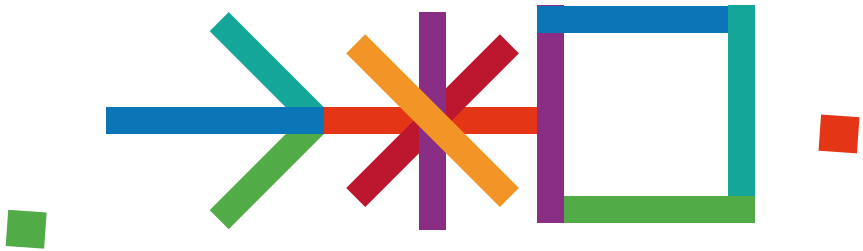




# DIVERSITY INDEX QUESTIONNAIRE





# INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

- Diversity Index is an innovative tool to measure diversity at workplace in the Slovak conditions. It is suitable for all employers of private and public sector regardless of the number of their employees, seat, ownership structure, sector or type of business, turnout of a company or annual budget of an organisation.
- Individual parts of the Diversity Index address different aspects of diversity at workplace and take into account employment of different vulnerable groups.
- The Diversity Index contains 34 questions, to be answered by choosing from the options offered.
- It takes approximately 30 minutes to complete the questionnaire. If you are conducting the first self-assessment of diversity and non-discrimination at your workplace, it can take you approximately 60 minutes to fill in the questionnaire.
- The questions include tooltips that can guide you to answer the questions the most accurately.
- Some questions require a simple calculation. Please round the values calculated by your company or organisation to one decimal place.
- To fill in the Diversity Index questionnaire, you will need the following:
  - » Core documents of your company or organisation (e.g. strategies, policies, rules of organisation, internal regulations of the employer or Code of Ethics);
  - » Basic information about the employees of your company or organisation (e.g. the number of employees and their structure according to gender, age etc.);
  - » Basic information about activities in the area of diversity, corporate social responsibility or responsible business conduct of your company or organisation (e.g. supporting or participating at welfare projects etc.);
  - » A calculator.
- The maximum score that can be achieved is 100.

- Based on the overall score, the Diversity Index will qualify your company or organisation into one of four categories, either as diversity beginner, diversity explorer, diversity pioneer or diversity champion.
- If you need help of advice in filling in the Diversity Index questionnaire, do not hesitate to contact [info@snslp.sk](mailto:info@snslp.sk)



# QUESTIONNAIRE

## *Diversity in general*

- 1. Has your company or organisation adopted a strategy or other policy on diversity management at workplace?**
  - Yes, the company or organisation has a detailed strategy or other diversity management policy.
  - The company or organisation has a strategy or other diversity management policy developed only in relation to one or several vulnerable groups.
  - Promotion of diversity and/or diversity management are included in other supporting documents of the company or organisation.
  - No, the company or organisation does not deal with promoting diversity and/or diversity management at workplace.
  
- 2. Is your company or organisation a signatory of the Diversity Charter Slovakia?**
  - Yes, the company or organisation is a signatory of the Diversity Charter Slovakia.
  - No, the company or organisation is not a signatory of the Diversity Charter Slovakia.
  
- 3. Has your company or organisation established a concrete mechanism and procedures to handle complaints alleging discrimination?**
  - Yes, the company or organisation has introduced an official mechanism to handle complaints alleging discrimination.
  - Resolution of complaints alleging discrimination is one of the competences of the human resources department of the company or organisation.
  - No, the company or organisation does not deal with handling complaints alleging discrimination.
  
- 4. Is education on prevention of discrimination and promotion of diversity at workplace included in courses and trainings provided**

**within internal education in your company or organisation?**

- Yes, the company or organisation actively approaches trainings and projects in the area of promoting diversity and non-discrimination at workplace.
- Diversity and non-discrimination at workplace are included in other training programs, trainings and courses.
- No, the company or organisation does not deal with trainings or projects in the area of promoting diversity and non-discrimination.

**5. Do processes for recruiting new employees at your company or organisation promote diversity at workplace and act preventively against possible discrimination?**

- Yes, the company or organisation has set up clear rules and the recruitment procedure purposefully promotes diversity at workplace.
- The company or organisation proclaims a support to diversity at workplace in job advertisements.
- The company or organisation pays attention to using inclusive language in job advertisements.
- No, the company or organisation does not consider diversity when drafting and publishing job advertisement.

