

Gender Equity Self Diagnostic Tool

The International Center for Research on Women

This tool is not automatically scored. If you are interested in deploying this tool or learn more about scoring for each of the domains, please contact gendertool@icrw.org.

FACTORY PROFILE: WORKER DEMOGRAPHICS

0a. What is your factory ID:

0b. How many employees does the factory currently employ?

Include all full-time, part-time, temporary/short-term employees, plus contract employees.

- a. Less than 100
- b. 100-499
- c. 500-999
- d. 1,000-9,999
- e. 10,000-19,999
- f. 20,000+

0c. Where is the factory located (country)? [drop down list; see attached]

0d. In which region of the country is the factory located? _____

0e. What is the approximate annual revenue at the factory (in USD)?

- a. \$0 - \$99,999
- b. \$100,000 - \$499,999
- c. \$500,000 - \$1.9 million
- d. \$2 million - \$4.9 million
- e. \$5 million - \$29.9 million
- f. \$30 million - \$49.9 million
- g. \$50 million +

0f. What is the primary product manufactured at the factory?

Select one.

- a. **Apparel** (including clothes, fur, and/or knitted or crocheted apparel)
- b. **Footwear**
- c. **Accessories** (Including handbags, jewelry, belts, headwear/hats, and similar products)
- d. **Soft Home** (including towels, bedding, throw pillows, blankets)
- e. **Hardlines** (Including bikes, tents, backpacks, luggage, electronics, coolers, climbing gear, watercraft, and other equipment made of metal, plastic, or wood)
- f. **Food and beverage**
- g. **Essentials & beauty products**

0g. What other products are manufactured at the factory?

Check all that apply.

- a. **Apparel**
(Including clothes, fur, and/or knitted or crocheted apparel)
- b. **Footwear**
- c. **Accessories** (including handbags, jewelry, belts, headwear/hats, and similar products)
- d. **Soft home** (including towels, bedding, throw pillows, blankets)
- e. **Hardlines** (Including bikes, tents, backpacks, luggage, electronics, coolers, climbing gear, watercraft, and other equipment made of metal, plastic, or wood)
- f. **Food and beverage**
- g. **Essentials & beauty products**

SECTION 1: REPRESENTATION

In this section, we will ask you to share the number of male and female employees that are currently occupying different types of roles in the factory. Each question includes a definition of each type of role to guide your answer. While we understand that the definitions of roles may somewhat vary from factory to factory, we ask you to maintain the same definition each year when submitting your data.

1. How many full-time production workers (male and female) work at the factory?

Tooltip: Full-time production workers are persons working on/with the facility's product or directly involved in the operations of the facility. They are non-supervisory, which means no one reports to them. Include here all workers involved in the production of goods, as well as those involved in operations related to the product, e.g., distribution. Examples of production workers are cutters, sewers, QC, packers, etc. (all workers who contribute to producing the product), boiler workers, mechanics, and workers who load products onto trucks. Relief Teams should also be included here.

_____ total male full-time production workers
 _____ total female full-time production workers

The factory does not collect this information

2. How many temporary workers (male and female) work at the factory?

Tooltip: Temporary workers are those hired for a specific period, or to complete a specific task or project that is limited in duration (usually less than one year). These workers may not have employee benefits. Do not include casual workers (who work occasionally and intermittently).

_____ total male temporary workers
 _____ total female temporary workers

The factory does not have temporary workers

The factory does not collect this information

3. How many supervisors (men and women) work at the factory?

Tooltip: Supervisors are persons who lead or supervise others and who work on the production floor (not in the office), e.g., line leaders, group leaders, coordinators, specialists, assistant or deputy managers, and department heads, but not managers. Supervisors tend to report to junior or middle management.

_____ total male supervisors

_____ total female supervisors

- The factory does not have supervisors
- The factory does not collect this information

4. How many middle managers (men and women) work at the factory?

Tooltip: Middle managers oversee production and/or administrative processes and timelines, achievement of key performance indicators, and adherence to quality standards. They report to upper or senior management. They may also be called superintendents or sub-department heads.

_____ total male middle managers

_____ total female middle managers

- The factory does not have middle managers
- The factory does not collect this information

5. How many upper/senior managers (men and women) work at the factory?

Tooltip: Upper/senior managers may manage an entire department or multiple departments, set and strive to achieve production and performance goals, adhere to production, quality, and administrative standards, and/or carry out the company's overall strategic objectives and targets within their department of focus. They report to top management. Example titles include Deputy General Manager, Senior Manager, Department Head, Division Head, and Plant Manager.

