

CLOSING THE GENDER GAP IN THE MODERN WORKPLACE



CULTURE OF
INCLUSION IN
ENTERPRISES



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EQUALISER PROJECT

ABOUT THE PROJECT

The EQUALISER project strives to promote **gender equality** in the modern **workplace** by assisting private firms in implementing gender mainstreaming strategies.



ABOUT THE PROJECT

EQUALISER aims to:

1. Raise awareness about workplace gender inequalities
2. Inform about the needs and gaps in organizational structure, processes, and practices contributing to this issue
3. Encourage decision-makers to make gender mainstreaming a continuous organizational process
4. Integrate a long-term change in the business culture, with fewer stereotypes and discriminatory behaviors
5. Create a safe and secure environment in which all employees can thrive and grow



THIS PRESENTATION

The material presented is part of **EQUALISER project** and seeks to support the employees of an enterprise in their working context.

The material is developed in order to help the target group overcoming **gender knowledge gaps and stereotypes** in order to transform the working environment and change the relationship dynamics in the workspace.



MODULES

Module 1: Gender Equality Fundamentals: Unveiling Terms, Definitions, and Key Understandings

Module 2: Exploring Paths: Gender Equality in Culture -Attitudes, Beliefs, and Norms

Module 3: Breaking Barriers: Tackling Stereotypes and Fostering Positive Workplace Relationships

Module 4: Unmasking Injustice: Confronting Gender-Based Verbal Violence in the Workplace

Module 5: Unmasking Injustice: Confronting Gender-Based Physical Violence in the Workplace

MODULES

Module 6: Balancing Act: Women as Employees and Caregivers

Module 7: The know-how: A practical guide to fighting workplace gender inequality

Module 8: Empowerment Avenue: Navigating Gender Equality & Human Rights

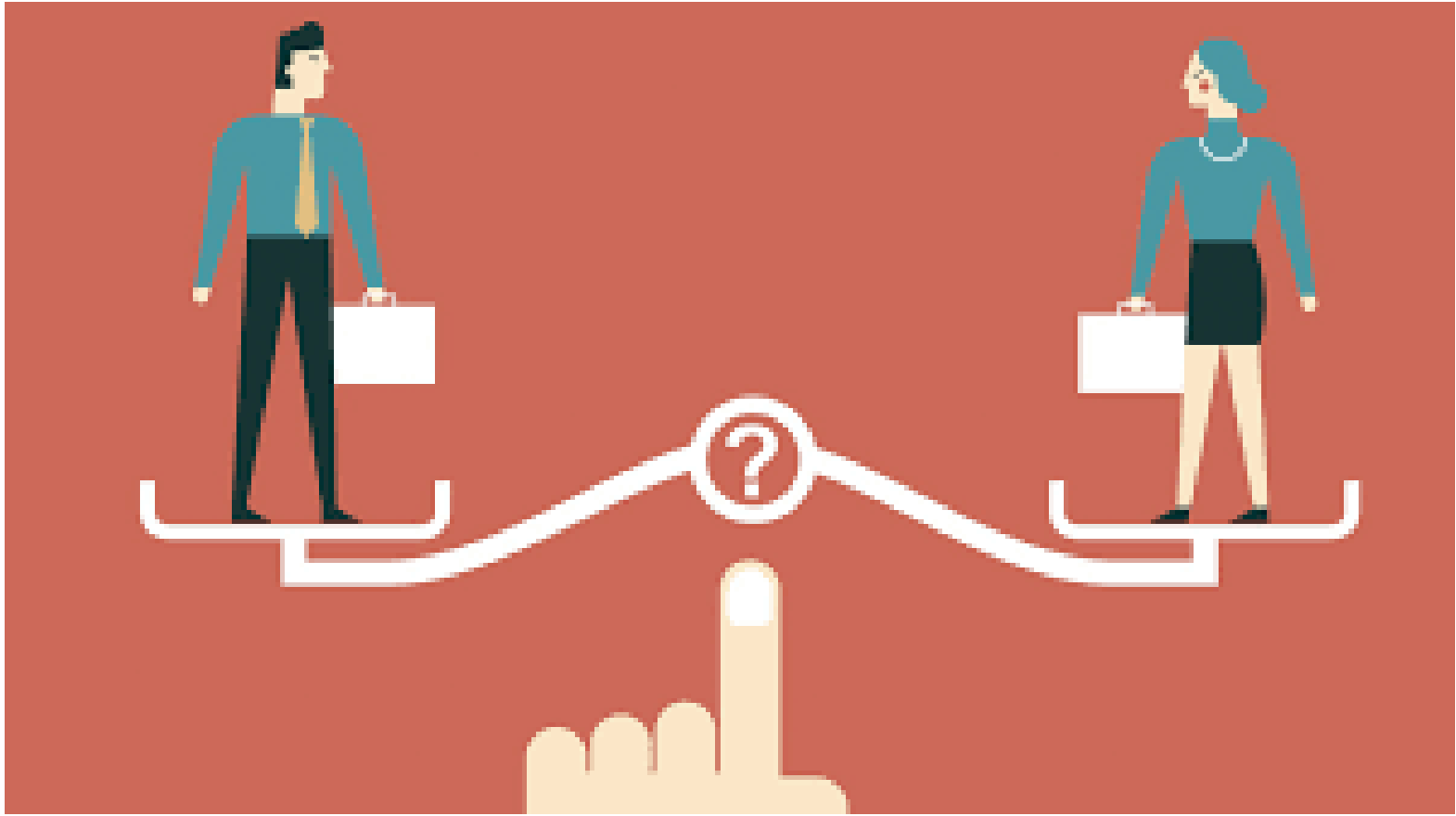
Module 9: Leading the Way: Women in Positions of Power

