



# Gender Equality in Procurement: WA Public Sector Pilot

## Gender Equality Clause

### Frequently Asked Questions (FAQ)

This document contains guidance on the FAQs for suppliers, when completing the Gender Equality Clause in selected procurements.

## Part A - Business/organisation employs 100 or more people

- Does your business comply with the [Workplace Gender Equality Agency](#) reporting requirements? Yes or No.

**Question:** I am unsure whether my business/organisation is required to comply with the Workplace Gender Equality Agency (WGEA) reporting requirements.

**Answer:** Refer to the [WGEA](#) website or contact WGEA directly:

Email: [support@wgea.gov.au](mailto:support@wgea.gov.au) Phone: (02) 9432 7000 or 1800 730 233.

- A letter of compliance with the Workplace Gender Equality Act 2012 is attached. Yes or No.

**Question:** How do I attach my letter of compliance?

**Answer:** Please include with your bid submission.

## Part B - Business/organisation employs fewer than 100 people

- Does your business have any of the following policies/strategies in place to support workplace gender equality?

**Question:** What are examples of these to qualify a yes response?

**Answer:** Refer to explanatory examples below for each category.

- Audit of salaries/pay rates to identify any gender gaps? Yes or No.

**Example:** Do you undertake the regular collection of data for salaries or pay rates at each level of the workforce, disaggregated by gender?

- Flexible work arrangements for all staff – for example flexi-hours, part-time, work from home? Yes or No.

**Example:** Do you have a policy that allows staff to use any type of flexible working arrangement on a regular basis? For example, Working from Home Policy, nine day fortnight allowances?

- Work practices to facilitate family or caring responsibilities for example meetings only held during school hours, designated parents room? Yes or No.

**Example:** Do you have any policies or actions specifically intended to support parents of young children to manage work/home responsibilities (other than flexible work arrangements – see previous question)? For example, purpose built parent rooms.

- Paid parental leave for either parent when their child is born or adopted Yes or No.

**Example:** Do you as the employer offer funded parental leave of any duration for either parent?

- Program to prevent and respond to discrimination in the workplace? Yes or No.

**Example:** Do you provide any specific services to educate staff and management about types of discrimination, avenues to report discrimination, consequences of discrimination? For example, conduct education seminars about workplace harassment.

- Support for victims of sexual or gendered abuse and harassment in the workplace? Yes or No.

**Example:** Do you have a clear and well-promoted process for staff to disclose workplace sexual or gendered abuse or harassment in a discreet and confidential environment? Do you make available well-promoted, professional and employer-funded counselling for any staff who experience sexual or gendered abuse and harassment in the workplace?

- Consequences for perpetrators of sexual or gendered abuse and harassment in the workplace? Yes or No.

**Example:** Do you provide a policy which includes punitive consequences for all persons found to be responsible for sexual or gendered abuse and/or harassment in the workplace, whether through internal/external investigations or legal processes?

- Paid family and domestic violence leave? Yes or No.

**Example:** Do you provide specific paid leave (of any length) which can be taken by individuals who have particular needs as a result of experiencing family and domestic violence as a victim-survivor, such as medical or legal appointments or moving into/out of a refuge. This leave must be in addition to all other types of leave including annual, personal, bereavement.

- Counselling/support for staff who experience family and domestic violence? Yes or No.

**Example:** Do you make available well-promoted, professional and employer-funded counselling for any staff who experience family and domestic violence.

### **Further Information**

If you require any additional assistance to answer the Gender Equality Clause, please contact Department of Communities at [women@communities.wa.gov.au](mailto:women@communities.wa.gov.au) or Department of Finance on [procurementadvice@finance.wa.gov.au](mailto:procurementadvice@finance.wa.gov.au)

Additional information on Gender Equality in procurement can be found on the [Communities website](#). Further information about gender equality is available in [Stronger Together - WA's Plan for Gender Equality \(www.wa.gov.au\)](#).