

ASSESS AND PREPARE: TOOLS 4.2–4.8

The first step to addressing gender-based violence and harassment (GBVH) is to understand the extent to which it is an issue within your company, the associated legal obligations and contexts, available resources, and employee perceptions and workplace conditions.

Among the steps you can take to prepare to develop your company's response to GBVH:

- Read the business case in **TOOL 4.2** to understand how GBVH affects your business, employees, and the communities in which you operate.
- Access guidance on finding and assessing GBVH data specific to your company in **TOOL 4.3**.
- Access guidance on legal obligations about GBVH that may apply to your company in **TOOL 4.4**.
- Research what supports are available for survivors and perpetrators of GBVH in the locations that your business operates. Use the guidance in **TOOL 4.5**.
- Conduct a gender safety audit. For an overview of gender smart safety and a case study, see **TOOL 4.6**.
- Include questions in your employee engagement surveys to assess how safe your employees feel at work and how likely they are to raise issues with you. Adapt the sample questions in **TOOL 4.7**.

Important note:

- Do not ask your employees about their personal experiences of GBVH. If you want to conduct interviews or survey your employees about GBVH, you must hire an expert. You can access a sample terms of reference (ToR) for an independent specialist in **TOOL 4.8**.

IFC clients will receive specialized support in assessment from IFC E&S specialists linked to the IFC performance standards. See Box 4B in the Overview for more information.