_____ total male upper/senior managers

_____ total female upper/senior managers

- The factory does not have upper/senior managers
- The factory does not collect this information

6. How many top-level managers (men and women) work at the factory?

Tooltip: Top-level managers manage multifaceted operations with the highest level of responsibility. They report to the CEO in terms of production/performance, reporting, management, or quality adherence. They set overarching strategic vision, goals, objectives, and targets. Example titles include General Manager, Regional General Manager, Director, Vice President, President/CEO/CFO/COO.

_____ total male top-level managers

_____ total female top-level managers

- The factory does not have top-level managers
- The factory does not collect this information

7. How many union representatives are there at the factory?

Tooltip: Only count workers who are in production worker roles.

_____ total male union representatives
 _____ total female union representatives

- The factory does not have unions
- The factory does not collect this information

8. How many worker committee representatives are there at the factory?

Tooltip: Only count workers who are in production worker roles.

_____ total male worker committee representatives
 _____ total female worker committee representatives

- The factory does not have worker committees
- The factory does not collect this information

SECTION 2: GENDER EQUITY COMMITMENTS, POLICIES & GOVERNANCE

9. Does the factory have a non-discrimination policy, either stand-alone or specified in a broader policy?

Tooltip: A non-discrimination policy prohibits differential treatment and harassment of any type that is linked to race, color, religion, age, sex, national origin, etc., or any other characteristic that is protected by national, state, or local law.

- a. Yes [\[Go to Q9a\]](#)
- b. No [\[Skip to Q10\]](#)

9a. Which of the following is true for the factory's non-discrimination policy?

Select all that apply.

- a. It is in writing
- b. It is signed by top management
- c. It was developed in consultation with workers and/or their representatives, such as trade unions
- d. It includes a section on equal employment opportunities (EEO)

Tooltip: An EEO outlines a clear commitment to providing equal opportunities in terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

10. Does the factory have a written strategy/plan to promote diversity and inclusion?

Tooltip: A diversity and inclusion plan may outline strategies to promote and ensure that persons of all races, genders, ethnic groups, abilities, etc. are hired, promoted, and treated fairly in the company. The plan can be established at the supplier group or at the factory level.

- a. Yes [\[Go to Q10a\]](#)
- b. No [\[Skip to Q11\]](#)

10a. Does the factory do any of the following as part of its diversity and inclusion strategy/plan?

Select all that apply.

- a. Has set gender equality targets

Tooltip: Gender targets are achievable, time-framed objectives that factories can set to focus their efforts on achieving specific outcomes such as having 20% women in senior management roles or providing equal pay to women and men in the same role

- b. Has set up a system to track data and measure progress against gender targets
- c. Has created diversity and inclusion action plans at the department and unit level
- d. Has communicated progress made against gender targets with factory employees
- e. Has communicated progress made against gender targets externally, for example in press releases, annual reports, or industry forums
- f. None of the above

11. Did the factory provide any training on gender equity and/or diversity in 2022?

Tooltip: Gender equity and diversity training typically covers topics such as cultural norms about how men and women should behave, power dynamics between the sexes, and unconscious bias (biases that people are often unaware of and can impact their behaviors towards others based on gender, race, ethnicity, etc.).

- a. Yes [Go to Q11a]
- b. No [Skip to Q12]

11a. Who attended the gender equity and diversity training?

	All	Some	None
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Which of the following gender equity responsibilities are explicitly assigned to factory management?

Select all that apply.

- a. There is a senior manager whose responsibility is overseeing and promoting gender equity
- b. There is a senior manager whose responsibility is collecting and reporting sex-disaggregated data on key performance indicators
- c. Senior managers are evaluated on how well they have promoted gender equity in their team
- d. There is one or more manager/s who has responsibility for including gender equity as an agenda topic in senior leadership meetings
- e. None of the above

TOTAL POSSIBLE POINTS: GENDER EQUITY COMMITMENTS, POLICIES & GOVERNANCE
DOMAIN SUB-SCORE

SECTION 3: WORKER VOICE

13. Did the factory collaborate with trade unions and/or worker committees in any of the following ways in 2022?

Select all that apply.

- a. Jointly reviewed policies to improve conditions for women workers
- b. Communicated who the union and/or worker committee representative(s) are so workers know who to go to if they have an issue
- c. Supported women workers' right to organize, join unions or committees, and collectively bargain
- d. Incorporated gender considerations and language into Collective Bargaining Agreements (CBAs) with unions
- e. Promoted women's leadership in trade unions and/or worker committees
- f. Supported worker committee(s) that are specifically dedicated to women's issues and concerns
- g. Established a system for regular engagement to collect women workers' perspectives when designing new initiatives
- h. Collaborated with unions/worker committees to provide training for their members
- i. Organized employee groups or committees concerned with gender equity such as women in leadership, working parents, LGBTQ+, female engineers
- j. Encouraged union collaboration with women's NGOs to improve gender knowledge and awareness among union members and leaders
- k. None of the above

14. Did the factory invest in workplace systems that engage workers and managers in the following ways?

Select all that apply.

