

*Empowered lives
Resilient nations*

REGIONAL SYSTEM OF
GENDER INDICATORS
IN COMPANIES AND ORGANIZATIONS

SELF-ASSESSMENT



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United Nations Development Programme

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INSTRUMENTS

Self-Assessment

WHO COMPLETES THE FORM:

The completion of this form will be coordinated or carried out by a single person who, in the framework of the company/organization, is designated for this function. The person responsible for collecting data and completing the form may be: the head of the department of personnel, a person with managerial functions in the company or organization, or a spokesperson or staff member responsible for implementing policies on equality of opportunities in the workplace of the organization/company.

Basic Characterization

Information of the company / organization	
Information of the company / organization	
Tax Identification No. (CIF)	
Business address	
Kind of entity (legal status)	
Location (country)	

- Non-profit association
- Cooperative
- Individual owner
- Public Limited Company (PLC)
- Limited Liability Company (LLC)
- Limited Partnership
- General Partnership
- Unincorporated Company

General description of the company/organization	
Activity sector	◀
International Standard Industrial Classification (ISIC)	
Targeted market	◀
Size/Dimension	
N° of employees	◀
Annual revenue (USD)	◀
Persona de contacto en la empresa/organización	
Name	
Position	
Phone	
Fax	
E-mail	

- Agricultural and Agro-industrial
- Industrial
- Food
- Commerce
- Communications
- Construction
- Services
- Education
- Financial-Banking
- Infrastructure
- Mining and Energy
- Solidarity Sector
- Transport Sector

- Local
- State
- Central American Integration
- System (SICA)
- American continent
- International

- 1 to 10 (Micro-enterprise/ organization)
- From 11 to 30 (Small company/ organization)
- From 31 to 100 (Medium company/ organization)
- More than 100 (Large company/ organization)

- Up to 100,000 USD
- 100,000 to 500,000 USD
- From 500,000 to 1,000,000
- 1 to 10 million USD
- More than 10 million

Company Staff



Table No. 1.

COMPANY STAFF BY LEVELS OF RESPONSIBILITY

Management Positions in the company*	Women	Men
Executive Director, CEO or equivalent		
Director level positions/Department heads		
Middle management positions. Level 4		
Middle management positions. Level 3		
Middle management positions. Level 2		
Middle management positions. Level 1		
Subtotal management positions		
Other positions on staff**	Women	Men
Technical positions		
Administrative positions		
Support positions		
Operations positions		
Other A		
Other B		
Other C		
Other D		
Subtotal other positions		
TOTAL STAFF		

*It includes general direction or maximum position, managerial positions like managements and other intermediate levels.

**The table provides four additional fields to be filled with specific information of the company.



Table No 2.

STAFF BY DEPARTMENTS

Departments*	Mujeres	Hombres
Administration		
Commercial and Sales		
Logistics		
Production		
Financial		
Human Resources		
A (complete if necessary)		
B (complete if necessary)		
C (complete if necessary)		
D (complete if necessary)		
Total staff by departments		
Coincides with Table 1**		

*The table provides additional fields to be filled in with specific information about the company.

**The number of people in tables 1 and 2 must match.



Table No 3.

STAFF BY BOARD OF DIRECTORS

Members on the board of directors	Women	Men
Total members on the Board of Directors/ management or boards		

Labor Conditions



Table No 4.

TYPE OF CONTRACT / WORK SCHEDULE

Work Schedule	Contract	Women	Men
Full-time	Permanent		
	Temporary		
	Subtotal		
Part-time*	Permanent		
	Temporary		
	Subtotal		
Total			
Coincides with Total of Table 1			

*For part-time, do not include reductions of workday due to legal safeguards or care of dependent family members.



Tabla 5.
PAY POLICY

Average gross salary** in the last year, in USD	Women	Men
Executive Director, CEO or equivalent		
Management positions		
Middle Managers. Level 4		

**Calculate, for each post and gender, the gross average wage of last year, also including bonuses and the variable wage, and also adding payment in kind (gross salary)

Middle Managers. Level 3		
Middle Managers. Level 2		
Middle Managers. Level 1		
Technical positions		
Administrative positions		
Support positions		
Operations posts		
Other A, B, C, D		



Table No 6.
EXTENDED LEAVE POLICIES

Policy	No. of people eligible to receive the benefit		No. of people who actually take the benefit	
	Women	Men	Women	Men
Paternity leave / Parental leave (including cases of adoption and foster children)				
Maternity leave / Parental leave (including cases of adoption and foster children)				
Leave for breastfeeding				
Reduction in working hours for legal custody of dependents				
Permitted leave for the care of dependents				



Table No 7.