Module 10: Take action: Your role in fighting gender workplace stereotypes



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MODULE 7: A PRACTICAL GUIDE TO FIGHT WORKPLACE GENDER INEQUALITY

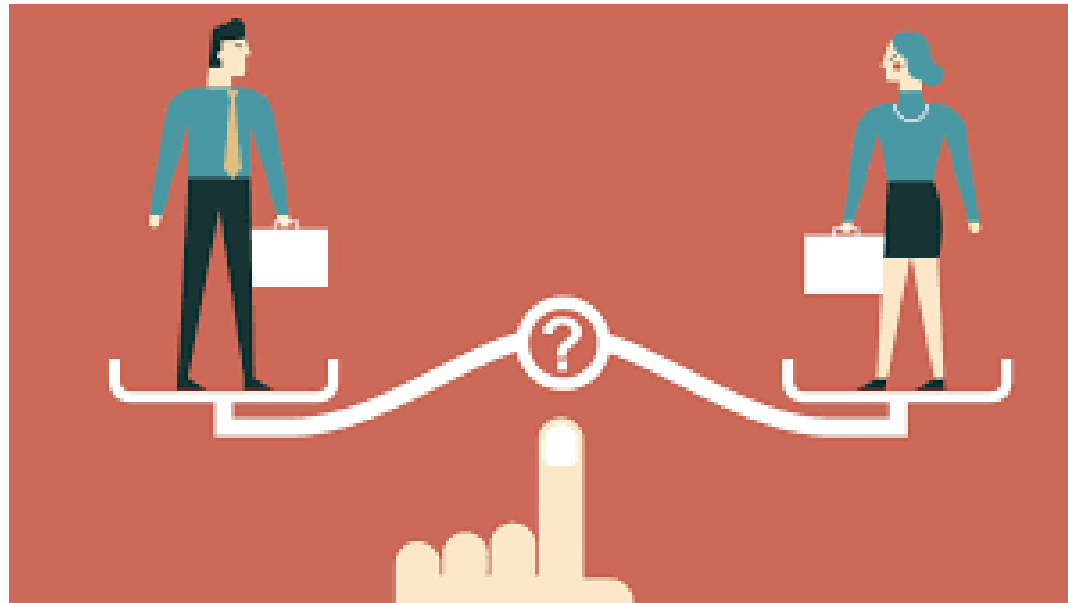


MODULE 7 - TOPICS OUTLINE

- 01** Know the corporate gender equality procedure, policies & initiatives
- 02** A step-by-step guide to navigating gender inequalities in the workplace
- 03** Activity
- 04** Conclusion - Summary
- 05** References

THE KNOW-HOW: A PRACTICAL GUIDE TO FIGHT WORKPLACE GENDER INEQUALITY

Gender inequality in the workplace continues to be a pervasive issue, despite significant progress in recent years. To address this problem effectively, it's crucial to have a practical guide that provides actionable steps and strategies. This guide aims to empower individuals, combat gender inequality in the workplace, and create more inclusive environments for themselves and those around them.