- a. Used worker well-being surveys to gain worker insights and/or to improve working conditions
- b. Trained workers on their rights and how to engage management to improve working conditions
- c. Trained supervisors and managers on how to receive and respond to worker feedback
- d. Organized ongoing workplace dialogue, for example between managers and worker representatives to develop and implement solutions that improve working conditions
- e. Established Employee Resource Groups or affinity groups for minorities or marginalized workers (for example, a women's council) to provide support on issues affecting the group
- f. None of the above

15. Did the factory collect any of the following types of data on employee well-being and engagement in 2022?

Select all that apply.

	Factory collected data on employee knowledge of:	Factory collected data on employee satisfaction with:
Professional development opportunities & training		
Pathways to promotion		
Pay and compensation policies		
Grievance mechanisms		
Childcare support services		
Healthcare services		

16. In regard to data collected on employee well-being and engagement, did the factory do any of the following:

Select all that apply.

- a. It collected the data anonymously
- b. Disaggregated the data by sex (by number of male and female respondents)
- c. It analyzed and shared the data with workers
- d. It used the data for action planning
- e. None of the above

17. Did the factory do any of the following in relation to its grievance handling process in 2022?

Select all that apply.

- a. Established multiple channels for reporting grievances, for example, via telephone, SMS, grievance boxes, or to select personnel (such as Human Resources)
- b. Has least one grievance channel in which workers can report discrimination to someone other than a direct supervisor
- c. Enabled reporting of grievances in multiple local languages
- d. Employed measures to make the grievance process accessible to workers with low literacy
- e. Appointed multiple individuals across the factory to receive grievance reports
- f. Appointed diverse representatives, including at least one woman, to investigate worker complaints
- g. Provided training to people involved in handling and responding to grievance reports, for example on how to preserve confidentiality, how to communicate on sensitive topics or provide support service referrals
- h. Explained grievance procedures and mechanisms to all employees in simple, local language
- i. Provided employees who reported grievances with an investigation timeline and regular updates
- j. Shared anonymized statistics of grievance reports and investigation results with the workforce

- k. Conducted an annual review of the effectiveness of available channels and made improvements based on identified gaps
- l. Reviewed grievance data to identify and address systemic issues
- m. None of the above

TOTAL POSSIBLE POINTS: WORKER VOICE
 DOMAIN SUB-SCORE

SECTION 4: RECRUITMENT & HIRING

18. Did the factory do any of the following as part of its recruitment practices in 2022?

Select all that apply.

- a. Used gender-neutral recruitment practices, for example, reviewed job listings to include gender-neutral language and photos
Tooltip: For example, by changing “lineman” to “lineworker” or “seamstress” to “sewer” and include employees of all genders in photos used for marketing/promotional materials or training manuals.
- b. Prohibited discriminatory hiring questions and practices such as asking job applicants about their marital status, care responsibilities, or asking them to take pregnancy tests
- c. Hired based on essential skills, for example, took measures to validate key skills and abilities needed for the position, then recruited for only the skills needed to perform these job tasks
- d. Asked the same interview questions to all applicants being considered for the same position
- e. Used new outreach channels to recruit women for roles where they are currently underrepresented, such as for management and technical roles (engineers, technicians, etc.)
Tooltip: Examples of new outreach channels include partnering with universities, training institutes and/or engineering programs; providing internships or apprenticeships to female candidates; or looking for talented female employees to promote from within.
- f. Screened job applicants for leadership capacity as well as for previous experience or job history
- g. Provided training to human resource (HR) staff and managers on how to reduce gender bias or discrimination when hiring new workers
- h. None of the above

19. Did the factory do any of the following for new hires in 2022?

Select all that apply.

- a. Provided and explained work contracts to the new hires in simple, native language/s
Tooltip: For example, included explanations of contract duration, probation period, reasons for termination, etc.
- b. Explained workplace policies/benefits to new hires in simple, native language/s
Tooltip: For example, included explanations of pay structure, anti-sexual harassment policies, grievance mechanisms, etc.
- c. Provided adequate time for potential hires to review contracts in accordance with local law
- d. None of the above

TOTAL POSSIBLE POINTS: RECRUITMENT & HIRING
 DOMAIN SUB-SCORE

SECTION 5: PROFESSIONAL DEVELOPMENT & SKILLBUILDING

20. Did the factory do any of the technical skill building and training activities to improve on the job performance of workers in 2022?

Select all that apply.

