



United Nations Entity for Gender Equality  
and the Empowerment of Women

UN WOMEN PRIVATE  
SECTOR ACCOUNTABILITY  
FRAMEWORK  
**UNW-PSAF**

A PROVISIONAL PRIVATE SECTOR PARTNER  
SELF-ASSESSMENT TOOL FOR GENDER EQUALITY  
AND EMPOWERMENT OF WOMEN ⓘ  
REVISED JANUARY 2016

The framework may be subject to change upon further ⓘ  
consultations with UN and other partners



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## INTRODUCTION

UN Women works with its private sector partners to promote gender equality and the empowerment of women. To support its work, it has identified the need to create a self-assessment tool inspired by the UN System Wide Action Plan (UN-SWAP) self-assessment tool, and aligned to the UN Women's Empowerment Principles (WEPs). The objective of this tool will be to support private sector partners to understand their gender impacts, identify their existing strengths and weaknesses and monitor their gender equality progress over time.

This proposed framework will support private-sector companies to more comprehensively assess their potential and actual gender impacts to assess and benchmark their progress. While UN Women will advocate for the companies to become signatories to the WEPs, it will not be a pre-requisite for the companies to partner with UN Women and apply the UN-WAF tool at this time. Furthermore, the partner companies may be headquartered in a diverse array of geographies which form differential gender contexts for their self-assessment and so the tool has to be flexible enough to cater for these diverse realities in which companies operate.



## BACKGROUND

A UN Women self-assessment tool inspired by the UN-SWAP and aligned to the WEPs will provide UN Women private sector partners with the opportunity to benchmark their own performance over time, understand where they are on their journey to implement gender equality considerations in to their business, and highlight strengths and potential areas for improvement.

The seven WEPs provide a set of considerations to help the private sector focus on key elements integral to promoting gender equality in the workplace, marketplace and community. As such they have formed the basis to establish the criteria against which UN Women private sector partners can evaluate their gender related performance. Existing documentation and narrative on these principles highlight potential or actual corporate gender impacts, and examples of practices that companies can implement to highlight their operationalization of each principle. While these do not provide a definitive set of standards, policies or principles against which to evaluate corporate performance, they represent a well-recognized set of expectations and so were the starting point for the development of this tool. It should be noted that corporate gender impacts differ by sector but sector specific corporate gender impacts are not considered. Moreover, the WEPs documentation to date does not comprehensively cover all the potential gender impacts a company may have therefore while the tool is extensive it may exclude additional potential gender impacts and associated expectations.



# SELF ASSESSMENT TOOL (COMPREHENSIVE)

This UN Women self-assessment tool has been prepared for use by the entity’s private sector partner companies to support each partners to rate their current performance against each WEP. This self-assessment tool is based on the rating system of UN-SWAP and applies on a 5-point scale of “not applicable”, “missing”, “approaches requirements”, “meets requirements” and “exceeds requirements”. Depending on each answer companies can receive a score of 1-3 points. There are 35 indicators presented as questions which enable a total maximum score of 105 if all questions are relevant to a company.

Note that “missing” is where the indicator is relevant to a company but the “approaches expectations” rating is not met. “Not applicable” is where the indicator and the associated practice are not relevant.

Each company should provide a statement of justification and evidence to support each of their answers.

## Section I: Principle I: Establish high-level corporate leadership for gender equality

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
1. Has the company signed the WEPs and established targets and benchmarks in line with the seven principles?	Not relevant	The company has not signed the CEO statement of support for the WEPs but acknowledges its relevance.	The company has signed the CEO Statement of Support for the WEPs but has not established targets and benchmarks in the line with the seven principles.	The company has signed the CEO Statement of Support for the WEPs and has established targets and benchmarks in the line with the seven principles.	The company has signed the CEO Statement of Support for the WEPs and has established targets and benchmarks in the line with the seven principles, as well as made a public measurable commitment to gender equality and women’s empowerment.*	
2. Does the company’s strategic plan include high level gender equality related objectives?	Not relevant	The company has no high level gender equality related objectives in its strategic plan, nor does it acknowledge any gender related risks or opportunities that may impact the delivery of its strategy.	The company acknowledges gender related risks and opportunities in its strategic plan but does not mention any gender equality specific objectives.	The company acknowledges gender related risks and opportunities in its strategic plan and has included one or more gender equality and women’s empowerment organizational objective.	The company acknowledges gender related risks and opportunities in its strategic plan and has included one or more gender equality and women’s empowerment organizational objective. Furthermore, gender equality performance is included as a dimension of the corporate scorecard.	

