplace			

Notes:

Consultation and Union Rights

A good workplace is one that seeks the input of workers and their unions in decision-making and acts on it.

Employers should empower workers to share feedback, and you should have a genuine opportunity to influence change. In fact, workers are legally required to consult workers in many circumstances:

- Under the OHS Act and the Fair Work Act, employers must consult workers, HSRs and the union about change that impacts you. This might include: anything that impacts your health and safety (such as gender-based violence and sexual harassment), access to a toilet and sanitary bin and any major change that is proposed that might impact you and your co-workers.
- There is also a positive duty under the Sex Discrimination Act and the Equal Opportunity Act to actively prevent discrimination, harassment and victimisation at work. This means your employer must take real action to stop discrimination in your workplace, which includes consulting workers.
- The Workplace Gender Equality Act requires an employer with 100 or more workers to consult their employees about gender equality in the workplace and develop a plan to improve it.

Our workplace:

21. Has Health and Safety Representatives (HSRs) that are elected by co-workers and supports them to represent workers without interference
22. Actively consults workers when there is a health and safety issue or a proposed change which impacts us
23. Has a health and safety committee which meets regularly and includes our HSRs

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Union Rights

Health and Safety Representatives (HSRs) and Delegates are the backbone of every union.

Recent changes to the Fair Work Act and Modern Awards recognise the essential role delegates play. All workplace delegates now have access to paid time to attend union training and the law now reinforces that delegates can communicate with workers onsite and must be provided access to the workplace and facilities to engage with workers.

It's important that women are active members, delegates and HSRs so that a diversity of views can be represented.

Our workplace:

24. Has Union Delegates elected by workers and supports them to represent workers without interference
25. Has a union negotiated enterprise agreement that is clearly understood and followed by management

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Results

Add up

YES 2 POINTS	SOMEWHAT 1 POINT	NO 0 POINTS

Totals points _____

0 - 16 Points

RAISE THE ALARM!

This workplace is not supportive or gender equal

Workers cannot access minimum workplace rights; this is against the law.

It is likely that workers of all genders are not supported to access flexibilities to balance work and care.

It is likely that workers have experienced or witnessed gender-based violence. It's likely they have not reported their experiences because they:

- didn't know how to report
- didn't trust that the workplace would do anything about it; or
- felt that they would be targeted or victimised.

Women are likely paid less than their male co-workers on average and there is little diversity among decision-makers.

This is a workplace that does not yet encourage or support women or gender diverse people to access their rights.

By working together in union, we can better understand our rights at work, and change our workplace from within.

"I just think women thrive in this industry and we're bloody good at it!"

- Bus Operator

16 - 32 Points

We have opportunities to improve and make this workplace more gender equal

Minimum entitlements are being provided however workers do not feel supported and encouraged to access their rights at work.

There is still some resistance when workers take carer's leave or when they negotiate a flexible working arrangement. It is likely that workers have been harassed, belittled or targeted trying to balance work and care.

It is unlikely that women are represented in leadership positions.

Women likely have experienced discrimination accessing training and skills development.

This may stop more women and gender diverse people from working or staying at this workplace or in this industry.

By working together in union, there is an opportunity to improve safety, access to our rights, workplace culture and respect.

32 - 50 Points

Promote this workplace to women

It's likely this workplace has a greater representation of women across different roles. This is a good workplace for women and gender diverse people and it's time to get active to make it better!

Through active consultation in union and bargaining, there is a real opportunity to achieve improved entitlements like:

Paid reproductive health leave, increased paid sick and carers leave, increased gender-neutral employer funded paid parental leave, superannuation on paid and unpaid parental leave, expanded paid family and domestic violence leave and greater accountability for workplace culture.

Working in union, we can consult and take steps to close the gender pay gap.

How can we create change!?

Women in male dominated industries overwhelmingly told us: we want more women in our industries. Men told us that having women in their workplace improves the culture and access to flexibility. Over 70% of women in male dominated industries said they want to stay in their industry because of security, stability, pay and conditions and their passion for the work. Women are ready to create change!

Join Us! The Workplaces for Women Project is promoting and advancing equality in gender segregated industries and is helping to create workplaces where women are safe, respected, included and equal.



Rights at work
resources here