- a. Assessed skill gaps and professional development needs of women workers
- b. Provided professional development training for women workers based on assessed needs and skill gaps
- c. Provided training to teach women workers technical and on-the-job skills, for example stitching a product or computer skills for production planning
- d. Provided training for women on skills needed to advance to a new or more senior roles such as a group leader, supervisor or junior manager
- e. Implemented a rotational program for female workers to gain exposure to roles not traditionally held by women in the factory
- f. None of the above

21. Did the factory do any of the following activities related to soft skills training in 2022?

Tooltip: Soft skills training is training that focuses on developing skills such as communication, teamwork and problem solving.

Select all that apply.

- a. Provided soft-skills training to women workers, for example, on topics like leadership or effective communication
- b. Provided women workers with literacy training
- c. Provided women workers with financial skills training, for example, on household budgeting or financial planning
- d. Provided training on gender roles and norms, such as exploring power dynamics and unconscious biases
- e. Partnered with external education/training institutions to deliver gender and empowerment training to women workers
- f. None of the above

22. Did the factory do any of the following when providing professional development training opportunities in 2022?

Select all that apply.

- a. Included provisions to make training more accessible to female workers
Tooltip: For example, training is made more accessible to women by considering its timing, location, language of instruction, compensation offered, modification of the day's production targets, and/or provision of transportation and childcare.
- b. Used surveys or other mechanisms to collect feedback from women workers on their needs and preferences for training content
- c. Provided mentoring and/or coaching, specifically for women and other minority groups who may need extra support and resources to build soft skills
- d. Collected participation data in training/s by worker sex, age, role, and department
- e. None of the above

TOTAL POSSIBLE POINTS: PROFESSIONAL DEVELOPMENT & SKILLBUILDING
DOMAIN SUB-SCORE

SECTION 6: EMPLOYEE EVALUATION AND PROMOTION

23. Did the factory do any of the following with regard to employee evaluation and promotion criteria in 2022?

Tooltip: Promotion refers to a permanent change when an employee advances to a higher office or role.

Select all that apply.

- a. Developed standardized criteria and tools for employee evaluation
- b. Assessed employee performance based on concrete measures of hard and soft skills and performance factors that are consistent across similar job functions
- c. Developed standardized criteria to guide selection of who gets promoted
- d. Based promotion criteria on concrete measures of skills, job performance and accomplishment
- e. Developed and used gender-neutral promotion criteria removing any bias that favors masculine traits such as aggression or assertiveness
- f. Conducted reviews to assess if promotion criteria was applied equitably to women and men workers in similar positions
- g. Delivered bias training to managers and human resources responsible for promotions
- h. Communicated employee evaluation process and promotion criteria to all employees, in all native language(s) and including ensuring accessibility for low-literacy employees
- i. None of the above

24. Did the factory do any of the following regarding employee promotion opportunities in 2022?

Select all that apply.

- a. Promoted from within, for example, promoted existing factory workers into management positions before hiring externally
- b. Developed an action plan and set targets to hire women in supervisory, management, and senior leadership positions
- c. Provided training to supervisors on how management topics such as teamwork, communication, conflict resolution and supporting employees' professional growth – such as encouraging female employees to pursue leadership training and opportunities
- d. Trained employees with promotion and talent review responsibilities (e.g. HR, supervisors, managers) on discrimination, bias, and equitable advancement practices
- e. Supported women workers to apply to promotion opportunities
- f. Communicated promotion opportunities to all employees in simple, native language(s), including verbally to those with low literacy levels
- g. Informed women employees of the skills needed for supervisory positions and/or the benefits of career progression
- h. Showcased women role models working in the factory or supplier group
- i. Offered a mentoring program to match women employees with skilled mentors
- j. None of the above

TOTAL POSSIBLE POINTS: EMPLOYEE EVALUATION AND PROMOTION
DOMAIN SUB-SCORE

SECTION 7: COMPENSATION

25. Did the factory pay any of its production workers using individual piece-rate compensation in 2022?

Tooltip: Under piece-rate compensation, worker pay is based on the quantity or production output rather than hourly or base pay.

- a. No
- b. Yes

26. Did the factory do any of the following related to its pay structure and compensation packages in 2022?

Select all that apply.

- a. Paid all employees at least the minimum wage (including piece-rate, foreign, and seasonal workers)

Tooltip: Minimum wage is the lowest wage permitted by law or by a special agreement (such as one with a labor union).