\* this corresponds to the 10x10x10 commitment for HeForShe corporate impact champions.

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
3. Has the board made a public statement on its respect for gender equality and non-discrimination?	Not relevant.	No. The board has no public statement on its respect of gender equality and non-discrimination.	The board publicly acknowledges its gender initiatives but has not made a statement on its own commitment to gender equality and non-discrimination.	The board has made a public statement on its respect for gender equality and non-discrimination.	The company has a publicly available human rights policy or statement that incorporates respect for gender equality and non-discrimination. This may be a stand-alone or incorporated into a company code of conduct.	
4. Has the company undertaken stakeholder consultation to develop its gender targets, strategy, evaluate performance, and generate feedback on workplace gender culture?	Not relevant.	No. The company has not conducted an employee consultation on its gender strategy, and targets or gathered feedback on the workplace gender culture.	The company has conducted a limited employee consultation on some aspects of its gender culture and performance but not in the development of its gender strategy and targets.	The company has conducted extensive internal consultation, including face to face, on the company's gender culture and performance including for the development of its gender strategy and targets.	The company has conducted extensive internal and some external consultation on the company's gender culture and performance including for the development of its gender strategy and targets.	
5. Has the company undertaken a gender audit of all of its company policies?	Not relevant.	No. The company has not undertaken a gender audit of its company policies and procedures.	The company has not yet undertaken a gender audit of its company policies and procedures but intends to in the next 12 months.	The company has undertaken a gender audit of its company policies and procedures in the last two years.	The company has undertaken a gender audit of its company policies in the last two years and implemented the audit recommendations.	

## Section 2: Principle 2: Treat all women and men fairly at work - respect and support human rights and nondiscrimination

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
6. Has the company an equal opportunities and non-discrimination policy?	Not relevant.	No. The company does not have an equal opportunities and non-discrimination policy.	The company has an equal opportunities and non-discrimination policy but it is not proactively shared with employees.	The company has an equal opportunities and non-discrimination policy shared with employees.	The company has an equal opportunities and non-discrimination policy which is publicly available.	
7. What are the company's policies and practices to identify and address any gender wage gap?	Not relevant.	The company has no policy related to equal pay for equal work to address the gender wage gap but acknowledges the relevance of the issue.	The company has a policy of equal pay for equal work to address the gender wage gap but does not conduct or calculate a gender pay gap audit.	The company undertakes an annual gender pay gap audit including calculating the ratio of basic salary and remuneration of women to men by employee category.	The company publicly reports its gender pay gap.	

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
8. What is the company's policy on paid maternity and paternity leave?	Not relevant.	The company does not provide paid maternity and paternity leave to its employees but acknowledges the relevance of the issue.	All new mothers receive a minimum of 10 weeks maternity leave on full pay.	All new mothers receive a minimum of 12 weeks of maternity leave on full pay.	All new mothers receive a minimum of 12 weeks of maternity leave on full pay, and fathers receive a minimum of 2 weeks paternity leave on full pay.	
9. What is the percentage of women on the company's board?	Not relevant.	There are no women on the board but the company acknowledges the relevance of board gender diversity.	There is a minimum of one woman on the board but less than 30% female representation the board. A plan is in place to achieve a 30% or more participation of women on the company board in the next 5 years.	There is 30 % or more female representation on the board.	There is 45% or more female representation on the board.	
10. What is the company's approach to build a pipeline of qualified women for management level positions?	Not relevant.	The company does not have an approach to build a pipeline of qualified women for management level positions.	The company intends to implement an approach to build a pipeline of qualified women for management level positions in the next 12 months.	The company has one or more targeted initiatives to build a pipeline of qualified women for management level positions.	The company has one or more targeted initiatives to build a pipeline of qualified women for management level positions and tracks its effectiveness.	

### Section 3: Principle 3: Ensure the health, safety and well-being of all women and men workers

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
11. Does the company's health and safety policy consider the implications of gender and biological, including reproductive, differences between women and men?	Not relevant.	The company's health and safety policies do not address gender and biological, including reproductive, differences between women and men.	The company's health and safety policies do not yet address gender and biological, including reproductive, differences between women and men but there is a plan to review the policy to incorporate gender considerations in the next 12 months.	The company's health and safety policies address gender and biological, including reproductive, differences between women and men. For example the differential health impacts on women and men of exposure to hazardous materials, and the need to transfer pregnant and lactating women to other positions for the health and safety of the mother and child.	The company's health and safety policies address gender and biological, including reproductive, differences between women and men and health and safety training highlights these considerations.	