THE KNOW-HOW: A PRACTICAL GUIDE TO FIGHT WORKPLACE GENDER INEQUALITY



As a result, this module aims to:

- ✓ Help employees navigate possible gender inequality situations with a step-by-step guide.
- ✓ Help employees become aware of corporate policies procedures and initiatives promoting gender equality in the workplace.
- ✓ Help employees feel empowered to confront any workplace gender inequality
- ✓ Help employees combat gender inequality in the workplace, and create more inclusive environments for themselves and those around them

TOPIC 1: KNOW THE CORPORATE GENDER EQUALITY PROCEDURES, POLICIES & INITIATIVES

Awareness of corporate policies and procedures promoting gender equality is essential for fostering a workplace where all employees, irrespective of gender, are treated with respect and offered equal opportunities, contributing to a culture that values diversity and inclusion.



Proactively acquainting oneself with these policies not only ensures equitable treatment but also empowers individuals to become integral contributors to an inclusive and secure work environment, safeguarding personal development and well-being.

To ensure personal empowerment and confidence in confronting workplace gender inequality, it is crucial to understand the company's policies, procedures, and initiatives.

TOPIC 1: KNOW THE CORPORATE GENDER EQUALITY PROCEDURES, POLICIES & INITIATIVES

Get Familiar with the company's relevant policies



A. Equal Employment Opportunity (EEO) Policy

Ensures that all employees are treated fairly and without discrimination based on gender.

B. Anti-Harassment Policy

Prohibits any form of sexual harassment or gender-based harassment and outlines the reporting process for such incidents

TOPIC 1: KNOW THE CORPORATE GENDER EQUALITY PROCEDURES, POLICIES & INITIATIVES

Get Familiar with the company's relevant policies



C. Pay Equity Policy

- Understand the company's approach to pay equity, including any regular pay audits conducted to ensure fair compensation for all employees.

D. Family-Friendly Policies

- Be aware of policies related to parental leave, flexible work arrangements, and childcare support, which can help employees balance work and family responsibilities.

TOPIC 1: KNOW THE CORPORATE GENDER EQUALITY PROCEDURES, POLICIES & INITIATIVES

Get Familiar with the company's relevant procedures

A. Hiring, Promotion & Advancement Procedures

-Familiarize yourself with the criteria and procedures for promotions and advancement within the organization, ensuring that gender bias does not influence decisions.

B. Conflict Resolution Procedures

- Understand how conflicts related to gender equality or discrimination are resolved within the organization, including the involvement of HR or other relevant departments.



TOPIC 1: KNOW THE CORPORATE GENDER EQUALITY PROCEDURES, POLICIES & INITIATIVES

Get Familiar with the company's relevant initiatives



A. Diversity and Inclusion Initiatives

Know about the organization's diversity and inclusion initiatives, including any employee resource groups (ERGs) or programs aimed at promoting diversity and gender equality.

B. Reporting Mechanisms

Know how to report any incidents of gender-based discrimination, harassment, or bias, and understand the confidentiality and protection measures in place for whistleblowers.

TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Scenarios

1. Office Collaboration

How would you navigate a situation where you feel uncomfortable working with a colleague of the opposite gender?

Remember that feeling uncomfortable in a work situation, especially when working with colleagues of the opposite gender, is not uncommon. It's essential to address the issue professionally and constructively to maintain a positive and harmonious work environment for everyone involved.

So what do you need to do exactly?



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 1 - Self-Reflection: reflect on your feelings and identify the reasons why you feel uncomfortable (e.g. personal biases, past experiences, or specific behaviors of your colleague)

Step 2 - Maintain Professionalism: Regardless of your feelings, treat your colleague with respect, courtesy, and fairness, just as you would with any other colleague.

Step 3 - Communicate Openly: Have an open and respectful conversation with your colleague to express your concerns non-confrontationally, and by not making accusations (e.g. "I've been feeling a bit uncomfortable in our working relationship, and I wanted to discuss it with you to find a resolution.")

Step 4 - Listen Actively: listen to your colleague's perspective as well. They may not be aware of how their actions or behavior are affecting you, and a constructive dialogue can help clear up misunderstandings.

TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 5 - Seek Mediation: If direct communication doesn't resolve the issue, consider involving a supervisor or HR representative.

Step 6- Document Incidents (if necessary): If your discomfort is related to specific incidents of harassment, discrimination, or inappropriate behavior, it's essential to document these incidents with dates, times, locations, and descriptions. This documentation can be useful if you need to escalate the issue.

Step 7 - Seek Support: Seek support from trusted colleagues, friends, or mentors who can offer advice and guidance on how to handle the situation effectively.

Step 8 - Follow Company Policies: Familiarize yourself with your company's policies and procedures related to workplace behaviour and conflict resolution. Ensure that you follow the appropriate channels and protocols outlined in these policies.

TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Scenarios

2. Training Opportunity

How would you manage a situation where you lost a training or upskilling opportunity due to a lack of proper information or perceived bias?

It's essential to address such situations with a solutions-oriented mindset and a commitment to fairness. While it can be challenging, addressing the issue constructively can lead to positive change within your organization and continued growth in your career. So what do you need to do exactly?



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 1 - Stay Calm and Gather Information: Remain calm and try to gather as much information as possible about the situation, including the reasons behind the decision and any available documentation or communication related to the opportunity.

Step 2 - Self-Assessment: Reflect on your qualifications, skills, and readiness for the training opportunity. Ensure that you are fully prepared to make a compelling case for why you should have been considered.

Step 3 - Request Feedback: Politely approach your superiors or HR and request feedback on why you were not selected for the opportunity. Be open to constructive criticism and use this feedback as a learning experience. If you suspect that the decision was influenced by gender bias, consider having a respectful and non-confrontational conversation with your superiors to seek clarification. Ask questions about the selection process and criteria used.



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 4 - Document the Situation: Keep detailed records of all conversations, emails, and documents related to the opportunity, especially if there are indications of bias or improper practices.

Step 5 - Advocate for Inclusivity: encourage your organization to promote inclusivity and diversity in training and development opportunities. You can do this by providing feedback and suggestions on how they can improve their selection processes.

Step 6 - Focus on Self-Development: invest in your own professional development through other means, such as online courses, workshops, or seeking mentorship opportunities. This ensures that you continue to grow despite the missed opportunity.

TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Scenarios

3. Representation of the Company in Meetings

How would you manage a situation where colleagues of the opposite gender consistently represent the organization in conferences, exhibitions, and meetings while others are excluded?

Remember that promoting gender diversity and inclusivity is a long-term effort. Your actions can contribute to positive change within your organization and the broader industry. By approaching the situation with empathy, data-driven arguments, and a commitment to fairness, you can help foster a more inclusive representation at conferences, exhibitions, and meetings. So what do you need to do exactly?



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 1 - Self-Reflection: examine your own feelings and motivations and ensure that your concerns are based on a genuine desire for equality and diversity rather than personal biases.

Step 2 - Gather Information: collect data and information to support your observation. Document instances where gender representation appears imbalanced, including dates, events, and individuals involved.

Step 3 - Discuss with Colleagues: talk to colleagues, both within your organization and at these events, to gather their perspectives and experiences. Ensure that you're not the only one noticing the pattern.

Step 4 - Engage in Constructive Dialogue: initiate a respectful conversation with your immediate supervisor or manager to express your observations and concerns. Focus on the importance of diversity and the potential benefits it brings to the organization.

Step 5 - Offer Solutions: suggest practical solutions to address the issue, such as implementing a rotation system for conference representation or forming a committee to oversee selection processes.



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Scenarios

4. Unequal Payment

How would you manage a situation where your opposite-gender colleagues are paid more than you for the same business role?

Remember that addressing pay disparities based on gender is not only essential for your own financial well-being but also contributes to greater gender equality in the workplace. Approach the situation professionally, persistently, and with a focus on achieving fair and equitable compensation. So what do you need to do exactly?



TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 1 - Review Employment Contract and Policies: examine your employment contract, company policies, and any agreements related to compensation. Ensure you understand the terms and conditions governing your salary.

Step 2 - Identify Discrepancies: determine the specific reasons for the pay discrepancy. Are there legitimate factors, such as differences in experience or performance, that explain the difference? Or is there a clear case of gender-based pay discrimination?

Step 3 - Discuss with HR or Management: Initiate a conversation with your HR department or supervisor to express your concerns about the pay disparity. Provide evidence and ask for an explanation regarding the reasons for the discrepancy.