FLEX TIME AND WORK ENVIRONMENT

	No. of people eligible to receive the benefit		No. of people who actually take the benefit	
	Women	Men	Women	Men
Flexibility in hours of arrival and departure				
Flexibility in negotiating a schedule				
Reduction in working hours for personal reasons				
Paid leave for personal reasons				
Unpaid leave for personal reasons				
Telecommuting				
Company transportation to and from residence				
Child care/nursery at the company				
External child care support				



Tabla 8.

PREVENTING AND ADDRESSING SEXUAL HARASSMENT OR GENDER BASED

	Women	Men
Number of complaints received annually from men and women due to sexual harassment or gender based discrimination in the workplace		
Number of complaints from men and women addressed and resolved		
Specific attention to men and women who have experienced sexual harassment or gender based discrimination in recruitment and selection		
Specific attention to men and women who have experienced sexual harassment or gender based discrimination in the process of promotion or job mobility		

Human Resources Management



Table No. 9.
ABSENCES (DAYS LOST / WORK DAYS)

Type of day	No. of agreed to annual work days for each staff member	No. of people on staff		Total number of work days	
		Women	Men	Women	Men
Number of work days*					
Number of days lost due to justified and unjustified absences**					

***Theoretical Work Days:**

Working days agreed to or accepted as natural/regular working days, not including holidays, vacations and other days stipulated by law -Work Schedule.

****Missed workdays:**

Workdays that have not been actually worked due to various reasons such as absences, medical, non-regulatory permissions, releases, unjustified absences (vacations and non-regulatory permissions are not included). At the time of counting the number of working days lost per Temporary Disability (TD) in an observation period, bear in mind that TD is usually computed in calendar days, so these have to be corrected to working days. This correction should divide the sum of the calendar days lost during TD in the period under consideration by the natural days of the year, i.e. 365, and multiply the result by the number of working days of the calendar for that period.



Table No 10

ABSENCE DUE TO WORK STOPPAGE IN THE COMPANY

Number of people	Women	Men
Total staff		
Total staff that engaged in work stoppage in the year the data was provided		



Table No. 11

RRETURNING AFTER MATERNITY LEAVE

Number of women	Women
Number of women who took maternity leave in the year data was provided	
Number of women who did not return after maternity leave	
Number of women who did return after maternity leave	



Table No. 12

STAFFING AND NEW HIRES

Recruitment, selection and hiring	Women	Men
Number of applicants to the company in the current year		
Number of new hires in the current year		



Table No. 13
INTERNAL PROMOTIONS

Processes of internal promotion	Women	Men
Total number of people nominated or considered for a promotion in the current year		
Number of people actually promoted in the current year		



Table No. 14
EDUCATION AND TRAINING

Description	Women	Men
Total number of staff		
Number of staff receiving training		
Total number of training hours		

Other Information

All questions on this questionnaire have the following answer options:

- Yes, always
- Yes, sometimes
- No, never

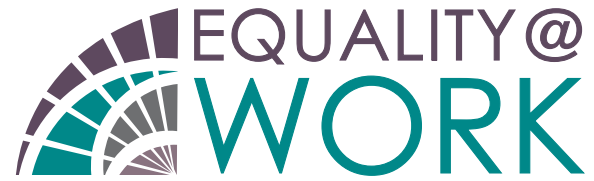
Internal communication	
Does the company in its internal communication take into account the use of inclusive language (non-stereotyped images, making both men and women visible, and non-sexist language)?	▼
In your opinion, is internal communication designed to be accessible to 100% of the workforce?	
Has the company communicated its commitment to gender equality to all staff?	
In short and based on your previous answers, do you believe that the company's internal communication includes criteria of equality and non-discrimination, based on gender?	
External communication	
Does the company use inclusive language (non-stereotyped images, making both men and women visible in a balanced way, and non-sexist language) in its external communication and advertising?	
Has the company communicated its commitment to gender equality to external audiences?	
Does the company, in its the external communication and advertising, use images that show men and women in non-traditional gender roles?	
In short and based on your previous answers, do you believe that the company's external communication includes criteria of equality and non-discrimination, based on gender?	

