****

*Support of*

****

**Contest Form**

**EFP Women Empowerment & Gender Equality
Recognition Award 2023**

|  |  |
| --- | --- |
| Company Name:  |  |
| Date: |  |

**Contents**

[Part I – General Information 3](#_Toc149220612)

[Section II: Guidelines 3](#_Toc149220613)

[Section II: Company Information 4](#_Toc149220614)

[Part II - Evaluation Questionnaire 5](#_Toc149220615)

[Section 1: Leadership and Governance (Diversity, Equity, and Inclusion - DEI) - (15 Marks) 5](#_Toc149220616)

[Section 2: Wage Equity and Benefits – (10 Marks) 6](#_Toc149220617)

[Section 3: Training, Development, and Mentorship (Equal Opportunity) - (15 Marks) 7](#_Toc149220618)

[Section 4: Grievance Mechanisms - (15 Marks) 8](#_Toc149220619)

[Section 5: Community Engagement and Outreach - (10 Marks) 9](#_Toc149220620)

[Section 6: Gender Snapshot - Alignment with the National Laws and International Standards - (10 Marks) 10](#_Toc149220621)

[Section 7: Work-Life Balance & Family-Friendly Support - (10 Marks) 11](#_Toc149220622)

[Section 8: Enabling Enviornment, Safety, and Wellness Initiatives - (15 Marks) 11](#_Toc149220623)

# Part I – General Information

## Section II: Guidelines

* **Scoring**

|  |  |  |
| --- | --- | --- |
| **Section** | **Questionnaire** | **Score** |
| S-1 | Leadership and Governance (DEI) | 20 |
| S-2 | Wage Equity and Benefits | 10 |
| S-3 | Training, Development, and Mentorship (Equal Opportunity) | 15 |
| S-4 | Grievance Mechanisms | 10 |
| S-5 | Community Engagement and Outreach | 10 |
| S-6 | Alignment with the National Laws and International Standards | 10 |
| S-7 | Work-Life Balance & Family-Friendly Support | 05 |
| S-8 | Enabling Environment, Safety, and Wellness Initiatives | 20 |
|  |  | **100** |

* **Recognition Award Criteria**

To qualify for the Recognition Award, Companies must secure a minimum of a total 75% score in the above areas.

* **Instructions**
	+ Attempt all questions and attach necessary supporting documents against each question
	+ The deadline for submission is 19 January 2024
	+ Share the Soft Copy of the Contest Form and Complete Supporting Documents via [WeTransfer](https://wetransfer.com/) or Google Drive to
	Ms. Rabiya Anwer at services@efp.org.pk along with the Processing Fee of Rs. 30,000.
	+ Please avoid sending your submission in separate emails. Compile all the documents in one folder and share it through above mentioned online portals only.
	+ All entries will be evaluated by the Committee. The committee may contact for any queries for evidence & fact-finding
	+ All Contestants have to pay the processing fee before the Distribution Ceremony in November 2023

## Section II: Company Information

|  |  |
| --- | --- |
| Registered Name |  |
| Address |  |
| Name of Head of Organization |  |
| Title of Head of Organization |  |
| Address/Location |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type/Category | [ ]  Multinational | [ ]  Large National | [ ]  Medium | [ ]  Small |
| Sector/Industry |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employees/Manpower | Category | Male | Percentage | Women | Percentage |
| Top Management |  |  |  |  |
| Mid Management |  |  |  |  |
| Technical Staff/Executives |  |  |  |  |
| Workers |  |  |  |  |
| Others, if any |  |  |  |  |

|  |  |
| --- | --- |
| Contact Person Name |  |
| Designation  |  |
| Email  |  |
| Contact Number  |  |

# Part II - Evaluation Questionnaire

## Section 1: Leadership and Governance (Diversity, Equity, and Inclusion - DEI) - (20 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Expected Answers** | **Response** | **Annexures** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | How does your organization ensure that gender diversity is reflected in governance and decision-making processes? | Attach the policy and share the top management organogram /board of directors list |
| Does your organization have a written policy on gender equality and diversity? | [ ] Yes |  |  |
| [ ] No  |
| [ ] In progress |

|  |  |  |
| --- | --- | --- |
|  |  | How does your organization ensure that your policy complies with these standards? Are there regular reviews or assessments to confirm alignment with these standards? Please explain in detail. |
| Is your policy aligned with these major national and international women’s rights standards?  | [ ]  ILO Conventions: |  |  |
| [ ]  C-190 | [ ]  C-100 | [ ]  C-111 | [ ]  C-183 |
| [ ]  UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) |
| [ ]  World Economic Forum – Bridging Global Gender Gap Strategy |
| [ ]  Government of Pakistan - National Policy for Development and Empowerment of Women, 2002 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Provide a summary/brief of the initiatives | Attached relevant evidence documents |
| Which of the following mechanisms does your organization use to promote diversity in its workforce? *(Select all that apply)* | [ ] Mentoring programs |  |  |
| [ ] Diversity training |
| [ ] Gender-neutral recruitment & promotion |
| [ ]  Target setting for gender representation |
| [ ] Other (please specify) |

|  |  |  |
| --- | --- | --- |
|  | How does your organization encourage and support women's participation in traditionally male-dominated fields, such as STEM? Please share details of any mentorship programs, scholarships, or other initiatives | Attached relevant evidence documents |
| Do you have initiatives (like STEM) present to break gender barriers in leadership positions and fields?  |  |  |

