# **Organisation wide – Gender Equality Action Plan (including Progress Report)**

## **Purpose of the Gender Equality Action Plan**

The Gender Equality Action Plan provides Organisations with a template to identify and develop actions for gender imbalances found within the Organisation Wide Workplace Gender Audit. The Gender Equality Action Plans assist organisations in progressing towards a more gender equal workplace.

## **Prior to filling out the table**

Ensure the Workplace Gender Audit has been completed. The results from the Workplace Gender Audit indicators will inform the strategy taken by the Organisation. For example, the results generated from indicator 2 will determine the strategy taken to achieve equal representation of women on governing bodies or in leadership positions. i.e., if the Organisation has gender balance on their governing body then the strategy may be around maintaining this whereas if the Organisation has an imbalance on their governing body then the strategy may focus on recruitment or development of women into leadership positions.

## **Completing a Gender Equality Action Plan?**

A Gender Equality Action Plan is required for every tender submitted. The last column of the below table labelled ‘progress report’ is only to be infilled by successful contractors who are up to the reporting phase of their project.

## **Gender Equality Action Plan – Evaluation and Submission Process**

All Gender Equality Action Plans are to be submitted to the government procurement agency through the tender process. Where a Gender Equality Action Plan assessment or feedback form is provided by the Procurement Agency, this feedback must be incorporated into the document before the Gender Equality Action Plan can be approved. All Gender Equality Action Plans are submitted via the ICN VMC portal by the Organisation. Please contact ICN for any further questions.

## **Filling in the Gender Equality Action Plan table – Tenderers**

Each table listed under the focus areas must be completed. The focus areas are outlined in the Building Equality Policy. The headings of the tables are explained below:

* **Mandatory Actions –** Are a breakdown of actionable items under each Focus Area which the organisation must complete.
* **Organisation Strategy** – Organisations must provide at least one strategy that will achieve the mandatory action. Within the table are example responses and additional strategies and resources to assist the organisation in writing strategies.
* **Accountability of Organisation Strategy** – The organisation must provide the name and job title of the person responsible and timeframe in which the strategy will be implemented.

## **Filling in the Gender Equality Action Plan table – Contract Award**

The below column is only to be completed where a Gender Equality Action Plan Progress Report is required. This is where a live project is at the reporting phase of the project.

* **Progress Report –** the Organisation must provide a status of each strategy by ticking the complete/incomplete box. Evidence must be provided if the strategy has been completed. All mandatory actions should be implemented by the end of the project. Where attachments are provided, please upload these via the VMC platform.

[Drafting Note: Ensure all sections highlighted drafting notes in yellow are removed or have the relevant information added when submitting the Gender Equality Action Plan as part of the tender.]

**Focus Area 1 - Collect and report data about gender equality and gender pay gap – this focus area relates to indicator 1: Gender Pay Equity found within the Workplace Gender Audit.**

| **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report**  |
| --- | --- | --- | --- |
| Collect, monitor, and analyse gender disaggregated payroll data to determine the gender pay gap | [DRAFTING NOTE: insert strategy]Example response: The Organisation will commit to collecting and monitoring gender disaggregated data by completing indicator 1 of Workplace Gender Audit every 12 months and analysing progress. By following the Workplace Gender Equality Guide to Pay Equity the Organisation will implement the practical steps such as X,Y,Z to improving gender pay equity to close the current gender pay gap that exists [guide-to-gender-pay-equity.pdf (wgea.gov.au)](https://www.wgea.gov.au/sites/default/files/documents/guide-to-gender-pay-equity.pdf). ][Additional strategies/resources[EXAMPLE: Sign pledge to initiate action plans to reduce the gap in your workplace at Equal Workplaces Advisory Council | Victorian Government (www.vic.gov.au)] | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document or- Reference update in the Workplace Gender Audit  |
| Set targets and allocate a specific budget to resolve pay discrepancies with the aim of eliminating the gender pay gap. | [DRAFTING NOTE: insert strategy]Example response: The Organisation will set a target of to reducing the gender pay gap by X% by the next WGEA reporting period or end of X year. The Organisation will allocate a specific budget of $X to increase women’s salaries to lessen the gender pay gap. Refer to indicator 1 table 1.3 for the specified amount. Additional strategies/resourcesRefer to the Workplace Gender Equality Agency guide of how to reduce the gender pay gap at all ages https://www.wgea.gov.au/sites/default/files/documents/Gender%20%26%20Age\_Employer%20Actions.pdf  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document or- Reference update the Workplace Gender Audit |
| Integrate gender equality data into reports to the leadership team.  | [DRAFTING NOTE: insert strategy]Example response: The leadership team will implement the following agenda items into each meeting and receive reports from each of the business divisions on: - Pay equity - Number of sexual harassment complaints since last meeting - Number of flexible leave options taken up by gender since last meeting - Number of women taking periods of extended sick leave (indicator of health, carer or FV issues that may require early intervention/support)]  |  | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document |