- b. Provided compensation bonuses so workers can earn above the minimum wage
- c. Trained employees to understand the wage system, to calculate their wages, understand their benefits, and read their pay slip
- d. Reviewed the wage system (including overtime and bonuses) to ensure it is easy to understand and rewards employees according to the difficulty and quality of their work
- e. Included union representatives and/or worker committee members in the design of the wage system
- f. None of the above

27. Did the factory do any of the following things related to worker pay and compensation in 2022?

Select all that apply

- a. Calculated local cost of living, for example, by using employee surveys or living wage calculator methods (such as those developed by Fair Wear)
- b. Provided wages that met or exceeded the local cost of living to all its employees (including piece-rate, foreign, and seasonal workers)
- c. Adjusted compensation practices to match what is offered by similar companies and/or competitors
- d. Created an official policy or commitment to provide equal pay for equal work

Tooltip: Ensuring equal pay for equal work involves assessing if employees of the same seniority and experience level within the same position receive the same benefits and compensation regardless of their gender, race, etc., and then moving to close any pay gaps identified.

- e. Created a system to track how much workers are paid based on occupational roles and skills
- f. Prohibited asking for salary history (e.g., wages earned at a previous job) when hiring new employees
- g. Created formal protocols and/or initiated procedures to address pay inequalities
- h. None of the above

28. Did the factory do any of the following related to its payment structure and mechanisms in 2022?

Select all that apply

- a. Provided performance-based payment incentives or opportunities for employees to get bonuses

Tooltip: Examples could be pay-for-performance programs under which a group of employees can earn bonuses for cooperating to improve factory output or performance.

- b. Aligned supervisor pay incentives (such as compensation, bonuses, etc.) to those of the workers they oversee

Tooltip: For example, by linking supervisors' targets with worker targets

- c. Involved employees in structuring and designing compensation packages or wage systems
- d. None of the above

29. Did the factory pay its workers digitally in 2022?

Tooltip: A digital (or electronic) payment is the transfer of value from one payment account to another using a digital device such as a mobile phone, POS (Point of Sales) or computer and a digital channel communication (such as mobile wireless data or SWIFT).

- a. Yes [Go to 29a]
- b. No [Skip to 29c]

29a. If you pay workers digitally, what percentage of your workers elect to receive digital wages?

- _____ Percentage of male workers
- _____ Percentage of female workers
- I don't know/I don't have this information

29b. If you pay workers digitally, what form(s) of digital payment is (are) used?

Select all the apply

- a. Pay cards (debit, credit or prepaid)
- b. Direct deposit (to worker's bank account)
- c. Mobile money

29c. If you pay workers digitally, what percent of workers receive payment with the following?

If none receive money with this form of payment, write 0 (zero)

- a. _____ % of workers receive payments with pay cards (debit, credit or prepaid) % of payments
- b. _____ % of workers receive payments via direct deposit (to worker's bank account)
- c. _____ % of workers receive payments via mobile money

29d. If you do not pay workers digitally, what are the main obstacles:

- a. Lack of infrastructure
- b. Lack of IT skills on the team
- c. Required investment
- d. Workers resist change
- e. Other (please describe) _____

TOTAL POSSIBLE POINTS: COMPENSATION
DOMAIN SUB-SCORE

SECTION 8: ADDRESSING GENDER-BASED VIOLENCE AND HARASSMENT

30. Does the factory have a policy on violence and harassment in the workplace?

Tooltip: Violence and harassment encompass a range of unacceptable behaviors and practices, or threats thereof, that aim at, result in, or are likely to result in physical, psychological, sexual, or economic harm and include gender-based violence and harassment (ILO Definition).

- a. Yes [Go to Q30a]
- b. No [Skip to Q31]

30a. Does the policy on violence and harassment include any of the following?

Select all that apply

- a. It includes a statement prohibiting all forms of discrimination and harassment in the workplace
- b. It applies to all people and locations related to the factory, both on- and off-site

Tooltip: The policy applies, for example, to public and private spaces; onsite healthcare, restroom, and accommodation facilities; in places where employees take rest breaks; it applies to commuting to and from work, to work-related trips, training, events, or social activities.

- c. It includes definitions of what type of behaviors or activities constitute as discrimination, violence, and harassment such as physical, psychological/verbal, economic, and sexual violence and harassment
- d. It has a specific section on gender-based violence and harassment (GBVH)

Tooltip: Gender-based violence and harassment (GBVH) is violence and harassment directed at persons because of their sex or gender, or affecting persons of a particular sex or gender disproportionately, and includes sexual harassment (ILO Definition).

- e. It provides guidance on how to file a grievance report and where to seek help if discrimination or harassment occurs
- f. It includes a survivor-centered approach, which prioritizes the rights, needs, and wishes of survivors across all efforts to assess and respond to cases of GBVH

Tooltip: Survivor-centered approach means treating survivors with dignity and respect and in a non-judgmental way, making sure they are safe and enabling them to make informed decisions.

- g. It includes a non-retaliation clause to protect survivors and bystanders (those who witnessed the incident) from further harassment, violence, or punitive actions
- h. It includes a description of the grievance handling and dispute resolution processes

Tooltip: The description should include information on the expected timeline for the investigation, remediation process, confidentiality measures, and disciplinary actions/sanctions for perpetrators.

