


CHECKLIST

Guidelines for Women's Leadership and Skills Development in the Private Sector in Jordan




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The Guidelines for Women's Leadership and Skills Development in the Private Sector


This checklist was designed to help facilitate the implementation of private sector companies and remind them of the items required and points to be considered in enhancing women's leadership, representation, and skills development in Jordan's private sector. This checklist reflects intersections with the relevant Women's Empowerment Principles (WEPs) and the Gap Analysis Tool (GAT) questionnaire.

WEP	ISSUE	CHECK
BUILDING BLOCKS		
Leadership		
 PRINCIPLE 1	Gender policy & action plan	Has a holistic, organization-wide gender equality strategy/action plan that identifies specific priority areas where further improvement can be made with dedicated resources for implementation
		Has a stand-alone policy or a commitment embedded in a broader corporate policy that addresses supporting employees as parents and caregivers, covering all employees in major locations of operation
		Has a stand-alone policy or commitment embedded in a broader corporate policy on non-discrimination and equal opportunity policy covering recruitment, retention, re-entry, and promotion of all individuals
My company has leadership commitment and support to creating an inclusive and gender-equitable workplace		



Workplace			
 PRINCIPLE 1	Due diligence	Conducts a gender-responsive risk assessment as part of its human rights due diligence process to identify specific gender-related risks, including violence and harassment and ensure the personal safety and security of all employees.	
	Equal pay	Has a stand-alone policy or a commitment embedded in a broader corporate policy that addresses equal pay for work of equal value.	
 PRINCIPLE 2	Caregiving	Offers support programmes for parents and caregivers, regardless of employees' sex or marital status.	
	Flexible work	Offers flexible work options for all employees.	
 PRINCIPLE 3	Violence and harassment	Provides confidential support for survivors of violence and harassment, including domestic violence. Has policies and procedures to ensure the safety, security, confidentiality, and protection of survivors of sexual harassment at the workplace. Has a policy prohibiting nondisclosure agreements pertaining claims of sexual harassment in settlement agreements, unless requested by the victim and does not require sexual harassment claims to go to private arbitration.	
	Wellbeing	Has a company-wide policy or commitment to respect and support access to quality health care, including sexual and reproductive health where relevant, which is reflected in company Programmes and employee benefits	



My company is committed to assessing, amending, introducing and enforcing policies and practices that identify and address gender gaps in the workplace, which impact women's representation in leadership positions

Workplace			
 PRINCIPLE 4	Career Advancement	Provides leadership training, coaching, and/or mentoring to support women to access management and leadership positions	
	Training and development	Provides training, skills development, education, networking, and mentoring to recruit women in non-traditional roles	
	Women's representation in non-traditional roles	Average hours of training that the organization's employees have undertaken, disaggregated by sex and employee level	
		Percentage of women in traditionally underrepresented roles	

My company is committed to investing and allocating sufficient funds to address gender gaps in training and capacity development to support women's representation in leadership & non-traditional roles










Transparency and Accountability			
 PRINCIPLE 7	Reporting	Reports publicly on all WEPs Essential Indicators	
	Tracking progress	<p>Has time-bound, measurable goals and targets to increase women's representation in leadership reflective to internal reporting frameworks</p> <p>Has time-bound, measurable goals and targets to increase women's representation in non-traditional roles reflective to internal reporting frameworks</p>	
 PRINCIPLE 5	Due diligence & audit	Has undertaken a gender audit/evaluation/assessment and communicates the results internally, with the board and externally with stakeholders	
	Equitable procurement practices	Percentage of procurement spend with women-owned businesses	
		Percentage of procurement spend with companies with gender equality commitments	
		Percentage of workers in the supply chain receiving a living wage, disaggregated by sex	
Gender-responsive marketing	Has a stand-alone responsible marketing policy or a commitment embedded in a broader corporate policy that addresses the portrayal of gender stereotypes		
My company is committed to transparently measuring and reporting on gender-responsive recruitment, retention, and promotion			








IMPLEMENTATION PILLARS					
WEP	ISSUE	REFLECTIVE MEASURE	CHECK		
 PRINCIPLE 1	Prioritizing and building an inclusive and gender-equitable work culture	Adopt a cultural transformation strategy, including a training plan, gender-sensitive policies, performance management system (PMS) and interventions embracing women's unique perspectives.			
		Mandate conscious and unconscious bias training across all levels of the enterprise			
		Articulate a gender-sensitive and ethical understanding of leadership into institutional policies, regulations, tasks, and responsibilities.			
Reflect a commitment to gender equality to organizational values.					
 PRINCIPLE 2					
 PRINCIPLE 3					
My company works on prioritizing and building an inclusive and gender-equitable work culture					
 PRINCIPLE 2	Creating an enabling, safe, flexible, and equitable work environment	Adopt flexible work systems to enable work-life balance. Offer this benefit to both men and women, including diverse part- and full-time and remote work assignments.			
		Introduce a clear and transparent system for equal pay for work of equal value to close the gender pay gap and promote pay transparency.			
 PRINCIPLE 3		Accommodate different options for paternity leaves and childcare solutions for both men and women employees at least in compliance with national laws.			
		Eliminate all forms of violence and harassment at the enterprise.			
My company is committed to creating an enabling, safe, flexible, and equitable work environment for women					