**Focus Area 2 – Improve leadership, representation, and accountability - This focus area relates to Indicator 3: Gender Composition of governing bodies found within the Workplace Gender Audit.**

|  **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| Set targets and create a strategy for equal representation of women on governing bodies and in leadership roles based on the results of the Workplace Gender Audit | [DRAFTING NOTE: insert strategy]Example response: The organisation will set a target to increase women in senior management and leadership positions by X% at the next WGEA reporting period or end of X year. The strategy to achieving this will include: - the Organisation will develop individual succession plans for women, this will include mapping their career development - Women will have access to all growth opportunities (training and personal development) - Professional coaching will be provided to women to assist them on their path to achieving their career goals.Additional strategies/resourcesUse the Workplace Gender Equality Agency’s Target Setting Toolkit to set realistic targets to improve the gender diversity of your workforce <https://www.wgea.gov.au/tools/gender-targets-toolkit> Build in maximum tenure periods into the governing body/senior managements terms of reference to ensure accountability and input continues to incorporate diverse perspectives.] | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe]  | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Review job requirements for all leadership roles to identify and remove any barriers to women | [DRAFTING NOTE: insert strategy]Example response: The organisation will review all management roles with the aim of removing barriers for women. The Organisation will look into how each role is structured to allow for career opportunity, promotion, flexibility, parental leave caring responsibilities, equal pay, remuneration, casual and part time opportunities or job sharing. In addition to this we will discuss with the women in the project team the barriers they are currently facing to reach leadership positions and work to reduce these barriers. Additional strategies/resourcesUse the Gender Equitable Recruitment and Promotion Guide <https://www.wgea.gov.au/sites/default/files/documents/Guide_for_organisations.pdf>  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Increase the visibility of women in leadership roles, management meetings, staff interactions and with external stakeholders | [DRAFTING NOTE: insert strategy]Example response: The organisation will create a BEP working group made up of varying occupations and levels within the organisation. The purpose of this group is to map out how the organisation will achieve the mandatory actions set out within their plan. A representative of this group will be included in management meetings, staff interactions and any external stakeholder meetings. Any meeting, staff interactions or external stakeholders must have at least one woman present for the meeting to proceed. This group will also report directly to senior management for any concerns, issues or barriers that are arising. The group will meet monthly to discuss any relevant issues which may be arising. Additional strategies/resources- Develop transition and progression plans for women to ensure goals are established and targets are met.- Identify and implement advancement strategies, such as: development and education pathways, training opportunities and secondment opportunities- Committing to women leadership roles speaking with schools, universities, and public events. | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes]Provide evidence upon completion[DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |

**Focus Area 3 – Strengthen workplace prevention and responses to sexual harassment, family violence and other forms of gendered violence - This focus area relates to Indicator 4: Workplace Sexual Harassment found within the Workplace Gender Audit.**

