




INTRODUCTION

Tracking performance and progress towards gender equality and women's economic empowerment is a core value of the WEPs since it allows companies to uphold their commitments to gender equality in the workplace, marketplace, and community.

This step-by-step guide is designed to help Women's Empowerment Principles (WEPs) Signatories report on progress against eight (8) Essential Indicators of the WEPs Transparency and Accountability Framework on your company profile page (see how to create it [here](#)).

The data that you provided at the time of signing the WEPs ("Baseline") will remain as is. You have the option to make this data "Public" (visible on the WEPs website) or "Private" (available only to UN Women). Please note that this data will be used for analysis by the WEPs Secretariat only and will not be disseminated or shared with third parties.

Baseline	Who can see the data?
Percentage of women Employees*  Above 80% ▼	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>
Percentage of women at Management Level*  Above 80% ▼	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>
Percentage of women on Boards/Executive Team/Partners*  Above 80% ▼	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>



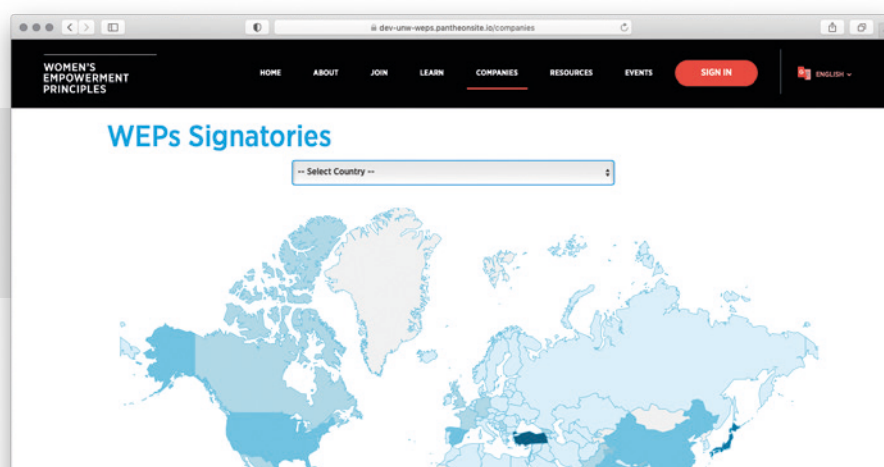
THE WEPS TRANSPARENCY AND ACCOUNTABILITY FRAMEWORK

The WEPs Transparency and Accountability Framework (see the full T&A Framework in the WEPs brochure [here](#)) is divided into four distinct categories. This step-by-step guide covers only the first category:

1. **Essential Indicators** – these indicators measure positive, irreversible and sustainable change towards gender equality.
2. **Complementary Indicators** – these indicators measure key areas to tackle systemic barriers to gender equality. Their implementation may differ by country, industry and size of company.
3. **Input and Support Measures Indicators** – these indicators tracks Signatories inputs to change, such as policies, practices and measures that are foundational to achieving gender equality and women's empowerment.
4. **Additional Indicators.**

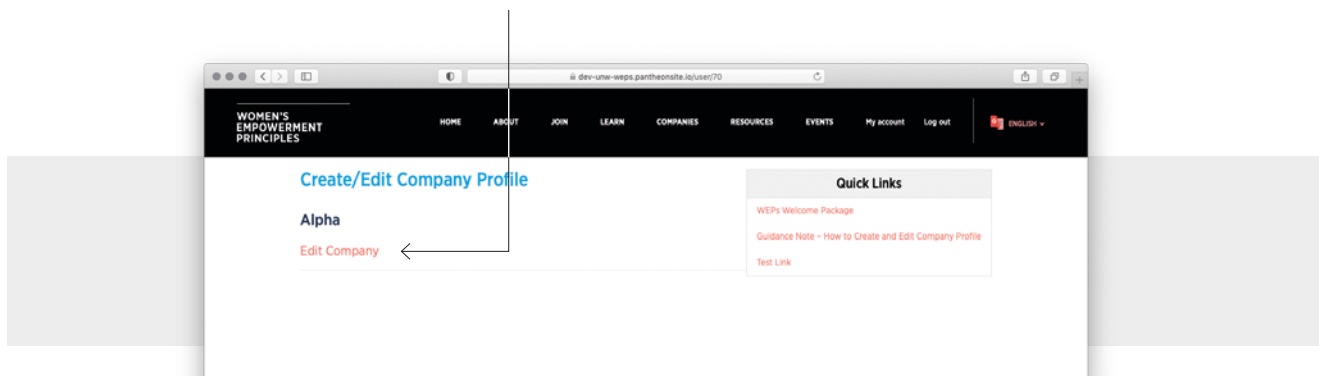
THE WEPS REPORTING INDICATOR PLATFORM

- I. Start with **SIGN** into your Company Profile Page.



