

GENDER AUDIT TOOL

Introduction and Guidance for Use

A gender audit tool is a practical resource to guide organisations in identifying challenges and opportunities for increasing organisational equity and to create gender action planning. This guide aims to support you to:

- generate an understanding of how gender is considered within the organisation
- develop a baseline for collective discussion and analysis
- identify areas for improvement and action

Who to involve

Before undertaking a gender audit, clarify the expectations to your organisation - explain how results will be disseminated, how action plans will be devised and implemented. Selecting a variety of people from within the organisation will help generate ownership of the results and commitment to action. Including staff from all levels including senior management is beneficial to facilitate political will. Also consider already formed groups and committees that may be interested.

Selecting areas to audit

Consider your resources, time and political will in deciding what areas within your organisation you would like to assess. A comprehensive list of questions are attached, choose which are most relevant for your organisation and the area to be assessed. Initially, you may choose to audit either internal or external policies and procedures, or both. You may choose only a few departments or services to audit.

Finding the evidence to answer the questions

These include document analysis, staff surveys, internal consultations. A comprehensive audit will use more than one method of collection to elicit a mixture of responses.

Each question has been given an option of Yes, No, Sometimes. For each answer, think through:

- how is this demonstrated/evidenced?
- are there examples of this in practice?

More discussion prompts are in *italics* for specific questions where you may wish to get further information. Take note of any suggestions for improvement that arise during the consultation/audit process. This will be greatly beneficial for your Action Plan, which can be drawn up and prioritised using issues from your audit analysis.

THEME 1: INTERNAL

1.1 Organisational Culture

Question	Yes	No	Sometimes
Do people in senior positions demonstrate commitment to and leadership on gender issues?			
Do you believe gender equality fits into the image of our organisation? <i>(If so why, if not, why not?)</i>			
Are gender issues taken seriously and discussed openly by men and women in our organisation?			
Does our organisation have a gender sensitivity policy or code of conduct in place in terms of unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment?			
Does our organisation encourage gender sensitive behaviour, for example, intolerance of sexist language, jokes or comments?			
Can our organisation do much more than it's currently doing to promote gender equality? <i>(any specific suggestions?)</i>			

1.2 Gender Policy

Question	Yes	No	Sometimes
Does our organisation have written policies that affirm a commitment to gender equity? <i>(and are these visible?)</i>			

Question	Yes	No	Sometimes
Does our organisation have procedures that enact these policies?			
Is gender equity a priority in the organisational strategic plan?			
Is gender taken into account during strategic planning for organisational activities? <i>(if so how?)</i>			
Does our organisation consistently draw upon a person or division within the organisation who has expertise in gender? <i>(what tasks do they perform?)</i>			
If there is a gender equity policy or priority in strategic plan: - Do you feel ownership of the gender policy or priority in the strategic plan? - Is our organisation committed to implementation of the gender policy/goal in the strategic plan? - Do management take responsibility for the development and implementation of this? - Does our organisation set agreed success measures for gender equity principles?			

1.3 Financial/Resource Commitment

Question	Yes	No	Sometimes
Is there a budget allocation for staff training or workforce development in gender equity? <i>(have you been provided opportunity to participate, have you participated?)</i>			
Is there a budget allocation to staff training in prevention of violence against women? <i>(have you been provided opportunity to participate, have you participated?)</i>			
Is there designated responsibility for promoting gender equity in our organisation?			

1.4 Human Resources

Question	Yes	No	Sometimes
Is sex-disaggregated data used for workforce/HR planning? <i>(if so how is this used?)</i>			
Is gender awareness present in all job descriptions and/or in performance criteria?			
Do position descriptions include responsibility for the promotion of gender equity?			
Are recruitment applications assessed with a gender equity approach?			
Is action taken to recruit, mentor and retain a representative number of women on the board of the organisation? <i>(Is this embodied in policies and procedures?)</i>			
Are there proactive strategies implemented to recruit or promote women into senior management positions?			
Are men and women receiving the same career training and development opportunities?			
Has there been an increase in the representation of women in senior management positions in the last 1-2 years? <i>(if not, why not? if so, why do you think this is the case?)</i>			
Does our organisation conduct a gender pay gap analysis?			