- i. It specifies at least one anonymous reporting channel where the identity of the survivor is not disclosed
- j. It includes a confidentiality clause to protect the identities of survivors and bystanders
- k. It identifies who is responsible for handling and managing grievance complaints
- l. It includes mechanisms for referring survivors to relevant medical and legal support services
- m. It does not include a forced arbitration clause that takes away survivor rights to sue, take legal action against, or appeal decisions
- n. It outlines how the policy will be communicated to employees
- o. Established a committee or a task force responsible for oversight of policies
- p. None of the above

31. Does the factory have established grievance handling and dispute resolution procedures for incidents of harassment and abuse?

- a. Yes [Go to Q31a]
- b. No [Skip to 32]

31a. Has the factory taken any of the following measures regarding gender-based violence and harassment (GBVH) in 2022?

Select all that apply

- a. Displayed anti-violence and harassment posters on notice boards, common spaces, and in other high visibility areas
- b. Provided bystander training to male and female employees to identify and prevent violence and harassment

Tooltip: Bystander training helps staff that may witness but may not directly experience violence and/or harassment to develop skills to identify and report inappropriate behavior in the workplace.

- c. Made a public commitment, either verbal or written, to uphold the principles outlined in international conventions that protect women employees against violence and harassment

Tooltip: Conventions could include ILO Convention 190: Eliminating Violence and Harassment in the World of Work, ILO Convention 111: Discrimination in Employment and Occupation, and/or CEDAW: Convention on the Elimination of all Forms of Discrimination Against Women.

- d. None of the above

32. Did the factory collaborate with trade unions and/or worker committees in any of the following ways in 2022?

Select all that apply

- a. Developed an agreement for working together to address workplace violence and harassment
- b. Engaged trade unions and/or worker committees to improve the factory grievance reporting and investigation system
- c. Publicized the names of union and/or committee representative(s) who can receive grievance reports to the workforce
- d. Engaged unions/worker committees to identify and enforce disciplinary measures in accordance with national laws
- e. Supported unions/worker committees to provide gender-based violence and harassment (GBVH) training for their members
- f. Worked with union/worker committees to provide support to employees who experienced gender-based violence and harassment (GBVH)
- g. Supported collaborations between unions and women's NGOs to prevent and address gender-based violence and harassment (GBVH)
- h. None of the above

33. Did the factory track the following data related to gender-based violence and harassment (GBVH) in 2022?

Select all that apply.

- a. Total number of grievances reported
- b. The demographics of the individual filing the grievance, such as gender, type of worker, and ethnicity
- c. The types of grievances reported
- d. The channels used for reporting
- e. The types of disciplinary actions taken
- f. The type of support provided to those who filed complaints
- g. The timeframe within which the grievance claim was resolved
- h. None of the above

34. Did the factory survey employees on gender-based violence and harassment (GBVH) in 2022?

- a. Yes [[Go to Q34a](#)]
- b. No [[Skip to Q35](#)]

34a. Did the factory collect any of the following information in the GBVH worker survey?

Select all that apply.

- a. Employee awareness of the factory GBVH policy and its content
- b. Employee levels of satisfaction with the factory's GBVH policy
- c. Employee level of understanding on what types of incidents are considered as GBVH
- d. Employee knowledge of how and where to file GBVH complaints
- e. Employee level of comfort reporting complaints through various channels
- f. Employee level of confidence that his/her identity will be kept confidential if they file a GBVH complaint
- g. Employee level of confidence that appropriate action/remediation will follow a filed GBVH complaint
- h. Employee satisfaction in regard to how well GBVH complaints are handled
- i. None of the above

TOTAL POSSIBLE POINTS: ADDRESSING GENDER-BASED VIOLENCE AND HARASSMENT
DOMAIN SUB-SCORE

SECTION 9: CHILD AND ELDERLY CARE

35. Does the factory have a paid maternity leave policy?

Tooltip: Maternity leave refers to an employer-protected leave of absence for employed mothers at or in the first few months after childbirth.

Select all that apply.

- a. No
- b. Yes, and it is aligned with national requirements
- c. Yes, but is less than 14 weeks
- d. Yes, it is more than 14 weeks
- e. Maternity leave is paid by the government
- f. Maternity leave is partially paid by the government
- g. Maternity leave is fully covered by the government

36. What percentage of pregnant workers took their full maternity leave in 2022?

- a. 0% - 25%
- b. 26% - 50%
- c. 51% - 75%
- d. 76% - 100%
- e. Don't know

37. Does the factory have a paid paternity leave policy?

Select all that apply.

