



Assessing equality in your business for SMEs

How well do you know your workforce?

Knowing the proportion of men and women working for you and being aware of any barriers can help you to recruit and retain the best workforce for your business.

What information do you need to collect?

To gain a good understanding of gender equality in your workforce and where there might be problems or room for improvements, you will need to collect the following numbers:

Workforce: total employees; numbers of women and men on staff

Recruitment: total applicants; numbers of women and men applying
total employees recruited; numbers of women and men recruited

Promotion: total promotions; numbers of women and men promoted

Turnover: total employees leaving; numbers of women and men leaving

Use the worksheet on the next page to record these numbers and work out percentages.

Case study: Australian Ethical

Australian Ethical recognises that “a diverse, inclusive workforce that reflects the whole of society is an important contributor to [their] success as a business.” With only around 50 employees, 60% of their Board members and 44% of their senior management team are women, meaning Australian Ethical performs above average for the finance industry in terms of workforce equality, and well above many other industries. Find out more (<https://www.australianethical.com.au/blog/this-is-how-we-do-business-ethically>).



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Workforce gender equality assessment for SMEs

Adjust the timeframe to suit your business, e.g. it may be useful for you to look at the last 5 years or the last 12 months.

	Total number of staff	Number of women	Number of men	Percentage of women	Percentage of men
Workforce Currently employed workforce					
Recruitment People who applied for jobs, and people who were hired	Applicants: Recruits:	Applicants: Recruits:	Applicants: Recruits:	Applicants: Recruits:	Applicants: Recruits:
Promotion Employees who received promotions					
Turnover Employees who left the business					