Recruitment, selection and hiring processes	
Does the company have recruitment targets for the promotion of gender equity in all levels and in every area?	
Does the company carry out, or has it carried out, recruitment and selection processes aimed specifically for women, in order to balance their presence among the staff?	
In advertisements for recruiting, does the company make sure to use inclusive language that will appeal to both men and women?	
In the company, do all people get hired through a formal and documented process of search and staff selection?	
Does the company have positions or jobs reserved only for women?	
Does the company have positions or jobs reserved only for men?	
Do women and men have equal opportunities to be promoted into vacant positions?	
Does company policy specifically prohibit discrimination during recruitment and selection processes based on marital status, age, pregnancy (or the possibility of pregnancy), and ethnicity?	
In short and based on your previous answers, do you think that the recruitment, selection and hiring processes are equal for women and men?	
Promotion processes	
Does the company usually make objective and fair assessments of employee performance?	
Does the company have mechanisms to ensure that staff promotion is in line with performance evaluations, without gender bias?	
Is the policy for internal promotion in the company designed to ensure women participate equally with men in decision-making and management at all levels and areas of the company?	
Does the company have concrete objectives for promotion and horizontal mobility that aim for gender equity in all levels in every area or department?	
Do promotion processes include mechanisms to ensure that both men and women have access to promotions and professional development opportunities?	

When carrying out a promotion process, is there a mechanism in place to ensure equal representation of both sexes among the candidates being considered?	
Does the company have career paths that allow for professional development of its staff?	
In short and based on your previous answers, do you think that promotion processes include criteria of equality and non-discrimination based on gender?	
Training Processes	
Does the company have a training plan that is consistent with needs identified by the staff?	
Does the company have specific training objectives on gender equity in all levels and in every area?	
Does the company have mechanisms to ensure that both men and women have equal access to training (number of hours of training, type of training and resources allocated)?	
Does the company have verification mechanisms/instruments to check if trainings are done during the working day?	
Does the company provide women and men equal access to training that prepares them for non-traditional positions or jobs that break gender stereotypes and/or underrepresent their gender?	
Do on-site company training sessions ensure that their duration, frequency and schedule do not interfere with family responsibilities of the employees, as to not prevent their participation?	
Does the company offer annual gender trainings conducted by specialized professionals in the field to staff at all organizational levels (as a priority to senior management, managers, human resources, unions/workers, committees/commissions/boards of the company)?	
In short and based on your previous answers, do you believe the training processes / education include criteria of equality and non-discrimination regarding gender?	

Wages	
Do the salary and compensation policies of the company explicitly ensure that men and women receive equal pay for equal work?	
Does the company have a transparent information and communication system to communicate the compensation policy to all staff?	
Does the company have a salary and compensation policy to ensure the implementation of the equal pay for equal work principle ?	
Does the criteria for assigning salary / wages apply a method for calculating incentives / benefits without gender bias, which is reported and known to all staff?	
In short and based on your previous answers, does the company have a fair wage policy from a gender equity point of view, and is it applied to all positions in the company?	
Prevention and treatment of sexual harassment and gender based harassment	
Is the staff of the company informed about the explicit prohibition of activities that can constitute harassment in the workplace?	
Is a specific institutional policy in place governing the prevention, sanction and elimination of sexual harassment on the basis of national legislation?	
Does the company undertake annually training and updates on gender and sexual harassment for those responsible for the prevention, detection and response to harassment cases?	
Is there a person, committee, or commission responsible for establishing measures to prevent, detect and act on harassment cases?	
Is your company monitoring and following up on incidents and harassment cases?	
Does the company hold workshops and lectures to raise awareness of sexual and workplace harassment among employees?	
Does the company have documented procedures for detecting and addressing sexual and workplace harassment?	
Does the company keep track of complaints about workplace harassment and apply penalties if the allegations are proven to be true?	
Does the company conduct annual awareness-raising to prevent harassment, sexist attitudes and discriminatory treatment in the company?	

In short and based on your previous answers, do you think that everyone on the staff is aware of the existence of the mechanism and / or protocol for prevention and action in cases of sexual harassment and considers it easily accessible?	
In short and based on your previous answers, do you think that this mechanism or protocol is effective when it is used?	
Work-life balance policy	
Do you think that in this company any woman has had to quit her job due to child birth and/or to care for her family?	
Does your company fulfill the full benefits of maternity leave and paternity leave as stipulated by the law?	
In your company, are workers consulted about family and personal needs that could be made more compatible with work?	
Does your company promote co-parenting or, in other words, promote the care of children by both men and women?	
Does your company provide support for care services of children and others (for example: child care facilities in the company, financial subsidies for kindergartens, care grants for other dependents, support in the summer for children, etc.).	
At your company, is there a system for establishing a reduced work week, flexible working hours or telecommuting for staff? (For example: reduced work day, reduced work week, flexible work schedule, work day that coincides with school day, part-time work, telecommuting, etc.).	
Does your company encourage work-life balance among its employees?	
Does the staff have the possibility to request permission for absences within working hours to deal with family, school or other situations of an extraordinary nature?	
In short and based on your previous answers, do you think these policies for work-life balance are conducted fairly and were made based on equality for women and men?	
In short and based on your previous answers, do you think that all staff are aware of any work-life balance measures put in place by the company and consider them easy to access?	



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