- a. No [\[Skip to Q35\]](#)
- b. Yes, it is aligned with national requirements [\[Go to Q34a\]](#)
- c. Yes, it exceeds national regulatory requirements [\[Go to Q34a\]](#)

37a. What percentage of eligible men took paternity leave in 2022?

- a. 0% - 25%
- b. 26% - 50%
- c. 51% - 75%
- d. 76% - 100%
- e. Don't know

38. Did the factory do any of the following related to parental leave in 2022?

Tooltip: Parental leave includes maternal leave, paternal leave, and adoption leave.

Select all that apply.

- a. Encouraged all men and women employees to take parental leave, for example through education campaigns or by having managers take full parental leave as role models for the workers
- b. Provided training to women coming back from maternity leave to get up to speed, learn new skills or to fill new roles
- c. Guaranteed that women returning to work can resume the same roles or start an equivalent role with equivalent pay
- d. Communicated parental leave policies and benefits to all employees in simple, local languages
- e. None of the above

39. Did the factory take any of the following measures to help employees schedule shifts in 2022?

Select all that apply.

- a. Gave employees an advanced notice of at least 24 hours before scheduling them for an overtime shift
- b. Established and communicated work schedules to employees at least 2 weeks in advance
- c. Permit employees to select their shift schedule and/or to exchange work shifts with others
- d. Created a “backup” or “relief team” to step into production-related shifts when needed
- e. Used a simple system for employees to schedule leave and vacation time
- f. None of the above

40. Did the factory do any of the following in relation to the childcare needs of employees in 2022?

Select all that apply.

- a. Collected data on employees' childcare needs, such as tracking the number of employees that need childcare, the average age of their children, or when and where they need childcare support
- b. Offered on-site childcare

Tooltip: This includes but is not limited to having a certified kindergarten, daycare, or babysitting services in the workplace. The childcare services may be owned and operated by the factory, or they may be operated by a third party.

- c. Provided vouchers and/or subsidies for employees to send children to off-site childcare facilities

Tooltip: A voucher is a tax-free payment that can be used by an employee to pay for all or a portion of their childcare expenses.

- d. Provided employees with referrals for clean and safe off-site childcare facilities
- e. Partnered with government-run childcare facilities or services, for example, by reserving spots, providing transportation, and/or negotiating subsidized rates
- f. Provided education support for older children, such as subsidizing school fees, books, or uniforms
- g. Provided childcare support to both female and male employees
- h. None of the above
- i. Not applicable

Tooltip: Select this option if the government provides free and comprehensive childcare, if you are a very small factory, or if you have no employees with childcare needs.

41. Did the factory do any of the following to provide dependent care services to employees taking care of elderly or sick family members in 2022?

Select all that apply.

- a. Collected data on how many employees need dependent care services for elderly or sick family members and the type of services they need (such as full-time or part-time support)
- b. Provided referrals for clean and safe dependent care services
- c. Offered employees paid compassionate/personal leave days to attend healthcare appointments with elderly or sick family members
- d. None of the above
- e. Not applicable

Tooltip: Select this option if the government provides dependent care benefits, if you are a small factory or if you have no employees with dependent care needs.

TOTAL POSSIBLE POINTS: CHILD AND ELDER CARE SUPPORT
DOMAIN SUB-SCORE

SECTION 10: EMPLOYEE HEALTH, SAFETY & WELLBEING

42. Does local and/or national law requires your factory to provide healthcare benefits for your workers?

- a. Yes [Skip to 42b]
- b. No [Skip to 42a]

42a. Does the government provide citizens access to government-paid healthcare?

- a. Yes
- b. No

42b. Did the factory provide all required health care benefits for all eligible employees in 2022?

- a. Yes
- b. No

43. Does the facility have an on-site health clinic that, at minimum, can treat emergency and work-related injuries and illnesses?

- a. No [Skip to Q44]
- b. Yes [Go to Q43a]

43a. Did the on-site health clinic do any of the following in 2022?

Select all that apply.

- a. Provided reproductive health and family planning services, such as for planning the number and spacing of children
- b. Provided counseling and mental health services
- c. Provided services and treatment for employees' family members
- d. Employed certified healthcare professionals
- e. Employed at least one female healthcare worker or nurse on staff
- f. Had protocols in place to protect the confidentiality and privacy of patients
- g. Maintained evening operating hours to ensure accessibility for those working night shifts
- h. Collected data on clinic utilization rates and what type of services were provided
- i. Used data to improve healthcare service provisions
- j. Collected data on patient satisfaction levels to improve the services offered in the clinic
- k. None of the above

44. Did the factory do any of the following related to health service provision in 2022?

Select all that apply.