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
12. Are the company's security staff, including contractors and sub-contractors, trained on human rights including gender and security considerations?	Not relevant.	The company's security staff, contractors and subcontractors are not trained on human rights including gender and security considerations.	The company's security direct staff are trained on human rights including gender and security considerations but not the company's contractors and subcontractors.	The company's security direct staff and contractors are trained on human rights including gender and security considerations but not the company's subcontractors.	The company's security direct staff, contractors and subcontractors are all trained on human rights including gender and security considerations.	
13. Does the company have an operational level grievance mechanism for employees with complaints related to gender discrimination and sexual harassment?	Not relevant.	The company does not have an operational level grievance mechanism for employees with complaints related to gender discrimination and sexual harassment but recognizes the relevance of such a mechanism.	The company has a plan to establish an employee grievance mechanism related to gender discrimination and sexual harassment in the next 12 months.	The company has implemented an employee grievance mechanism managed by an independent third party for complaints related to gender discrimination and sexual harassment.	The company has implemented an employee grievance mechanism managed by an independent third party for complaints related to gender discrimination and sexual harassment. Additionally, the company sex-disaggregates the data for analysis by complaint type.	
14. Do new mothers have access to a breastfeeding/pumping room?	Not relevant.	The company does not have a temporary or permanent breastfeeding or pumping room for employees who are new mothers.	The company does not have a permanent breastfeeding or pumping room in its head office or other operational sites for employees who are new mothers but makes a temporary lockable room available on request.	The company has a permanent lockable breastfeeding or pumping room (not the toilets) in at minimum its head office for employees who are new mothers including with a fridge for storing breast milk and running water and a sink for cleaning equipment.	The company has a permanent lockable breastfeeding or pumping room (not the toilets) in all of its main offices and operational sites, or else has other temporary arrangements, for employees who are new mothers including with a fridge for storing breast milk and running water and a sink for cleaning equipment.	
15. What is the company's policy for allowing employees time off to fulfil caring responsibilities, including to attend healthcare appointments with dependents?	Not relevant.	The company does not allow employees time off unpaid or paid to fulfil caring responsibilities, including to attend healthcare appointments with dependents.	The company allows employees unpaid time off to fulfil caring responsibilities including to attend healthcare appointments with dependents.	The company allows employees paid time off up to a specific limit to fulfil caring responsibilities including to attend healthcare appointments with dependents.	The company allows employees paid time off up to a specific limit to fulfil caring responsibilities including to attend healthcare appointments with dependents, as well as unpaid sabbaticals if required.	

## Section 4: Principle 4: Promote education, training and professional development for women

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
16. What is the company's approach to gender sensitization training?	Not relevant.	The company does not offer any gender sensitization training to employees but recognizes the relevance of such a mechanism.	The company offers optional trainings on gender for some employees or integrates gender considerations into existing optional employee training modules.	The company has mandatory standalone gender sensitization training or gender is incorporated in to other mandatory human rights related training for all employees.	The company has mandatory standalone gender sensitization training or gender is incorporated in to other mandatory human rights related training for all employees. In addition, the company conducts specific training for future or new parents and their managers.	
17. What is the company's approach to boost women's representation in non-traditional fields in its industry?	Not relevant.	The company does not have any initiatives or approaches to boost women's representation in non-traditional fields in its industry.	The company has not yet established an initiative to address women's participation in non-traditional fields but has identified which fields on which to focus and plans to establish an initiative in the next 12 months.	The company has established an initiative to address women's participation in non-traditional fields in its industry or is participating in an industry wide /cross industry initiative.	The company has established an initiative to address women's participation in non-traditional fields in its industry, and is participating in an industry wide /cross industry initiative.	
18. What is the company's approach to improve the basic literacy and numeracy of its employees?	Not relevant.	The company does not take any steps to improve the basic literacy and numeracy of any of its employees.	The company has not yet established a programme to improve the basic literacy and numeracy of any of its employees but intends to do so in the next 12 months.	The company has established a programme to improve the basic literacy and numeracy of select employees which may be a standalone training or incorporated into other trainings.	The company has established a programme to improve the basic literacy and numeracy of select employees which may be a standalone training or incorporated into other trainings and this is also available to its contractors.	
19. What is the company's approach to improve women employee's access to professional networks?	Not relevant.	The company does not offer any support to women employees to access professional networks.	The company has an initiative to provide women employees with access to an internal professional network.	The company has an initiative to provide women employees with access to an internal professional network, as well as supports women to access external professional networks.	The company has an initiative to provide women employees with access to an internal professional network, supports women to access external professional networks, and collaborates at an industry level to support women to access professional networks.	



Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
20. What is the company's approach to provide gender sensitive careers counselling and mentoring opportunities to employees?	Not relevant.	The company does not provide careers counselling and mentoring to employees beyond the annual performance review feedback.	The company provides women with the opportunity to seek self-organized careers counselling and mentoring in work time at their own expense.	The company provides women with careers counselling and mentoring in work time paid for and organized by the company.	The company provides women with careers counselling and mentoring in work time paid for and organized by the company, and also collaborates in industry specific and cross industry wide mentoring schemes.	

**Section 5: Principle 5:** Implement enterprise development, supply chain and marketing practices that empower women

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
21. What percentage of procurement is currently sourced from companies owned, operated and controlled by women?	Not relevant.	None of the procurement is sourced from companies owned, operated and controlled by women, but the company acknowledges the relevance of promoting procurement from women owned and women run companies.	Only 2% of the procurement is sourced from companies owned, operated and controlled by women. A plan is in place to encourage and increase procurement from women owned and women run companies	8% or more of the procurement is sourced from companies owned, operated and controlled by women. .	20% or more of the procurement is sourced from companies owned, operated and controlled by women.	
22. What provisions does the company make to promote access to finance for women suppliers?	Not relevant.	The company does not make any special provisions to promote access to finance for women suppliers.	The company does not make any special provisions to promote access to finance for women suppliers but intends to do so in the next 12 months.	The company offers special terms to women suppliers in recognition of their constraints in access to credit.	The company offers special terms to women suppliers in recognition of their constraints in access to credit, and has other initiatives which support women-owned SMEs access to finance.	
23. To what extent does the supplier code of conduct include gender criteria?	Not relevant.	The company does not have a supplier code of conduct.	The company has a supplier code of conduct but it does not include any gender requirements or criteria.	The company has a supplier code of conduct and it includes gender requirements or criteria.	The company has a supplier code of conduct and it includes gender requirements or criteria. The company also supports women's empowerment initiatives within its suppliers.	

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
24. What is the company's approach to considering gender differences in access to its products and services?	Not relevant.	The company does not consider gender differences in access to its products and services.	The company considers gender differences in access to its products and services but has not yet implemented any changes to its distribution or marketing models to accommodate these differences.	The company considers gender differences in access to its products and services and has implemented changes to its distribution models to accommodate these differences.	The company considers gender differences in access to its products and services and has implemented changes to its distribution models to accommodate these differences. The company additionally collaborates at an industry level where relevant to boost women's access to its products and/or services.	
25. Does the company undertake due diligence to identify human trafficking in its supply chain?	Not relevant.	The company does not undertake any due diligence of human trafficking in its supply chain.	The company undertakes due diligence of human trafficking among its first tier suppliers.	The company undertakes due diligence of human trafficking among its full supply chain.	The company undertakes due diligence of human trafficking among its full supply chain and publicly reports on this initiative.	

## Section 6: Principle 6: Promote equality through community initiatives and advocacy

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
26. What is the company's approach to conducting a human rights impact assessment of its direct operations?	Not relevant.	The company does not conduct a human rights impact assessment of its direct operations but recognizes the relevance of such a due diligence process.	The company conducts a human rights impact assessment of its operations but does not analyze its impacts by gender.	The company conducts a human rights impact assessment of its operations and analyzes its impacts by gender.	The company conducts a human rights impact assessment of its operations and analyzes its impacts by gender. The impact assessment is supported by a gender sensitive community consultation process.	
27. Does the company collaborate with companies to promote wider gender equality goals?	Not relevant.	The company does not collaborate with other companies in its industry or beyond to promote wider gender equality goals.	The company actively collaborates with other companies on gender equality and women's empowerment issues but not towards a specific goal.	The company actively collaborates with other companies on gender equality and women's empowerment issues towards a specific common goal.	The company actively collaborates with other companies on gender equality and women's empowerment issues towards a specific common goal and actively participates in tracking progress against the goal.	