| **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| Promote the [Respect Code – Building and Construction Industry](https://www.vic.gov.au/sites/default/files/2022-04/Final%20Code%20of%20Respect.pdf) across the organisation to embed a strong stance against workplace sexual harassment, family violence and other forms of gendered violence. | [DRAFTING NOTE: insert strategy]Example responseEvery 6 months the Organisation will hold a training session to promote and teach the staff about the Respect Code.We will invite representatives from government, industry and organisations who assisted in writing the code to speak and educate the whole organisation. The code will be printed and pinned on all organisations notice boards and be available on the Organisations intranet site including the steps to reporting sexual harassment. Additional strategies/resourcesHaving sexual harassment training, family violence and gendered violence training included in the Organisation induction videos. Train representatives on how to be first responders or points of contact to someone who may have sufferance from workplace sexual harassment, family violence or gendered violence.  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Promote the organisation’s sexual harassment and family violence policies to ensure all employees are aware of their leave entitlements and legal rights, including reporting options both within and outside of the organisation.  | [DRAFTING NOTE: insert strategy]Example ResponseThe Organisation will develop targeted campaigns to promote the organisation’s sexual harassment and family violence policies to ensure all employees are aware of their leave entitlements and legal rights. This will be through training, information sessions and the induction process for all employees. The aim of the campaign is to encourage complaints of inappropriate behaviour to be reported and create a safe reporting and response system to support the complainant.Additional strategies/resourcesEncourage complaints of inappropriate behaviour, including sexual harassment, and increase staff confidence in the complaints system. This should include allowing staff to report complaints anonymously and targeted campaigns for high-risk groups.Encourage staff to seek support and know options for leave family violence leave, flexible work arrangements, internal and external support options.Use employer resources (including posters) from ‘Know the Line’, a national awareness raising strategy <https://knowtheline.humanrights.gov.au/>  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Ensure family violence leave policies and processes are victim-centric and in line with best practice, noting enterprise bargaining agreements may contain processes relating to leave and flexible working arrangements. | [DRAFTING NOTE: insert strategy]Example responseThe Organisation will update their family violence leave policy to ensure there is a clear process to reallocate personal/sick leave to family violence leave if further family violence leave is required. A quantitative data point the Organisation will use to measure this strategy is confirmation of leave being paid or unpaid, as well as evidence that employees are aware of paid leave options. Additional strategies/resourcesDevelop / review and communicate family violence leave policies and processes to ensure they are victim-centric and in line with sector best practice, noting your organisation’s EBAs may contain relevant processes relating to leave and flexible working arrangements.The Organisation have a family violence leave policy in place, create a family violence leave policy beyond the minimum legal requirement, including an entitlement to paid family violence leave (<http://www.fairwork.gov.au/leave/family-and-domestic-violence-leave>). Commission a specialist organisation to run training for managers and site personnel on how to support and respond to an employee experiencing family violence.  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Establish a zero-tolerance approach to sexual harassment with reference to the positive obligations in the Occupational Health and Safety Act 2004 and any health and safety obligations in enterprise agreements. Refer to WorkSafe’s Workplace gendered violence guidance for employers for information on how to satisfy the positive duty https://www.worksafe.vic.gov.au/resources/work-related-gendered-violence-sexual-harassment  | [DRAFTING NOTE: insert strategy]Example responseThe Organisations CEO and/or senior management team will make an annual statement and communicate a zero-tolerance approach to sexual harassment, defining sexual harassment and provide options for reporting inappropriate behaviour. Additional strategies/resourcesExample leadership statement and more action ideas available here <https://championsofchangecoalition.org/wp-content/uploads/2020/09/Disrupting-the-System_Preventing-and-responding-to-sexual-harassment-in-the-workplace_CCI_web-FINAL.pdf>]Elevate the prevention and intervention measures as a leadership priority | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Commit to reporting sexual harassment complaints to the governing body as a standing workplace health and safety agenda item. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will create a standing agenda item to discuss sexual harassment complaints as a workplace health and safety agenda item in all Occupation health and safety meetings. Understanding this information is extremely confidential it will only be discussed at a senior management level ensuring a victim centric approach. Additional strategies/resourcesTrack and monitor complaints, behaviour, outcomes and complainant satisfaction with the process and outcome.Improve record keeping practices, including: - providing guidance to staff who respond to complaints of sexual harassment on their record keeping obligations under the organisation’s policy (if there is not one in place, establish a record keeping policy). - performing spot checks at least annually to ensure records for formal complaints are appropriately maintained. - develop a manual to provide guidance to relevant staff on the new or revised record keeping system of complaint files and spot check process. This will ensure a consistent approach is taken by staff in records management. - Securely store complaint documentation and record and categorise the number of sexual harassment complaints in a confidential and searchable format | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Implement a complaints process that provides a victim-centric approach to the management of sexual harassment complaints, including establishing workplace contact officer roles for workers to discuss experiences and concerns confidentially. Ensure workers are aware of the process and trust it as being impartial.Refer to VEOHRC guidelines for employers on sexual harassment for how to adopt a victim-centric approach <https://www.humanrights.vic.gov.au/static/8070e6b04cd51969490ccdecddff0c00/Resource-Guidelines-Workplace_sexual_harassment-Aug20.pdf> (pg. 69 onwards) | [DRAFTING NOTE: insert strategy]Example responseThe Organisation will set up and promote an anonymous complaints process where victims of sexual harassment are able to anonymously report or where employees can discuss their concerns about what has been seen or heard. In addition to this we will ensure staff are aware of VEOHRC as an impartial process by sending out emails, putting details on site notice boards and offering this service in the induction process. Additional strategies/resourcesEstablish a clear complaints framework and process that ensures that staff know the different ways to report inappropriate behaviour and options for resolution Establish guidelines for managing and responding to sexual harassment and inappropriate behaviour on site and display these on-site noticeboards within offices and site sheds. Use the Victorian Equal Opportunity and Human Rights Commission guide to responding to complaints <https://www.humanrights.vic.gov.au/static/7a7bb6b743714dafab3a0d93804f848c/Resource-Step_by_step_complaints_response-Aug20.pdf>Train HR teams, workplace contact officers or identify officers or peer supporters that can recognise, respond, and refer enquiries to complaints process Implement a checkpoint during the complaints process to determine whether the organisation needs to report a sexual harassment complaint to Victoria Police | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Update internal policies and procedures to ensure workers receive referrals for where they can get further advice support and information outside the organisation regarding sexual harassment.  | [DRAFTING NOTE: insert strategy]Example responseThe organisation will review and update all internal policies and procedures to include information to assist workers in receiving referrals and support outside of the organisation. This will be posted on the internal company website with email notifications used to the Organisation that these policies and procedures have been updated. Additional strategies/resourcesWorkSafe has a helpful referral <https://www.worksafe.vic.gov.au/work-related-sexual-harassment-know-your-rights>] | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Complete WorkSafe’s culture scan checklist to identify any risk factors for sexual harassmenthttps://content.api.worksafe.vic.gov.au/sites/default/files/2020-03/ISBN-Work-related-gendered-violence-including-sexual-harassment-2020-03.pdf (pg. 10 for checklist)  | [DRAFTING NOTE: insert strategy]Example responseThe Organisation will undertake WorkSafe’s culture scan checklist and identify any risk factors for sexual harassment to be addressed. This will be done annually, and each risk will be mitigated and added to the OHS safety checklist to ensure each risk presented is absolutely minimised. These will be presented at senior leadership meetings. Additional strategies/resourcesConduct a risk assessment to identify, assess and control risks of sexual harassment Provide training to staff to better prevent and respond to workplace sexual harassment. A list of specialist training organisations can be found at 1800 RESPECT <http://www.1800respect.org.au/services/about-service-directory>] | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |

**Focus Area 4 - Diverse, gender balanced and representative workforce. This focus area relates to Indicator 2: Gender Composition of all levels of the workforce found within the Workplace Gender Audit.**

| **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| Use the Building Equality - Recruitment Standards and Practices <https://womeninconstruction.com.au/employer/employer-overview> to address gender issues in the recruitment of women. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will review recruitment processes to address gender biases and attract greater gender diversity. To do this we will consider the language used in job descriptions, the composition of interview panels, shortlisting and the appointment processes.Additional strategies/resourcesReview Recruitment policy to ensure gender balanced selection panel and transparent process Refer to [Best Practice Guide: Recruitment and Selection (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/Documents/Best-Practice-Guide-Recruitment-Selection.pdf)Set a target for the proportion of applications or recruitment shortlists that are gender balanced Set targets for recruitment of diverse candidates at specific levelsCommunicate a transparent process for secondment and acting opportunities.  |  Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Ensure leadership and middle management complete unconscious bias training to equip them with the skills to recognise and understand their own biases and to take steps to overcome them. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will ensure all leadership and middle management complete unconscious bias training. Sessions will be run annually for all staff. Additional strategies/resourcesUndertake specific follow up training for leadership and middle management who have completed unconscious bias training to consolidate their learning.Suggest all staff undertake an implicit bias test and create discussion forums/ meetings to talk about outcomes of tests in a group setting - See free example of test <https://implicit.harvard.edu/implicit/takeatest.html>] | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |

**Focus Area 5 - Flexible and empowering workplace. This focus area refers to indicator 7: Leave and flexibility found within the Workplace Gender Audit.**

