

Gender Equality Audit Checklist

Facilitator Notes

Gender Equality Audit Checklist:

Before the Audit:

- ☐ Set your goal – What do you want to achieve?
- ☐ Set a time and place – When and where will you run the audit?
- ☐ Build support – Talk to delegates, HSRs or your organiser.
- ☐ Invite co-workers – Who should be involved?
- ☐ Prepare materials – Paper or online? Do you have everything you need?
- ☐ Remind your co-workers about coming along to the audit!

During the Audit:

- ☐ Set the scene – Explain what the audit is, why you're doing it and what you hope to achieve.
- ☐ Complete the audit – Give everyone time to complete it.
- ☐ Discuss the results – What's working well? What could improve?
- ☐ Stay structured – Keep the discussion focused and on time.
- ☐ Plan action – Agree on what you want to change and your next steps.

After the Audit:

- ☐ Set a follow-up date – Don't let the conversation stop here.
- ☐ Share the results – Take the findings to the relevant delegates, HSRs or committees.
- ☐ Take action – Follow through on the agreed actions.
- ☐ Check in – Review progress and decide on the next step.

Gender Equality Audit

Facilitator Notes

You're running a Workplace Gender Equality Audit - great stuff! Gender Equality Audits are a way of assessing how gender equal workplaces are, identify collective workplace issues and where change is needed. The data from Gender Equality Audits can help guide priorities for enterprise bargaining and can be a helpful tool for starting the conversation around gender equality at work.

For the audit to work well, we recommend breaking out into groups of no larger than 10.

You will need:

- Blank paper/butcher's paper, a few pens/markers for each group
- gender equality audit tool, either the online or a print out of the paper version
- 45 mins - 1 hour

Your role as facilitator is to keep the audit to schedule, and keep the group/s focussed on the immediate question in front of them.

1. What is the Gender Equality Audit Tool - 3 mins

This section should take about 2-3 mins. It is important to give context to what the gender equality audit tool is and explain why it is useful. Whether you are going into bargaining or using it to find out issues in the workplace, explaining the context ensure everyone is on the same page.

2. Completing the Audit - 5mins

Ask participants to complete the paper or online version themselves. Allow around 5 minutes for this section for the audit to be complete individually. Once complete participants will have a individual score which reflects their experience of equality at work.

3. What we think our workplaces are doing well - 5mins

After completing the audit, ask participants to compare their results about what they feel that their workplace is already doing well. These might be entitlements you already have, recent wins around health and safety etc. Using the butcher's paper write these down.

4. What our workplaces might not be doing well - 5mins

Ask participants to compare results and share where there is potential for improvement around gender equality at work.

This may be general areas for improvement like no specific policy on sexual harassment or specific areas of concern like PPE not fitting right.

5. Shared Experience - 5mins

Ask participants to reflect on which issues are most common, and whether they think this reflects the experience of other workers? Encourage participants to consider the underlying reasons for each of the issues they chose on as most important and ask them to consider one potential solution each for the three most important issues.

6. Stand up, fight back! - 10mins

Share some of the findings of the Workplaces for Women project with participants (you'll find them on the back of this page). Encourage participants to see how their issues fit into the wider picture of women at work in Australia.

Here's where you make your pitch for the group to take action together - by deciding as a group on at least two actions your group will take at your workplace to step up their activism. You may provide a specific sign up sheet or campaign ask for your group. Goodluck!

Gender Equality Audit

The Issues

1. Gender Discrimination at Work

54%



of women have experienced gender discrimination in the workplace.

2. Poor Workplace Culture & Isolation

58%



of women have felt powerless and/or isolated at work.

3. Gender Pay Inequality

65%



of women feel underpaid for their skills and experience.

4. Work & Care

42%



of women (compared to 20% of men) say caring responsibilities impact how they are treated at work.

Gender Equality Audit

Participant Worksheet

Welcome! The Workplace Gender Equality Audit are a structured way for you to assess how gender equal your workplace is and start discussions around gender equality with your co-workers.

Whether we work on Spring St or in Springvale, in the classroom or in the field, we know that we will win better outcomes for working people when we all work together in union.



Scan the QR to complete the Gender Equality Audit!

1. Gender Equality Audit Tool

Scan the QR code or complete the paper version of the gender equality audit tool. Use this time to reflect on your personal experience of work. Once complete you will have a score that represents your experience of gender equality at work.

2. Things we feel like our workplace is doing well

We now come back together to discuss all things work. Share with your co-workers what you feel like your workplace is doing well at. Whether that is a recent safety or EBA win or a area of your workplace that promote gender equality.

3. Things we feel like our workplace could improve

Now share what you feel like where there is room for improvement. These may be challenging experiences you've had as a woman at work (like a bullying incident) or ongoing frustrations (like pay, scheduling, or safety concerns). These discussions will assist in prioritise what action you and your colleagues take next!

4. Shared experiences

As your group have shared your score you've probably been nodding along. Some experiences that we think of as individual are actually widely shared.

Your facilitator will share some of the findings of the workplace for women project - and how your group fits in to the overall picture.

5. Stand up! Fight Back!

Its time to take action. As a group choose one area that you would like to tackle first. Nothing is too small or too big. Plan your first action you and your colleagues are going to take to make your workplace more gender equal!

This may be running a workplace survey to collect experiences, talking to your HSR or having a consultative committee meeting with management.

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Action Worksheet

Write down the list of actions your group has agreed to take together to make your workplace more gender equal. Its good to add a timeframe to this to keep you on track! Review this periodically, and set new goals,

