

ADDRESS: TOOLS 1.8–1.21

This section includes tools to help companies address the gaps and opportunities that they identified through the assessments included in Tools 1.2–1.7. This includes:

1. **Guidance on creating an overarching corporate strategy and policy:** A corporate gender strategy that lays out a company's goals, intentions, and plans for achieving them is the bedrock of any gender program. A gender policy lays out the practical rules and expectations for achieving that policy. This section includes information and all the required materials to develop a concrete gender policy (**TOOL 1.8**), as well as an equity strategy (**TOOL 1.9**). It also includes guidance and terms of reference for hiring a gender equity champion (**TOOL 1.10**). A gender champion will be the point person for all gender-focused activities, manage the program, and ensure that it has the attention and commitment required to keep the program going.

The **Terms of Reference for the Gender Equity Champion (1.10)** occurs after the guidance on strategy and policy because some companies may need those in place to mobilize funds for a gender champion. But where possible, the earlier that a gender champion can be brought on board, the easier it will be to develop the strategy and policy.

2. **Guidance on Creating Specific HR Policies:** This includes guidance on specific HR policies and programs that can help companies become more gender inclusive and equitable (**TOOL 1.11**), including guidance on identifying and eliminating pay gaps; promoting work-life balance (including flexible work policies, family leave, support for breastfeeding mothers, and employer-supported childcare); ensuring gender-appropriate personal protective equipment and workplace safety; and a review of gender-based violence programs. This section also includes guidance on how to set specific recruitment targets (**TOOL 1.12**) and a checklist for building a gender-diverse board (**TOOL 1.13**).
3. **Guidance on Creating and Improving Gender-Focused Structures and Staff Capacity:** In addition to having a robust gender policy and gender strategy, and associated HR strategies, companies need to have additional structures in place to support the creation of a more gender-diverse workplace. This can include having senior leadership visibly demonstrate commitment to gender diversity (**TOOL 1.14**) and creating a gender task force representing and giving voice to staff across your institution (**TOOL 1.15**). This section also includes guidance on supporting gender equality in virtual workplaces (**TOOL 1.16**) and providing support for pregnant women and new parents (**TOOL 1.11**).
4. **Guidance on Strengthening the Talent Pipeline:** This section includes specific guidance for promoting gender diversity in recruitment and retention (**TOOL 1.18**) and a job description template to reduce bias and attract diverse applicants (**TOOL 1.19**), as well as guidance on how to develop a mentorship program (**TOOL 1.20**) and how to support the continued development of women's careers as leaders (**TOOL 1.21**).