## Section 2: Wage Equity and Benefits – (10 Marks)

|  |  |  |
| --- | --- | --- |
| **Questions** | **Response** | **Annexures** |

|  |  |  |
| --- | --- | --- |
|  | Explain if your company employs performance-based compensation structures. How are these designed to ensure fairness and avoid gender-based disparities? | Attach these structures. Please also share any internal pay equity studies, audit reports, or documented policies  |
| How does your organization ensure pay equity for gender and other demographic factors? |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Communication materials or guidelines shared with employees regarding pay equity and non-discrimination. |
| Describe any measures taken to enhance transparency in compensation structures. |  |  |

## Section 3: Training, Development, and Mentorship (Equal Opportunity) - (15 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Expected Answers** | **Response** | **Annexures** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | If Yes or in progress, provide a brief of the initiatives and training programs | Attach the Training Activities Report/Plan |
| Does your organization have specific diversity and inclusion training programs focusing on issues like gender equality, cultural diversity, and other forms of inclusion, for employees at all levels? | [ ]  Yes |  |  |
| [ ]  No  |
| [ ]  In progress  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | % Women | % Men | Provide the list of training programs women were nominated/participated in clearly showing women’s participation |
| What is the gender ratio of women to men nominated or participating in Training and Development programs?*(select all, if applicable)* | [ ]  in-house training |  |  |  |
| [ ]  Apprenticeship/Work-based learning  |  |  |
| [ ]  Training through other institutions |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Explain below how information about these opportunities is communicated to all employees, especially women.  | Share details about the programs/initiatives tailored to foster the professional growth of women  |
| Are there clear and transparent pathways for career advancement and mentorship opportunities for women within your organization? | [ ]  Yes |  |  |
| [ ]  No |
| [ ]  In progress |

## Section 4: Grievance Mechanisms - (10 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Expected Answers** | **Response** | **Annexures** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Describe how the employees are informed about the policy, and is it readily accessible to all? | Attach the policy and any other relevant documents |
| Does the organization have a clear anti-harassment and anti-bullying policy in place? | [ ]  Yes |  |  |
| [ ]  No |
| [ ]  In progress |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Please describe its composition, members, process, and responsibilities.  | Attach any relevant recent cases/grievances that have been resolved through this mechanism |
| Does your organization have a dedicated committee and process for addressing grievances related to gender-based discrimination, harassment, and or violation of women’s rights? | [ ]  Yes |  |  |
| [ ]  No |
| [ ]  In progress  |

## Section 5: Community Engagement and Outreach - (10 Marks)

|  |  |  |
| --- | --- | --- |
| **Questions** | **Response** | **Annexures** |

|  |  |  |
| --- | --- | --- |
|  | Specify the SDGs your organization focuses on or aligns with. | Evidence in the form of reports, videos, initiatives, etc on gender equality across all applicable SDGs.  |
| How does your organization align its overall business strategy and practices with the SDGs? |  |  |

|  |  |  |
| --- | --- | --- |
|  | Partnership and Community Involvement initiatives and programs that your organization supports or contributes to. (e.g., community development projects, partnerships with NGOs, etc.) |  |
| Highlight the organization’s involvement in external initiatives, collaborations, and community projects related to DEI, highlighting the organization's commitment to promoting inclusion beyond its workforce. |  |  |

## Section 6: Gender Snapshot - Alignment with the National Laws and International Standards - (10 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Expected Answers** | **Response** | **Annexures** |

|  |  |  |
| --- | --- | --- |
|  |  | Please specify the key measures or policies in place that demonstrate your commitment to upholding these laws |
| Do you comply with the mentioned major laws providing rights and protection to women in the workplace? *(Select all, if applicable)* | [ ]  The Constitution of Pakistan, 1973 |  |  |
| [ ]  The Maternity Benefits Act |
| [ ]  Protection against Harassment of Women at Workplace, 2010 |
| [ ]  The Minimum Wages Act |
| [ ]  The Commission on the Status of Women Act |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Please describe the frequency of these audits, the areas they cover, and how findings are addressed and corrected. |  |
| Are regular internal audits or inspections conducted to ensure compliance with relevant regulations? | [ ]  Yes |  |  |
| [ ]  No |
| [ ]  In progress |

## Section 7: Work-Life Balance & Family-Friendly Support - (05 Marks)

|  |  |  |
| --- | --- | --- |
| **Questions** | **Response** | **Annexures** |

|  |  |  |
| --- | --- | --- |
| Does the organization provide access to designated childcare services or eldercare assistance programs? |  |  |

## Section 8: Enabling Environment, Safety, and Wellness Initiatives - (20 Marks)

|  |  |  |
| --- | --- | --- |
| **Questions** | **Response** | **Annexures** |

|  |  |
| --- | --- |
|  | Please provide photographic examples or attachments of specific facilities, arrangements, or features designed with the well-being of women employees in mind |
| How does the organization consider women's safety and comfort in workplace design and layout, including restrooms, and break areas?  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Please provide documented evidence, such as security protocols, reports, or safety measures documentation |
| What security measures are in place to safeguard women's safety during work hours, especially when working late shifts or in remote locations? |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Could you please provide documented evidence, such as program descriptions, brochures, or relevant policies? |
| Does the organization have wellness programs or resources focused on women's health, including reproductive health, mental health, and stress management? |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Please provide documented evidence, such as accessibility assessments, accommodation records, or workplace inclusion initiatives |
| Is the workplace accessible and inclusive for employees with varying physical abilities, including many women with disabilities? |  |  |

***Disclaimer***

*The information contained herein is, to the best of our knowledge and belief, accurate and current. We understand that the performance appraisal is subject to EFP’s terms and conditions and the Evaluation Committee’s decision will be final.*

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of the authorized Person** |  |
| **Designation** |  |
| **Date** |  |
| **Official Company Stamp** |  |