**6. Does your company or organisation present in its external communication materials, at social media and website various vulnerable groups and use inclusive language?**

- Yes, the company or organisation actively promotes diversity externally.
- The company or organisation pays attention to using inclusive language in its presentation and statements.
- No, the company or organisation does not deal with communicating diversity externally.

## + Gender equality

### 7. What is the participation of women in top management of your company or organisation as compared to the gender situation in the collective of workers as a whole?

Calculation:

$$\frac{\text{the number of women in top management} \times 100}{\text{overall number of persons in top management}}$$

- *The proportion of women in top management is higher than the overall proportion of women in the company or organisation.*
- *The proportion of women in top management is equal to the overall proportion of women in the company or organisation.*
- *The proportion of women in top management is lower than the overall proportion of women in the company or organisation.*
- *The proportion of women in top management is lower by more than 10% than the overall proportion of women in the company or organisation.*

### 8. How big is the gender pay gap at your company or organisation?

Calculation:

$$\left( \frac{\text{men's wage} - \text{women's wage}}{\text{men's wage}} \right) \times 100$$

- *The gender pay gap at the company or organisation is lower than 3%.*
- *The gender pay gap at the company or organisation is between 3% and 10%.*
- *The gender pay gap at the company or organisation is between 10.1% and 20%.*
- *The gender pay gap at the company or organisation is higher than 20.1%.*

## 9. How big is gender pay gap in top management of your company or organisation?

Calculation:

$$\left( \frac{\text{wage of men in top management} - \text{wage of women in top management}}{\text{wage of men in top management}} \right) \times 100$$

- The gender pay gap at the company or organisation equals or is lower than 3%.
- The gender pay gap at the company or organisation is between 3.1% and 10%.
- The gender pay gap at the company or organisation is between 10.1% and 20%.
- The gender pay gap at the company or organisation is higher than 20.1%.

## 10. Has your company or organisation implemented a strategy or other policy to promote gender equality at workplace?

- Yes, the company or organisation has its own gender equality plan and prepares gender equality reports.
- The company or organisation has its own plan for promoting gender equality at workplace or prepares a gender equality report.
- Promotion of gender equality at workplace is included in several supporting documents of the company or organisation.
- No, the company or organisation does not deal with promotion of gender equality at workplace.

## 11. Has your company or institution established a particular mechanism and processes to handle complaints alleging sexual harassment?

- Yes, the company or organisation has created an official mechanism to handle complaints alleging sexual harassment.
- The company or organisation has not created any official mechanism to handle complaints alleging sexual harassment, however, it actively promotes protection from sexual harassment at workplace.
- Resolution of complaints alleging sexual harassment at workplace forms part of a general mechanism for handling complaints and submissions.
- No, the company or organisation does not deal with handling complaints alleging sexual harassment at workplace.

**12. Has your company or organisation adopted measures to promote gender balance in decision-making?**

- Yes, the company or organisation has adopted an official mechanism for gender balance in decision-making.
- The company or organisation actively promotes gender balance in decision-making.
- The company or organisation sporadically seeks to achieve gender balance in decision-making, however, it does not have any policy or other document on gender balance in decision-making.
- No, the company or organisation does not deal with addressing gender balance in decision-making.

**13. Does your company or organisation conduct a gender audit at workplace?**

- Yes, the company or organisation regularly conducts complex or partial gender audits and monitors gender inequalities at workplace.
- The company or organisation monitors gender inequalities at workplace within other measures or reports.
- The company or organisation is planning to introduce gender audits at workplace.
- No, the company or organisation does not deal with gender audits at workplace.

**14. Does your company or organisation use a gender-neutral language and seeks to present balanced and non-stereotyped portrayal of men and women in its external communication materials, at social media and at its website?**

- Yes, the company or organisation promotes gender equality externally and has adopted a manual or other document for these purposes.
- The company or organisation generally promotes gender equality, however, it does so without any particular guidelines.
- The company or organisation generally pays attention to prevent gender discrimination within its external presentation.
- No, the company or organisation does not deal with applying gender equality nor with using gender-neutral language within its external presentation.



**15. Has your company or organisation established its own childcare facility?**

- Yes, the company or organisation actively supports childcare for the employees' children. It has its own childcare facility.
- The company or organisation financially supports childcare for the employees' children.
- The company or organisation passively promotes childcare for the employees' children through benefits that go beyond the Labour Code.
- No, the company or organisation does not deal with care for the employees' children.

