



Section I – Leadership and Commitment

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

1. Has your company / organisation formulated any policy or initiative (e.g. campaign, programme or network) in relation to equal opportunities and/or diversity and inclusion (D&I)?

Yes No

If yes, please specify: _____

How long has the policy / initiative been in place?

Since the establishment of the company / organisation

Since _____(mm/yyyy)

2. Who are responsible for devising and executing the equal opportunities and/or D&I policies / initiatives in your company / organisation?

Devising:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

Executing:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

3. Does your company / organisation has any designated personnel or group (such as Committee and Working Group) overseeing and handling the implementation of the equal opportunities and/or D&I policies / initiatives?

Yes No

If yes, please specify the name of the position or group:

4. How often does your company / organisation review the policies / initiatives?

Every _____ year(s) Never

Section II(a) – Policies and Practices (Staff Recruitment and Career Development)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

5. Does your company / organisation implement any policy and measure to ensure equal employment opportunities for people of different genders (i.e. fair recruitment, selection, appointment, promotion, performance review, training and development, and dismissal

policies and processes that do not discriminate any person on the ground of sex)?

Yes No

6. Does your company / organisation maintain and implement the following policies and practices that aimed at achieving gender equality?

Gender balance in leadership Yes No

Gender balance across the organisation Yes No

Equal pay for equal work or work of equal value Yes No

If yes, please specify in around 200 words the policy / policies: (Please use separate sheet(s) if needed.)

How often does your company / organisation review the policy / policies?

7. What is the current gender representation in your company?

Overall _____ (% Female) _____ (% Male)

Optional:

Top-level (non-executive) (e.g. Board of Directors) _____ (% Female) _____ (% Male)

Top-level (executive) (e.g. Managing Director, CEO, CFO, Executive Director, etc.) _____ (% Female) _____ (% Male)

Senior management (e.g. Director, Head of Division) _____ (% Female) _____ (% Male)

Middle-level management (e.g. Assistant Director, Senior Manager) _____ (% Female) _____ (% Male)

First-level management (e.g. Manager, Assistant Manager) _____ (% Female) _____ (% Male)

Experienced or technical professionals (e.g. Senior Executive, Superintendent) _____ (% Female) _____ (% Male)

Entry level or general staff _____ (% Female) _____ (% Male)

8. Do you have plans to bring up the level of representation of either gender in certain positions?

Yes No

If yes, please specify the plan(s) for balancing the gender ratio:



9. What are the sources of recruiting talents of the under-represented gender or diversifying your talent pool?

- Labour Department employment services
- NGOs' employment services and/or career fairs
(Name of NGOs: _____)
- Advertisements in local newspapers
- Internet and social media platforms
- Universities and colleges
- Referrals by existing employees
- Overseas recruitment
- Others (Please specify _____)

Section II(b) – Policies and Practices (Staff Engagement)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

10. Is your company / organisation's policy / measure on equal opportunities and/or D&I included in staff communication channels and materials, such as the Intranet site and staff handbook?

- Yes No

Please specify the way staff members are informed about the policy / measure:

- Staff Induction Programme
- Staff briefing and training
- Emails
- Staff Handbook
- Others _____

11. Does your company / organisation maintain any formal mechanism or system for addressing grievances and/or handling staff complaints about unfair treatment at work on the ground of their gender?

- Yes No

Please describe in around 200 words the mechanism or system: (Please use separate sheet(s) if needed.)

12. Has your company / organisation established any formal or informal communication channel or feedback gathering process for soliciting employees' feedback on equal employment policies and practices and other matters?

- Yes No

If yes, please specify _____

13. Does your company / organisation have a formal policy on the prevention of gender-based discrimination and harassment, as well as sexual harassment, with a formal complaint-handling mechanism and process in place?

- Yes No

14. How do you inform staff members about the anti-sexual harassment and gender-based discrimination and harassment policy?

- HR and staff manual
 Email and memo
 Staff communication group
 Staff induction programme
 Others _____

15. Is training provided to staff members on the prevention of sexual harassment and gender-based discrimination and harassment?

- Yes No

If yes, please specify the training:

16. Does your company / organisation maintain and implement policies and measures (e.g. reasonable accommodation, flexible schedule or time-off for pre-natal check-up, paid or unpaid leave, benefits, etc.) to ensure equal treatment and non-discrimination of employees undergoing pregnancy and maternity leave?

- Yes No

If yes, please specify the policies and measures:

17. Does your company / organisation maintain and implement policies and measures, such as flexible working arrangements, to allow staff of different genders to fulfil their family responsibilities and achieve work-life balance?

- Yes No

If yes, please specify the policies and measures:



18. Does your company / organisation provide or arrange any training (e.g. workshops, lunch and learn sessions, talks and speakers series) on D&I for all staff with a view to creating an inclusive workplace environment? How frequent is the training conducted?

Yes No

If yes, please provide name and date of training

19. Please describe in about 200 words the innovative elements in the concept, design and implementation of the gender equality policies and practices that are new to your company / organisation, to the industry and/or Hong Kong. (Please use separate sheet(s) if needed.)

Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

20. Please share up to three stories that illustrate the positive impact your equal opportunities and/or D&I policies and practices have had on your company / organisation and your staff members. (Please use separate sheet(s) if needed.)

21. Does your company / organisation participate in any training and support programmes or engage any employment services by the Labour Department and/or NGOs that aimed to support women employment at different levels or recruitment of the under-represented gender?

Yes No

If yes, please specify _____

22. Does your company / organisation offer any apprenticeship / internship / mentorship programme to impart knowledge and skills to students, such as running STEM (Science, Technology, Engineering and Mathematics) programmes with schools, universities or NGOs?

Yes
 No

If yes, please specify _____

23. Does your company / organisation use products and services provided by social enterprises and suppliers employing underprivileged women e.g. women with disabilities and/or women newly arrived Hong Kong?

Yes
 No

Types of products / services: _____

Sources of supply: _____

24. Does your company / organisation publish periodically in corporate publications / publicity materials / website the equal opportunities and inclusive measures adopted by your company / organisation and the benefits, such as the contribution and achievement of the under-represented gender?

Yes
 No

If yes, please specify the publications / materials:

25. Does your company / organisation participate in any publicity and education activities on gender equality, such as participate in employers' experience-sharing session, media interviews and/or production of publicity photos or videos, with a view to inspiring and encouraging other employers to adopt similar practices?

Yes
 No

If yes, please specify the name and date of activities:

26. Does your company / organisation implement any corporate social responsibility (CSR) or staff volunteering programmes, or other initiatives that aim to promote gender equality or women empowerment?

Yes
 No

Please describe the CSR programmes / initiatives in 200 words: (Please use separate sheet(s) if needed.)