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
28. Does the company undertake any community projects that have an explicit objective to positively impact women and girls?	Not relevant.	The company does not undertake any community projects that have an explicit objective to positively impact women and girls.	The company undertakes one or more community projects that positively indirectly impact women and girls but women and girls are not the main target beneficiaries.	The company undertakes one or more community projects that have an explicit objective to positively impact women and girls who are the main target beneficiaries.	The company undertakes one or more community projects that have an explicit objective to positively impact women and girls who are the main target beneficiaries, and the project has undertaken efforts to ensure the full participation of women and girls in the project.	
29. To what extent are gender considerations made within any community consultation process?	Not relevant.	The company does not conduct a community consultation processes.	The company conducts community consultation processes but does not include any specific considerations to ensure the participation of women.	The company conducts community consultation processes and includes specific considerations to ensure the participation of women.	The company conducts community consultation processes and includes specific considerations to ensure the participation of women, and provides internal guidance and/or training to colleagues on organizing and facilitating gender sensitive community consultation processes.	
30. To what extent does the company proactively engage in advocacy related to the legal constraints placed on women and girls in the countries where it operates?	Not relevant.	The company does not proactively engage in advocacy related to the legal constraints placed on women and girls in the countries where it operates.	The company intends to evaluate the legal constraints placed on women and girls in the countries where it operates.	The company has conducted an evaluation of the the legal constraints placed on women and girls in the countries where it operates.	The company has conducted an evaluation of the legal constraints placed on women and girls in the countries where it operates and has established one or more formal external advocacy positions related to these legal constraints.	

## Section 7: Principle 7: Measure and publicly report on progress to achieve gender equality

Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
	0	0	1	2	3	
31. What is the company's approach to publicly communicating its gender policy and strategy?	Not relevant.	The company does not publicly communicate its gender policy and strategy.	The company publicly communicates its gender policy but not its strategy.	The company publicly communicates its gender policy and strategy.	The company publicly communicates its gender policy and strategy in a sustainability report or UNGC Communication on Progress and links this to the company's WEPs commitments.	



Questions	Not applicable	Missing	Approaches Requirements	Meets Requirements	Exceeds Requirements	TOTAL POINTS
32. Has the company undertaken a gender baseline to determine the level of inclusion of women in its workforce, supplier base, and among customers?	Not relevant.	The company has not undertaken a gender baseline of women in its workforce, supplier base and among customers.	The company has undertaken a gender baseline of women in its workforce, but not its supplier base and among customers.	The company has undertaken a gender baseline of women in its workforce, and its supplier base and /or among customers.	The company has undertaken a gender baseline of women in its workforce, and its supplier base and /or among customers and tracks whether the levels of inclusion change over time.	
33. What is the company's approach to publicly reporting against its WEPs commitments?	Not relevant.	The company does not publicly report against its WEP commitments but recognizes the relevance of external reporting on gender performance.	The company publicly reports gender performance information in a sustainability report or UNGC Communication on Progress but does not link this to the company's WEPs commitments.	The company publicly reports gender performance information in a sustainability report or UNGC Communication on Progress and link this to the company's WEPs commitments.	The company publicly reports gender performance information in a sustainability report or UNGC Communication on Progress and link this to the company's WEPs commitments. The reported gender performance information is assured by a third party.	
34. What is the company's approach to organizing its oversight of the implementation of the gender equality and non discrimination policy, strategy and plan?	Not relevant.	No. The company has no individual responsible for the oversight of the implementation of the gender equality and non discrimination policy, strategy and plan.	The company has an individual with responsibility for the oversight of the implementation of the gender equality and non discrimination policy, strategy and plan but they do not report into any form of multi-functional oversight committee.	The company has assigned an individual and a multi-functional committee with responsibility for the oversight of the implementation of the gender equality and non discrimination policy, strategy and plan but neither the individual and/or the committee members are board level.	The company has a multi-functional committee with responsibility for the oversight of the implementation of the gender equality and non discrimination policy, strategy and plan, and the committee includes a board member.	
35. Has the company set a financial benchmark for resource allocation and resource tracking mechanism for implementation of the seven WEP principles?	Not relevant	The company has not set a financial benchmark for resource allocation and resource tracking mechanism for implementation of the seven WEP principles but acknowledges its relevance.	The company has not yet set a financial benchmark for resource allocation and resource tracking mechanism for implementation of the seven WEP principles but intends to do so in next 12 months.	The company has set a financial benchmark for resource allocation and resource tracking mechanism for implementation of the seven WEP principles.	The company has exceeded the financial benchmark for resource allocation and is using the resource tracking mechanism for implementation of the seven WEP principles.	

\* this corresponds to the 10x10x10 commitment for HeForShe corporate impact champions

Overall total: / 105



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The UN System-Wide Action Plan on Gender Equality and Empowerment of Women is available at:  
<http://www.unwomen.org/en/how-we-work/un-system-coordination/promoting-un-accountability>

Women's Economic Principles available at  
<http://weprinciples.org/Site/Ungc/>

The comprehensive version of the UNW-PSAF is available at: 3  
<http://www.unwomen.org/en/partnerships/businesses-and-foundations>