| **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| Review employment policies, procedures, and practices to encourage a flexible and supportive workplace that provides all workers with access to different types of flexible work arrangements.  | [DRAFTING NOTE: insert strategy]Example responseThe organisation will review and update employment policies and practices to encourage flexible workplace arrangements. The updated findings will be promoted within the organisation to encourage all to work flexibly. Additional strategies/resourcesSet a policy for all roles to be offered on a flexible basis by default Train Managers in how to manage flexible site teams and support individuals who work flexibly. Review flexible work practices for best practice <https://www.fairwork.gov.au/employment-conditions/flexibility-in-the-workplace/flexible-working-arrangements>You could use the FlexiWork online savings calculator to understand the financial benefits and costs of flexible workplace policies <https://nousgroup.shinyapps.io/Felix_the_Nous_Flexiwork_Savings_Calculator/>] | Name: [DRAFTING NOTE: insert name]Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Promote the uptake of flexible working by men with caring responsibilities as men and women should have equal opportunity to share caring responsibilities. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will collect, track, and monitor all employees flexible working arrangements. The organisation will promote equal flexible working and caring responsibilities by implementing the following:- Ensuring senior management teams’ model flexible working- Promote stories of flexible working internally- Promote and encourage all employees to work flexibly by making them aware of the flexible working arrangements which are available- ensuring long hours are not praised or modelled behaviours and instead focusing on efficient behaviours - Set KPIs for managers to promote flexible working within their teams.  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Ensure women have equal access to secure employment and overtime hours.  | [DRAFTING NOTE: insert strategy]Example responseThe organisation will review any casual and part time roles to assess whether they can be changed to permanent, full time- or job-sharing roles to provide more job security. The organisation will also record and review any logged overtime hours for individuals to ensure there is equal opportunities to access overtime for everyone.  | Name: [DRAFTING NOTE: insert name]Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Ensure flexible work arrangements are in place to allow women to equally participate and perform when opportunities are made available. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will ensure all training and development opportunities are available to employees that work flexibly. This includes ensuring all meetings have a virtual option, scheduling sessions that work to everyone’s schedule and not requiring employees to participate after hours or on weekends or on allocated days off. Additional strategies/resourcesAssessing whether roles and job requirements on site currently allow for flexible working arrangements.When events and/or meetings are held, is there a formal process the site will follow to ensure all participation are included i.e., online meetings, times of events, location of events. | Name: [DRAFTING NOTE: insert name]Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |

**Focus Area 6 - Inclusive and respectful workplace. This focus area relates to indicator 5: Recruitment and Promotion** f**ound within the Workplace Gender Audit.**

| **Mandatory Actions** | **Organisation Strategy** | **Accountability Of Organisation Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| Include [Respect Code – Building and Construction Industry](https://www.vic.gov.au/sites/default/files/2022-04/Final%20Code%20of%20Respect.pdf) for new employees as part of the induction process. | [DRAFTING NOTE: insert strategy]Example responseThe organisation will include the Respect Code as part of the induction process and echo that respect is the fundamental right of every woman in the building industry and that any disrespectful, unacceptable, illegal, or inappropriate behaviours will not be tolerated in the Organisation. | Name: [DRAFTING NOTE: insert name]Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |
| Implement an awareness campaign to promote diversity of thinking by challenging the status quo and educating workers about unconscious bias, gendered segregation, and the impact of gender stereotypes on decision making. | [DRAFTING NOTE: insert strategy]Example responseThe Building Equality Policy working group will build and implement an awareness campaign to promote diversity of thinking for the organisation. The organisation will explore the concepts of gender bias, segregation and the impacts these have on the organisation’s operations.  | Name: [DRAFTING NOTE: insert name] Job Title: [DRAFTING NOTE: insert job title]Timeframe: [DRAFTING NOTE: insert timeframe] | [ ]  **COMPLETE** [DRAFTING NOTE: tick only one of the two boxes][ ]  **INCOMPLETE**[DRAFTING NOTE: tick only one of the two boxes][DRAFTING NOTE: provide evidence upon completion]- Provide written explanation or- Attach a document  |

## **Declaration**

[Drafting Note: Ensure all sections highlighted drafting notes in yellow are removed or have the relevant information added when submitting the Gender Equality Action Plan as part of the tender.]

| Item | Details |
| --- | --- |
| Organisation name | [Drafting Note: Insert organisation name] |
| ABN/ACN | [Drafting Note: Insert ABN/ACN] |
| Authorised representative name | [Drafting Note: Insert authorised representative name] |
| Authorised representative title | [Drafting Note: Insert authorised representative title] |

I, the Authorised Representative of the Tenderer, for and on behalf of the Tenderer, declare as follows:

I am authorised by the Tenderer to sign this declaration for and on behalf of the Tenderer.

I confirm that the Workplace Gender Audit is based on current and accurate data, Gender Equitable Employment Practices and Gender Equality Action Plan provided as part of the [Drafting note: insert name of request to tender] is current and accurate and provided by the Tenderer to [Drafting note: insert name of Agency] in good faith.

I acknowledge that [Drafting note: insert name of department/agency] may rely upon the information provided.

I undertake to ensure that the Tenderer promptly:

* notifies [Drafting name: insert name of Agency] upon becoming aware that any information provided in this declaration is incorrect or misleading; and
* provides to [Drafting note: insert name of Agency] such information as may be required to further assess the Contractor’s adoption of business practices that support gender equality.

……………………………………………….

Signature of Authorised representative

……………………………………………..

Name of Authorised representative (print)

……………………………………………

Date

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