**16. Does your company or organisation allow its employees to use flexible forms of work?**

- Yes, the company or organisation actively promotes flexible forms of work.
- The company or organisation has permanently introduced at least two flexible forms of work.
- The company or organisation has introduced only one particular flexible form of work.
- No, the company or organisation does not allow flexible forms of work.

**17. What is the proportion of fathers on maternity or parental leave as compared to the total number of employees on maternity or parental leave at your company or organisation?**

*Calculation:*

$$\frac{\text{number of fathers on maternity or parental leave} \times 100}{\text{total number of persons on maternity or parental leave}}$$

- The proportion of fathers on maternity or parental leave is higher than 20%.
- The proportion of fathers on maternity or parental leave is between 10.1% and 20%.
- The proportion of fathers on maternity or parental leave is between 0.1% and 10%.
- There are no fathers currently on maternity or parental leave at the company or organisation.

**18. Has your company or organisation introduced programs for maintaining contact with employees on maternity or parental leave and upon return?**

- Yes, the company or organisation actively keeps in touch with employees on maternity or parental leave and, in case they are interested, it involves them in trainings or other activities.
- The company or organisation sporadically involves employees on maternity or parental leave to its activities.
- The company or organisation allows employees on maternity or parental leave to participate at certain events, however it does not proactively contact them.
- No, the company or organisation is not in touch with employees on maternity or parental leave.

→ *Inclusion of persons with disabilities*

**19. What is the proportion of persons with disabilities at your company or organisation as compared to the statutory obligation for employing persons with disabilities?**

*Calculation:*

$$\frac{\text{number of persons with disabilities} \times 100}{\text{total number of employees}}$$

- The proportion of persons with disabilities employed at the company or organisation equals or is higher than 3.2%.
- The proportion of persons with disabilities employed at the company or organisation is between 2.1% and 3.1%.
- The proportion of persons with disabilities employed at the company or organisation is between 0% and 2%.
- The company or organisation does not employ persons with disabilities.

**20. What is the proportion of persons with disabilities in top and middle management of your company or organisation as compared to the total number of employees with disabilities?**

*Calculation:*

$$\frac{\text{number of persons with disabilities in top and middle management} \times 100}{\text{total number of persons in top and middle management}}$$

- The proportion of persons with disabilities in top and middle management is equal or higher than the proportion of all persons with disabilities employed at the company or organisation.
- The proportion of persons with disabilities in top and middle management is equal or by 30% lower than the proportion of all persons with disabilities employed at the company or organisation.
- The proportion of persons with disabilities in top and middle management is by 30% higher than the proportion of all persons with disabilities employed at the company or organisation.
- Persons with disabilities are not represented in top and middle management.

## 21. How big is the disability pay gap at your company or organisation?

Calculation:

$$\left( \frac{\text{average wage in the company or organisation} - \text{wage of person with disabilities}}{\text{average wage in the company or organisation}} \right) \times 100$$

- The disability pay gap at the company or organisation equals or is lower than 3%.
- The disability pay gap at the company or organisation is between 3.1% and 10%.
- The disability pay gap at the company or organisation is between 10.1% and 20%.
- The disability pay gap is higher than 20.1%.

## 22. Has your company or organisation adopted reasonable accommodations for ensuring accessibility of workplace including physical environment, infrastructure, IT services and services for persons with disabilities?

- Yes, the company or organisation has ensured 100% accessibility of its workplace and has created conditions for all groups of persons with disabilities.
- The company or organisation ensures accessibility of its workplace only for those groups of persons with disabilities that it employs.
- The company's or organisation's workplace is partially accessible.
- The company's or organisation's workplace does not provide accessibility.

## 23. Has your company or organisation adopted a strategy to promote employment of persons with disabilities?

- Yes, the company or organisation has a specific strategy to promote employment of persons with disabilities and upon return from a sick leave.
- The company or organisation has a strategy to promote employment of persons with disabilities or has adopted the relevant rules but only for those groups of persons with disabilities that it employs.
- The company or organisation has adopted several measures to promote employment of persons with disabilities, which are included in other internal documents.
- No, the company or organisation does not have a strategy or any other

policy to promote employment of persons with disabilities.

**24. Are the materials, intranet and website of your company or organisation available in accessible versions for persons with disabilities?**

- Yes, the materials, intranet and website of the company or organisation are accessible for persons with visual, hearing or mental impairments.
- Some materials and descriptions are available in versions accessible for persons with visual, hearing or mental impairments.
- Only the website of the company or organisation is available in versions accessible for persons with visual, hearing or mental impairments.
- No, the company or organisation does not consider accessibility of the materials, intranet and website for persons with visual, hearing and mental impairments.

