

TOOL 1.1

Roadmap for Using Tools in Tool Suite 1

- » **GOAL:** Introduces how all the tools in this Tool Suite work together
- » **TARGET UNITS:** All readers

The tools in Tool Suite 1 all support efforts to increase representation of women in the workforce. **Companies do not need to use all of these tools in order to improve gender dynamics in their company.** This roadmap provides an overview of the tools and provides suggestions on how to combine them into effective approaches. While the number of tools may look daunting, even a small selection can provide valuable information and opportunities to change. In most cases, companies should start with what is feasible from a time and money perspective—doing something is better than doing nothing.

1. **ASSESS AND PREPARE:** The first stage of the gender journey in any company is to understand what gender issues exist in the company. The starting point can depend on the level of buy-in in your company.
 - If you need to educate and convince colleagues, including managers, on the importance of investing in a gender approach, developing a **Business Case (TOOL 1.2)** will provide structure for demonstrating the business benefits of investing in gender equity.
 - Once management is on board and willing to invest in a more in-depth understanding of the issues, a **Gender Audit (TOOLS 1.3 and 1.4)** can be conducted.
 - An **Employee Scorecard (TOOL 1.5)** is an excellent complement to an audit—it can be used to drill down and further clarify issues raised during an audit. A scorecard can also be used on its own, but it is better at identifying top priority issues and developing an action plan than giving a more nuanced understanding of gender issues throughout a department or organization.
 - A **Pay Gap Survey (TOOL 1.6)** can also complement an audit or scorecard (but has a much narrower focus, so is best used to complement a broader assessment).
 - A **Gender Diversity Board Assessment (TOOL 1.7)** can also complement a broader assessment to identify issues specifically at the board level.
2. **ADDRESS:** Once you have identified key gender issues, the next set of tools can be applied to proactively address these gender issues.
 - **Create an Overarching Gender Strategy and Policy:** To make sustainable progress on gender, an overarching strategy, bolstered by clear policies and dedicated manpower, is essential. **TOOL 1.8** provides a sample gender policy to help companies clearly state their approach to gender and ensure that all employers

and shareholders have a common understanding of expectations. A **Gender Equity Strategy (TOOL 1.9)** will help companies develop a strategic approach to addressing identified gender issues and meeting gender goals. **TOOL 1.10** is a terms of reference for a gender champion or focal point; having someone accountable and empowered to lead gender initiatives can greatly boost the chance of success.

- Ideally, companies should implement all three of these tools, although the breadth and depth of the strategy and policies can vary based on resources and capacity. Similarly, while not every company will have a full-time gender champion, every company should have someone who is accountable for progress.
 - **Create Specific HR Policies:** In addition to a general gender policy, a comprehensive gender approach also benefits from updating other gender policies (leave, flex work, recruitment policies, etc.). **TOOL 1.11** outlines how to make existing gender policies more gender inclusive and develop new gender-inclusive policies. **TOOL 1.12** provides guidance on setting gender-inclusive recruitment targets. **TOOL 1.13** outlines how to examine the board for gender equity and inclusiveness and address identified gender issues.
 - Any company committed to improving gender equity in the workplace should review policies and set at least some gender targets. How extensively policies are revised and how ambitious targets are can depend on company resources.
 - **Create and Improve Gender-Focused Structures and Staff Capacity:** Tools in this section provide guidance for changing the workplace environment with regards to gender. **TOOL 1.14** provides a checklist for senior management to demonstrate its commitment to gender equity by sending a message from the top that gender equity is important. A **Gender Task Force (TOOL 1.15)** can give HR and management feedback on how gender issues are perceived, as well as create a tool for disseminating information on policies and programs related to gender. **TOOL 1.16** can help companies to understand how remote work, an increasing reality for many companies, can affect women and men differently and how to make sure both are equally supported, while **TOOL 1.17** highlights ways to reduce implicit biases around gender.
 - **Strengthen the Talent Pipeline:** These tools provide guidance on attracting and retaining the best talent by ensuring that your company is attractive to both women and men. It includes guidelines for attracting and retaining talent (**TOOL 1.18**), a job description template to reduce bias and attract diverse applicants (**TOOL 1.19**), and guidelines for developing female talent particularly through mentorship (**TOOL 1.20**) and career development (**TOOL 1.21**).
3. **MONITOR AND SUSTAIN:** Finally, the last section of this Tool Suite focuses on monitoring, evaluating, and sustaining gains in gender equity in the workplace (**TOOLS 1.22** and **1.23**).