- a. Provided access to preventative health screening for all employees
- b. Provided health care services or made referrals for the family members of employees
- c. Provided referrals to women employees to meet their healthcare needs, for example, to access reproductive and maternal health services
- d. Provided paid breaks for employees to attend health-care appointments
- e. Provided health education to employees, for example by disseminating relevant materials and/or hosting health-related training and events

- f. Evaluated the healthcare needs of workers based on community trends or worker absences to help identify what additional care or training is needed to prevent or reduce potential illnesses or disease
- g. Used external partners to provide counseling and support services on topics like stress management, mental health, nutrition, and fitness
- h. None of the above

45. Did the factory do any of the following in 2022 to specifically support the health, safety, and hygiene of women workers?

Select all that apply.

- a. Had an Occupational Safety and Health Policy (OSH) to protect pregnant women from hazardous substances and occupational accidents, emphasizing women’s right to refuse unsafe work
- b. Provided adequate and paid toilet breaks to all employees
- c. Provided private, easily accessible areas where women can breastfeed or pump
- d. Provided paid breaks for women who are pregnant and/or nursing
- e. Provided safe, hygienic sanitation facilities with clean water and waste disposal receptacles
- f. Provided personal protective equipment (coveralls, work boots, etc.) to fit both men and women – including for pregnant and nursing women
- g. Temporarily reassigned pregnant or nursing women away from potentially unsafe jobs, such as those involving exposure to hazardous materials/chemicals
- h. Provided free or subsidized family planning services or birth control
- i. Provided free or subsidized menstrual hygiene products such as pads, tampons, and pain medications
- j. None of the above

46. Did the factory do any of the following in regard to overtime work in 2022?

Select all that apply.

- a. Made overtime registration voluntary for all employees
- b. Provided gender bias training to managers who have overtime approval responsibilities
- c. Established a system to limit unscheduled overtime requests that conflict with women’s domestic responsibilities' (for example, during times when women pick up kids from school)
- d. Did not penalize workers who declined to work overtime
- e. Not applicable (employees do not work overtime)

47. Did the factory production plan include a strategy to minimize overtime hours worked across departments and functions in 2022?

- a. No
- b. Yes

TOTAL POSSIBLE POINTS: EMPLOYEE HEALTH, SAFETY & WELLBEING
DOMAIN SUB-SCORE

SECTION 11: TRANSPORTATION & ACCOMMODATION

48. Did the factory do any of the following related to employee commutes to work in 2022?

Select all that apply.

- a. Assess transportation needs of men and women who commute to/from work through surveys, interviews, and/or focus group discussions
- b. Provided work shuttles and/or stipends to cover transportation costs
- c. Adjusted work shifts to accommodate safe transit times
- d. Shared factory policy on violence and harassment with transportation providers/drivers
- e. Provided training to transportation providers/drivers on how to spot and stop sexual harassment
- f. None of the above

49. Does the factory provide on-site accommodation to employees?

- a. Yes [[Go to Q49a](#)]
- b. No [[Skip to Q50](#)]

49a. Did the factory do any of the following related to employee accommodation in 2022?

Select all that apply.

- a. Provided single-sex and/or family housing units to employees
- b. Installed proper lighting inside and around housing units, including in bathrooms, bedrooms, and public spaces
- c. Installed at least 1 toilet per 15 occupants, located within a 50-meter distance from each living unit
- d. Hired security personnel to patrol areas in and around housing units
- e. Make special accommodations to support pregnant workers
- f. None of the above

TOTAL POSSIBLE POINTS: TRANSPORTATION & ACCOMMODATION
DOMAIN SUB-SCORE

SECTION 12: MEASUREMENT

50. Did the factory collect sex-disaggregated data on any of the following indicators in 2022?

Select all that apply.

- a. Job levels/categories
- b. The number of women in key skilled roles

Tooltip: Key skilled roles require specialized skills and/or knowledge to perform specific tasks. They can relate to mechanical, technical, or IT tasks (for example engineers, technicians, or those who operate specific equipment/machinery).

- c. Promotion rates
- d. Turnover rates
- e. Absenteeism rates
- f. Working hours/overtime hours
- g. Employee take home pay
- h. Wage payment methods (i.e., cash, direct deposit, mobile money, etc.)
- i. Employee transportation needs
- j. Employee healthcare needs
- k. The number of employees who remain with the factory 1 year after taking parental leave
- l. None of the above [If answer “none of the above” skip Q51.]

[If selected anything other than “none of the above” for the previous question]

51. How is sex-disaggregated data used?

Select all that apply.

- a. Used to influence priority setting and factory action planning
- b. Used to create new policies or to revise existing policies
- c. Reported to factory employees
- d. Reported to external stakeholders (including brands)
- e. None of the above

TOTAL POSSIBLE POINTS: MEASUREMENT

DOMAIN SUB-SCORE