If you don't have one, please see [here](#) for guidance to set up this page.

- II. Once you have signed in, select **“EDIT”** to enter into your Company Page.



- III. Scroll down to the section on **SHARE YOUR PROGRESS** where you will find the option to complete eight (8) indicators. You can select **“Public”** (to be displayed on the WEPs website) or **“Private”** (for record keeping of UN Women).

A screenshot of the 'Share Your Progress' form. The form is divided into two main sections: 'Share Your Progress' and 'Who can see the data?'. Under 'Share Your Progress', there are two data entry sections. The first is 'Who can see the data' with a sub-header 'Percentage of women and men employees'. It has two input fields, each with a gender icon (red female and blue male) and a value of 50.00. The second section is 'Percentage of women and men in senior management positions', also with two input fields showing 50.00. The 'Who can see the data?' section has two toggle switches, one for 'Public' (which is turned on) and one for 'Private' (which is turned off). A line points from the 'Private' toggle in the previous step to the 'Private' toggle in this section.

BEFORE YOU GET STARTED

1. While the T&A Framework captures data disaggregated by sex, we encourage broader diversity data collection for intersectional analysis (e.g. age, race/ethnicity, nationality, disability, sexual orientation).
2. All the data should be provided for the last fiscal year, and cover at least 80% of your company's employees.

THE EIGHT INDICATORS

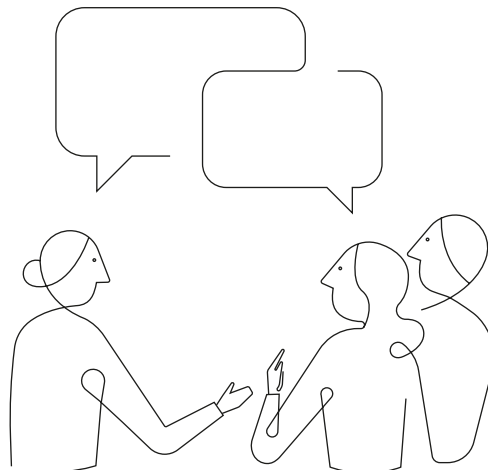
1. Percentage of women and men employees as a percentage of total number of employees

Percentage of women and men employees

 50.00	 50.00	Public <input checked="" type="checkbox"/> Private
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DEFINITION: Employees include (i) permanently contracted and (ii) temporarily contracted (such as seasonal) workers on a Full-Time Equivalent (FTE) basis. This follows the HIPSO definition for FTE, which includes directly hired individuals and individuals hired through third party agencies so long as those individuals provide on-site services related to the operations of the client company. This also includes FTE worked by seasonal, contractual and part-time employees.

CALCULATION: To calculate the percent of FTE employees that are women, count the total number of FTE women employees, and divide this number by the total number of FTE employees. The same calculation can be done for men employees. As per the HIPSO definition above part-time jobs can be converted to full-time equivalent jobs on a pro rata basis, based on local definition (e.g. if the working week equals 40 hours, a 24 hr/week job would be equal to 0.6 FTE job). Seasonal or short-term jobs are prorated based on the portion of the reporting period that was worked (e.g., a full-time position for three months would be equal to a 0.25 FTE job for a reporting period of one year). If the information is not available, the rule-of-thumb is two part-time jobs equal one full-time job.



2. Percentage of women and men in senior management positions as a percentage of total number of senior managers in the organization

Percentage of women and men in senior management positions



	<input type="text" value="50.00"/>		<input type="text" value="50.00"/>	Public <input checked="" type="checkbox"/> Private
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DEFINITION: Senior managers are defined as FTE employees at C-Suite level or equivalent (e.g. Managing Directors, Partners). Titles may change depending on size and structure of a company, so signatories should use their judgement to assess whether positions are C-Suite equivalent.

CALCULATION: To calculate percent of senior management who are women, signatories should divide the number of women senior managers by the total number of senior managers.

3. Percentage of women and men on the company board

Percentage of women and men on the company board


	<input type="text" value="50.00"/>		<input type="text" value="50.00"/>	Public <input checked="" type="checkbox"/> Private
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DEFINITION: Board members are defined as members who play an active role on the Board. An active role may include acting in an advisory capacity for key decisions and does not necessarily require a full-time role in the organization.