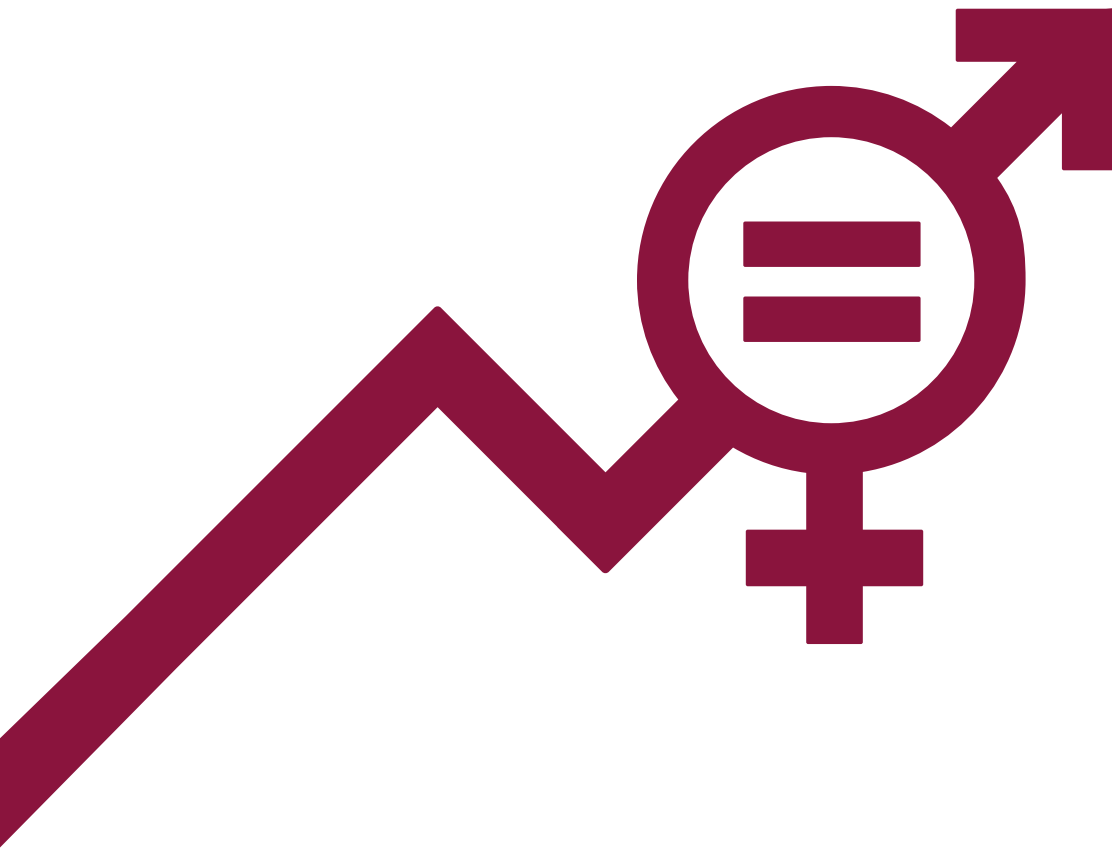
 PRINCIPLE 4	Introducing and integrating gender-responsive capacity- and career-development frameworks	Institutionalize capacity-development opportunities to enhance the skills and experiences of both male and female employees. Training and challenging assignments linked with promotion requirements, along clear career paths.	
		Identify women with potential for career development through clear and accessible criteria to build a pool of talented women pipeline.	
		Establish internal mentoring and sponsorship programmes and/or provide access to external mentoring and sponsorship programmes and networking opportunities.	
My company is committed to Introducing and integrating gender-responsive capacity and career-development frameworks			
 PRINCIPLE 2	Introducing gender-responsive human resources policies and planning for recruitment, retention, and promotion	Require the use of gender-sensitive job descriptions and titles at all work levels and mainly in management. This should also include gender-sensitive job titles and inclusive interview panels. Advertisements should clearly state that women and underrepresented groups are encouraged to apply. All language used must be gender-neutral.	
		Issue a clear affirmative action policy when and if needed to enhance gender-equitable leadership representation. Women should be interviewed for every open leadership position as a requirement. The affirmative action policy should privilege fairness, inclusivity, and competence. It should also support fast-track promotions to achieve gender equity. Turn this into KPI targets and measurements.	
 PRINCIPLE 4		Assign a Diversity and Inclusion Officer (within HR) with reporting capacities to the Board or CEO.	
My company is committed to introducing gender-responsive human resources policies and planning for recruitment, retention, and promotion			

Thank you for using **the Guidelines for Women’s Leadership and Skills Development in the Private Sector checklist** on behalf of your company and for taking this critical step to tackle systemic and cultural barriers and address the gaps in women’s leadership representation in the private sector. Please refer to the Guidelines for Women’s Leadership and Skills Development in the Private Sector for a deeper evaluation. The implementation may differ by sector and company size.



Women's Empowerment Principles

Principle 1		Establish high-level corporate leadership for gender equality
Principle 2		Treat all women and men fairly at work– respect and support human rights and nondiscrimination
Principle 3		Ensure the health, safety and well-being of all women and men workers
Principle 4		Promote education, training and professional development for women
Principle 5		Implement enterprise development, supply chain and marketing practices that empower women
Principle 6		Promote equality through community initiatives and advocacy
Principle 7		Measure and publicly report on progress to achieve gender equality



UN Women Jordan works in close collaboration with the Government of the Hashemite Kingdom of Jordan, the UN System, Civil Society, and members of the international community to advance the women's national agenda, promoting women's empowerment, women's rights, and gender equality.