

Gender Diversity and Inclusion Questionnaire

Our Gender Diversity and Inclusion Questionnaire helps companies and investors identify key challenges and opportunities to strengthen gender diversity and inclusion in the workplace. Questions that are aligned with 2X indicators and IRIS+ metrics are respectively flagged with **2X** and/or **IRIS+**.¹

Breakdown of workforce by gender:

1. What is the gender of the company's CEO or founder? How many founders are there, and what percentage of founders are women? **2X** **IRIS+**

2. If applicable, what is the share of women ownership of the company? **2X** **IRIS+**

3. How many board members does the company have? **IRIS+**
a. Of the total number of board members, how many are women? **2X** **IRIS+**

4. If applicable, how many members are on the Investment Committee? **IRIS+**
a. Of the total number of Investment Committee members, how many are women? **2X** **IRIS+**

5. How many senior management members (reporting to the CEO or founder) does the company have? **IRIS+**
a. Of the total senior management, how many are women? **2X** **IRIS+**
b. Of the total senior management with profit and loss responsibility roles, how many are women?

6. How many staff does the company employ? **IRIS+**
a. Of the total workforce, how many are women? (please specify location if your company operates in more than one site) **IRIS+**

7. What is the total number of *full-time* employees (FTEs)? **IRIS+**
a. Of the total number of FTEs, how many are women? **2X** **IRIS+**

8. How many middle managers (defined as below senior management and with line management responsibility for more junior staff) does the company have?
a. Of the total number of middle managers, how many are women?

¹ In 2019, the Global Impact Investing Network, CDC Group (acting on behalf of the Gender Finance Collaborative), and the 2X Challenge worked collectively to align the 2X challenge gender indicators with IRIS+ metrics. For more information on how to use 2X Challenge and IRIS+ indicators, click [here](#).

9. How many junior skilled workers does the company have? (Defined as any other worker who does not have line management/supervisory responsibility but has specific skills, training or knowledge and ability to do their job)
- a. Of the total number of junior skilled workers, how many are women?

10. How many junior unskilled workers does the company have? (Defined as any other worker who does not have line management/supervisory responsibility and does not possess specific skills, training or knowledge which affects the ability to do their job)
- a. Of the total number of junior unskilled workers, how many are women?

11. What is the total number of workers in part-time employment? (Part-time hours are commonly defined as 30 or less, though thresholds vary by country) **IRIS+**
- a. Of the total number of part-time workers, how many are women? **IRIS+**

12. Does your company employ temporary/contract/seasonal or migrant workers? Please describe: **IRIS+**
- a. Of which how many of the above are women? **IRIS+**

13. What percentage of employees in STEM (science, technology, engineering or mathematics) or other technical roles are women? (e.g. civil engineer, computer scientist, physician, drivers)²

14. If applicable (e.g. infrastructure and construction), what is the total number of workers at the contractor and sub-contractor levels? How many are women? What roles do women perform?

Gender-based corporate indicators

Where relevant, please provide a figure based on the previous fiscal year for:

1. Number of women promoted out of all promotions **IRIS+**

2. Absenteeism rate (M/F)
- a. Cost of absenteeism

3. Turnover rate (M/F)
- a. Cost of hiring new employees

4. Average length of employee tenure in years (M/F)

² Technical roles are defined as roles that require specialised skills or knowledge to perform specific tasks related to your company's industry.

5. Average age distribution of employees (M/F)

6. Maternity return rate (ratio of women who are still in the workforce one year after returning from maternity leave) **IRIS+**

7. Gender pay gap (average mean salary of all male employees vs. average mean salary of all female employees) **2X IRIS+**

8. Pay equality – Do (M/F) employees get paid equally for the same work? **2X IRIS+**

9. Number of employees recruited (if available, per job type) (M/F)

10. Time to fill vacancies

11. First-year attrition (M/F)

Workplace and corporate policies and programmes

1. Does the company's HR policies have a specific section on equal opportunities? If so, please elaborate: **2X IRIS+**

2. Does the company have a corporate strategy or action plan to promote gender diversity from within? If so, please include targets and/or measurement system: **2X IRIS+**

3. Does the company have any specific policies, programmes or initiatives to help gender diversity (e.g. childcare/crèches, transport and security arrangements, flexible work, breastfeeding room)? If so, please provide details and describe the social and financial impact this has had on the company. **2X**

4. Has the company made efforts to ensure facilities and physical infrastructures provide for women's employment? **2X**

5. How do you feel gender diversity might/has helped drive corporate performance?

6. Does your company have a non-discrimination and anti-harassment policy? If so, please describe how this helps to address gender diversity in the workplace, and which procedures and policies have been put in place. **2X IRIS+**

7. Does your company provide training on detecting, preventing and addressing gender-based violence and harassment for employees and managers? If so, please specify: **2X IRIS+**

8. Does your company have a gender-sensitive mechanism to handle employee grievances? If so, please describe:

9. What are the typical types of grievances raised by men and women in the workforce?

10. How does your company ensure diversity in its recruitment and promotion processes? **IRIS+**

11. Do women employees have access to career learning and development tools (mentoring, leadership, etc.) which specifically or disproportionately support their advancement in the workplace? **2X IRIS+**

12. Does your company run any training or skills development programme? (e.g. digital technologies, climate resilience) If so, out of the number of total participants for previous programmes, how many were women? **IRIS+**

Challenges and market context

13. What (if any) are the main challenges to recruiting more women in your workplace?

14. What (if any) are the main challenges to retaining and promoting women in your workplace?

15. Which concerns are typically raised during exit interviews (interviews conducted with those who have voluntarily left the company)?

16. Are you aware of any legal, institutional or policy drivers or bottlenecks to further women's employment in your company or industry (e.g. night shifts, health and safety restrictions, paternal leave)?

17. Are you aware of any national strategic initiatives or policy reforms which are encouraging female labour force participation?

Any other comments?