

ASSESS AND PREPARE: TOOLS 1.2–1.7

This section includes tools that will help develop a baseline understanding of where your company stands on gender equality and equity. It also offers guidance on creating a gender strategy based on this understanding. These steps are critical to determining your overall approach to improving gender balance in your workforce.

Tools 1.2–1.7 provide guidance on these critical first steps. Companies do not need to implement all of the tools completed here, but select from among them as appropriate. If a company is at the very beginning stages of the gender journey—for instance, if interest is limited to select individuals within the company or there is low general knowledge or interest—begin with developing a business case (**TOOL 1.2**) to build understanding and buy-in of why a gender approach could be beneficial. Once key managers support the process—and are willing to commit resources to going further—consider a gender audit (**TOOL 1.3** and **TOOL 1.4**) to identify challenges and opportunities to improve gender equality. A gender audit can be as broad or specific as required—our tool includes a wide range of questions to consider, but it can form the basis for understanding challenges and opportunities to gender equality. The gender audit provides a baseline, which can then lead to additional deeper-dive tools to delve further into specific issues or to incorporate different types of assessment—for instance, to foster a more open, accountable, and participatory conversation on gender, some companies may implement an employee scorecard (**TOOL 1.5**). Companies may choose to conduct a pay gap survey (**TOOL 1.6**) where employees have concerns that women and men are differently remunerated for the same work to create transparency around the topic. Some companies which come to this toolkit with gender programs already in place may start with the specific assessments, such as the scorecard, or a board gender diversity assessment (**TOOL 1.7**).

The gender business case tool can easily be conducted by company staff; however, the gender audit and deep-dive tools are often best conducted by impartial outside consultants who can bring independence and transparency to the process.