CALCULATION: To calculate percent of Board members who are women, signatories should divide the number of women on the Board by the total number of Board members.

4. Ratio of women's salary to men's salary

Ratio of the basic salary and remuneration of women to men for each employee category, by significant locations of operation

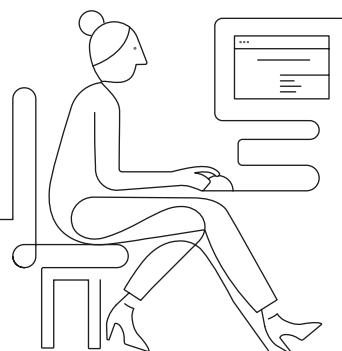




Public ☒ Private

DEFINITION: Women's and men's salaries include three components: (1) Fixed salary – a salary that a person receives on a stable or fixed basis, that is, the employee receives the same amount every month (or pay period). (2) Additional salary – this is the salary that an employee receives on a temporary basis, for example, associated with the performance of a longer period of work, or as compensation for an expense that they had to incur. This amount varies from month to month (or pay period). (3) Variable salary – a salary that the employee receives in recognition for their performance or for the overall results of the company or organization.

CALCULATION: Calculate women's salaries by adding up all the salaries and dividing by the number of women. The same calculation should be performed for men. Then divide the average women salaries by average men salaries. Both cash salaries and salaries in kind (according to their objective economic valuation) should be counted as do taxes and social insurance, whether paid to the worker or to the public authorities (the full cost to the company). To calculate salary data, it must be comparable and the time period need to be the same for all employees, preferably one full year. If you plan to include employees who have not been employed for the entire period (one year), their salaries should be increased proportionately. For example, if a person has been employed for 6 months their salaries should be multiplied by 2. For example, the person has a Fixed Salary of 15,000 per year, working 50% of the working day, then this calculation will result in 30,000 per year (allowing you to compare your salary with that of people who work 100% of the working day).



5. Percentage of newly hired FTE employees – women and men

Percentage of new hires



 <input type="text" value="50.00"/>	 <input type="text" value="50.00"/>	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>
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DEFINITION: New hires are defined as an employee (1) who has not previously been employed by the company/organization; or (2) who was previously employed by the company/organization but has been separated from such prior employment for at least 60 consecutive days.

CALCULATION: To calculate percentage of newly hired women employees, signatories should divide the number of newly hired FTE women employees by the total number of FTE newly hired employees. To calculate the percentage of newly hired FTE men employees, signatories should divide the number of newly hired men employees by the total number of newly hired employees (or just subtract the percentage of newly hired women employees from 100 percent).

6. Percentage of promotions and career opportunities – women and men

Percentage of promotions

 <input type="text" value="50.00"/>	 <input type="text" value="50.00"/>	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>
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DEFINITION: Ratio of FTE women and men in senior management (see #2 above) compared to ratio of FTE women and men employees (see #1 above).

CALCULATION: To calculate percent of promotions and career opportunities for women and men, refer to the definitions of employees and senior management above. Then divide the ratio of FTE women in senior management by the ratio of FTE women employees; and then divide the ratio of FTE men in senior management by the ratio of FTE men employees.

7. Retention rate of women and men FTE employees who took parental leave.

Retention rate of employees that took parental leave





Public ☒ Private

DEFINITION: Parental leave includes maternity, paternity, parental and adoption leave. Eligibility is defined by the national legal requirements and any additional eligibility criteria that the employer may have for additional benefits. The retention rate is determined by employees retained in the company or organization 12 months after returning from parental leave.

CALCULATION: To calculate the retention rate of women, divide the total number of women employees retained in the company or organization 12 months after returning to work following a period of parental leave by the total number of women employees taking parental leave. Same calculation to be performed for men taking parental leave.

8. The Company has a confidential, anonymous grievance, resolution, reporting and non-retaliation mechanism and procedure to address and respond to incidents of violence and harassment.

Has confidential, anonymous grievance, resolution and non-retaliation mechanisms and procedures to address and respond to report

☒ Yes ☐ No

Public ☒ Private

CALCULATON: Select yes if your company has a confidential, anonymous grievance, resolution, reporting and non-retaliation mechanism and procedure to address and respond to incidents of violence and harassment.

To finalize your data entry, select **“SAVE”**.

