How Gender-Responsive is Your Work Environment?

**Target audience:** All

This tool should be used to assess the gender-responsiveness of your work environment. The questions suggested are meant to help you reflect on this environment. They are not meant to be answered by yes or no, or to be dropped right away. Based on your reflection, you should try to promote and make any necessary changes at work so that gender equality is promoted.

**Looking at your organization’s gender culture**

1. Organizations usually promote certain values/principles. What are they in your organization?
2. Is gender equality one of them?
   a) If so, how is the gender equality principle spread across the organization?
      (i) Is it listed in recruitment announcements and documents?
      (ii) Is it put into effect or addressed during staff meetings?
      (iii) Is it mentioned in the organization’s policies?
      (iv) Are there visible messages in the work environment?
      (v) Through other means?
   b) If not, and in your opinion, what are the chances to promote gender equality in your organization?
3. In your opinion, is gender equality considered important by all staff members?
4. Is there a Gender Focal Point or any staff member in charge of promoting gender equality in your organization?
   a) Is it a team or a single person?
   b) A female or a male? In case of a team, what is the distribution of the members?
   c) When were they appointed? At which level?
   d) Is it an additional task, on top of other previously assigned tasks?
   e) Were they provided with additional resources (time/budget/staff)?
   f) Do they have an impact on the organization?
      (i) Are they participating in decision-making processes of your organization? If so, at what level?
      (ii) Are they in regular contact with all staff for either disseminating information or receiving comments and being asked for advice?

**Looking at your organization’s policy**

5. Does your organization have an explicit gender policy stating the objectives, visions and strategies?
6. Are there explicit rules and regulations to ensure gender equality in your organization?
The scope of this question is quite broad. You may check if there are rules and regulations to ensure:

a) equal opportunities for placement, career development and promotion for both men and women at all levels;

b) Availability of appropriate facilities, depending on the needs of men and women;

c) Any other.

7. Are these rules and regulations respected in your organization?
8. If not, then what are the mechanisms for change/improvement?

**Looking at your organization’s human resources management**

9. Is there gender parity in staff distribution in your organization?
   a) How many females and males are there in your organization?
   b) How many females and males are there in each unit/section/department?
   c) How many females and males are there at each level of hierarchy?

10. Is sex a criterion for selecting staff, consultants, and partners? Is there an explicit mechanism to move towards gender parity?

11. Is being a female (or male) perceived as an advantage or an inconvenience for certain jobs/tasks?

12. Are there equal opportunities for training of both females and males?

13. Are there equal opportunities for promotion of both females and males?

14. Is working outside office hours/days a practice that is valued?
   a) Is this practice more prevalent among men or women?
   b) What are the reasons for the difference?

15. Can both women and men take paid leave for a child’s birth/adoption?
   a) For how many children is the paid leave given?
   b) How many paid days can be given to fathers? And how many to mothers?
   c) Do you feel free to announce that you will be taking parental leave? If not, why?
   d) Do you think taking parental leave will affect your future career development and promotion?

16. If there is a staff union, how is the staff union composed?
   a) How many men and women are there in the staff union?
   b) Is the head of the staff union a woman or a man?
   c) In your opinion, through the staff union, can concerns of female and male staff be considered and voiced equally?

**Looking at your organization’s decision-making**

17. How many female and male staff members take part in policy formulation and decision-making?
18. In your opinion, when decisions are made, are the views of female and male staff considered equally?

**Looking at your organization’s gender awareness training**

19. Is there information and technical knowledge on gender equality and gender mainstreaming available to all female and male staff members?
   a) How can staff members access this information?
   b) How many of them can access this information?
   c) If they don’t access this information, what are the possible reasons?

20. Is there sensitization and training in gender offered to all male and female staff members?
   a) Is it compulsory or on a voluntary basis?
   b) What incentives are there to motivate staff to join gender training sessions?
   c) How often is sensitization and training offered?
   d) How many female and male staff members have been sensitized and trained?
   e) Is the trainer appropriately trained, and familiar with gender issues of the organization?
   f) Is the trainer the Gender Focal Point or someone outside the organization?
   g) Has the impact of sensitization and training been assessed?
   h) What are the organization’s future plans for further sensitization and training?

**Looking at your organization’s gender-friendly facilities**

21. Are there adequate facilities for female and male staff members? Guiding questions:
   a) Are the numbers of toilets proportional to the number of female and male staff members?
   b) Is there a medical unit? Is the medical unit staff male or female?
   c) Is there a child care facility available?

**Looking at your organization’s gender evaluation**

22. Is there a mechanism to recognize the personal efforts of staff members to promote gender equality?

23. Has there been any gender-related evaluation in your organization?

24. Are there gender benchmarks, indicators and monitoring tools?

25. Has the gender-responsiveness of your organization been evaluated?
   a) If yes, then:
      (i) Was the evaluator internal or external?
      (ii) A female or a male?
      (iii) Were the results shared among the whole staff?
      (iv) Have arrangements been made following the recommendations of the report?
   b) If no, then:
      (i) What are the possible reasons for not having an evaluation?
      (ii) Is your organization planning to have an evaluation?
      (iii) Who could advocate for an evaluation, and how?