TOPIC 2: A STEP-BY-STEP GUIDE TO NAVIGATING GENDER INEQUALITIES IN THE WORKPLACE

Step 4 - Request a Salary Review: ask for a formal salary review or adjustment to address the pay disparity. Present your case based on your qualifications, experience, performance, and market research data to support your request.

Step 5 - Highlight Equal Pay Laws: familiarize yourself with equal pay laws and regulations in your jurisdiction. Mention these laws during discussions to underscore the importance of fair and equitable pay practices.

Step 6 - Seek Transparency: request transparency in the salary-setting process, including how compensation decisions are made and the criteria used for determining salaries. Encourage your organization to adopt salary transparency practices.

ACTIVITIES

Activity 1 – Managing Everyday Gender Equality Organizational Incident

This activity aims to:

- ❖ Assist employees in becoming well-acquainted with their company's gender equality policies, procedures, and initiatives.
- ❖ Create a safe and supportive environment where employees can gain practical experience in identifying and addressing situations that exhibit evident gender bias and unequal treatment.
- ❖ Empower and bolster employee confidence, enabling them to proactively voice their concerns and effectively manage instances of gender bias and unfair treatment, whether directed at themselves or their colleagues.



The “Managing Everyday Gender Equality Organizational Incident” is a 1-1.5 hours interactive scenario-based game allowing participants to gain practical experience in identifying and addressing situations that exhibit evident gender bias and unequal treatment in their workplace.

ACTIVITY

Activity 1 Guidelines

Managing Everyday Gender Equality Organizational Incident

Topics Covered: Company's policies, strategies, and initiatives toward gender equality practices, managing an uncomfortable working collaboration with a colleague of the other gender, a lost training or upskilling opportunity due to a lack of proper information or perceived bias, the constant representation of the organization in conferences, exhibitions, and meetings by only representatives of one gender and an unequal payment between two colleagues of different genders even though they hold the same business position.

Skills Gained: Acquiring the skills necessary to identify and address situations that exhibit evident gender bias and unequal treatment in the workplace.

Duration: 1-1.5 hour

Venue: Organizations/Company Premises or partner organization premises

Requirements:

Reading this presentation beforehand

Acquaint yourself with the company's gender equality policies, procedures, and initiatives mentioned in these slides

ACTIVITIES

Activity 1 Content

Managing Everyday Gender Equality Organizational Incident

Main Activity – Scenario Game (40 min): Each participant should read the scenarios mentioned in these slides. Then they should elaborate on how they will manage a similar situation and why. Afterward, they should go back to the slides and reflect on any discrepancies between their actions and the scenarios steps. What steps will feel comfortable executing and are there any that they would like to avoid? Why is that?

Insightful Discussion (optional) (20 minutes): Participants can exchange ideas and ways of approaching a scenario in order to help each other feel more confident and empowered to address gender inequalities and inspire with ideas of workplace gender equality advocacies.

CONCLUSION

In conclusion, being informed about your company's gender equality policies, procedures, and initiatives to foster a fair and inclusive workplace is vital. Acquire essential knowledge of your company's fundamental policies, procedures, and initiatives related to gender equality, ensuring compliance and promoting equitable treatment. In addition, it is important to develop strategies for effectively managing uncomfortable working collaborations with colleagues of the opposite gender, emphasizing open communication and conflict resolution. Similarly, you should address missed training or upskilling opportunities resulting from misinformation or perceived bias, by seeking feedback and exploring alternative development avenues. When it comes to situations where one gender consistently represents the organization in external events or is paid more for the same business position, one should explore approaches that collect information, negotiate, and advocate for equality and inclusivity.



SUMMARY

You have learned:

- ❖ The importance of knowing about gender equality policies, procedures, and initiatives of your company.
- ❖ The basic and must-know company procedures, policies, and initiatives related to gender equality
- ❖ Ways to manage an uncomfortable working collaboration with a colleague of the other gender.
- ❖ Ways to manage a lost training or upskilling opportunity due to a lack of proper information or perceived bias.
- ❖ Ways to manage the constant representation of the organization in conferences, exhibitions, and meetings by only representatives of one gender.
- ❖ Ways to manage an unequal payment between two colleagues of different genders even though they hold the same business position.

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