✓ Save

VISIBILITY

1. To find your company in the public-phasing view, select **"COMPANIES"** in the top menu, or go directly to www.weps.org/companies



2. Search for your company in the search bar.
3. You can find other companies profile pages by selecting, **"COMPANY PROFILE"** in the left side filter.

Companies

Search by keyword

Sector

- Any -

Country

- Any -

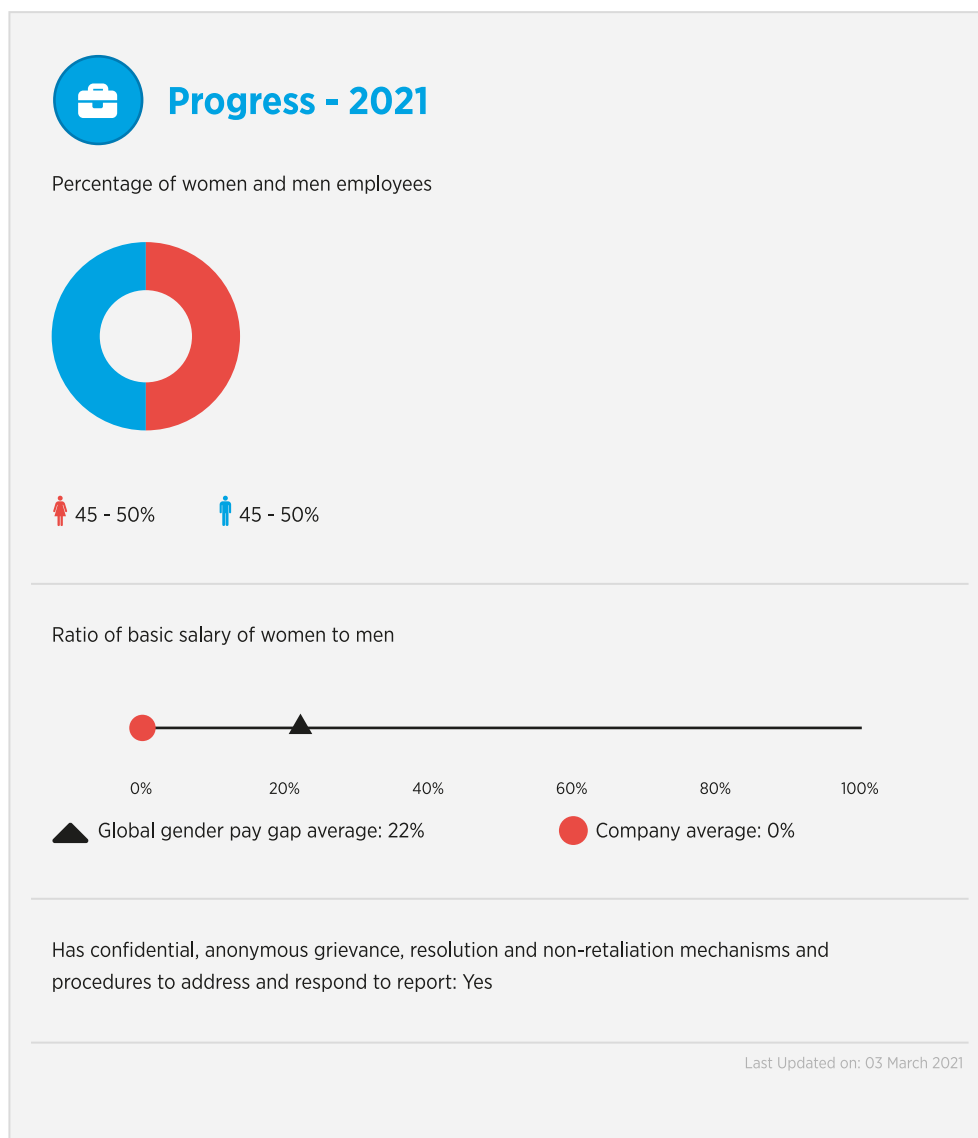
Contribution

- Any -

Company Profile

- Any -

4. You will find your company's progress report on your company profile page. Note that only those that you have selected as **"PUBLIC"** will be visible here.



5. Every time you update your data or information on your profile page, the date will be updated.

**Thanks a lot for your effort
to track performance on gender equality!**

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.

Funded by:

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In support of:



European Union



International
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Funded by the European Union



WOMEN'S EMPOWERMENT PRINCIPLES

Established by UN Women and the
UN Global Compact Office



weps.org



weps@unwomen.org



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