**25. Do employees of your company or organisation have access to trainings aimed at inclusion of and communication with persons with various specific needs?**

- Yes, the company or organisation has adopted several measures for inclusion of persons with disabilities and communicating with them.
- The company or organisation provides relevant trainings for its employees and/or supports projects aimed to support persons with disabilities.
- The company or organisation has exceptionally implemented one project.
- No, the company or organisation does not implement any measures to support persons with disabilities.

## ✓ Age diversity

### 26. What is the proportion of women older than 55 years as compared to the number of men older than 55 years employed at your company or organisation?

- The proportion of employed women older than 55 years is the same as the proportion of employed men of the same age.
- The proportion of employed women older than 55 years equals or is by 10% lower than the proportion of employed men of the same age.
- The proportion of employed women older than 55 years is by 10.1% to 30% lower than the proportion of employed men of the same age.
- The proportion of employed women older than 55 years is by more than 30.1% lower than the proportion of employed men of the same age.

### 27. How big is the wage gap by age at your company or organisation?

*Calculation:*

$$\left( \frac{\text{average wage at your company or organisation} - \text{average wage of persons older than 55 years}}{\text{average wage at your company or organisation}} \right) \times 100$$

- The wage gap by age at the company or organisation equals or is lower than 3%.
- The wage gap by age at the company or organisation is between 3.1% and 10%.
- The wage gap by age at the company or organisation is between 10.1% and 20%.
- The wage gap by age at the company or organisation is higher than 20.1%.

### 28. Has your company or organisation adopted a strategy or programs to promote employment of persons older than 55 years?

- Yes, the company or organisation has introduced a strategy aimed at promoting employment of persons older than 55 years and regularly implements projects and measures in this area.
- The company or organisation has introduced a program and promotes employment of persons older than 55 years.
- The company or organisation only exceptionally implements measures aimed at promoting employment of persons older than 55 years.

- No, the company or organisation does not implement any programs for persons older than 55 years.

**29. Has your company or organisation adopted a strategy or programs aimed at promoting employment of graduates without experience at the labour market?**

- Yes, the company or organisation actively promotes employment of graduates.
- The company or organisation implements measures to support employment of graduates.
- The company or organisation employs graduates, however, it does not provide them with any particular support.
- No, the company or organisation is not interested in employing graduates.

## Other forms of diversity

### **30. Does your company or organisation provide family benefits also to same-sex couples?**

- All family benefits of the company or organisation are provided also to same-sex couples.
- Certain family benefits of the company or organisation are provided also to same-sex couples.
- Same-sex couples can exceptionally request the company or organisation to use family benefits.
- The company or organisation does not provide family benefits to same-sex couples.

### **31. Does your company or organisation support employees belonging to LGBTI communities at workplace?**

- Yes, the company or organisation actively promotes equality of LGBTI persons at workplace also externally.
- The company or organisation sporadically supports LGBTI projects or events.
- The company or organisation formally declares equality of LGBTI people but does not proactively adopt any measures.
- No, the company or organisation does not promote openness towards LGBTI people at workplace.

### **32. Does your company or organisation support transgender (trans) employees at workplace?**

- Yes, the company or organisation actively promotes equality of trans persons at workplace also externally and accepts their gender identity.
- The company or organisation accepts self-identified gender identity to a certain level but does not address trans persons specifically in its strategies, materials or trainings.
- The company or organisation formally declares equality of trans persons but does not adopt any relevant measures.
- No, the company or organisation does not support transgender persons at workplace.



**33. Does your company or organisation promote employment of persons belonging to other than majority ethnic or religious groups at workplace within its diversity management strategy or programs for employing persons of other ethnic groups?**

- Yes, the company or organisation actively and systematically promotes equality of persons belonging to other than majority ethnic or religious groups at workplace.
- The company or organisation implements projects aimed to promote employment of a certain group of persons, e.g. employment of Roma.
- The company or organisation has formally implemented one program or measure for persons of other ethnic or religious groups but does not proactively adopt any other measures.
- No, the company or organisation by no means support employment of persons belonging to other ethnic and religious groups.

**34. Does your company or organisation consider cultural and religious specificities of persons of other than majority ethnic or religious groups through “soft measures”?**

- Yes, the company or organisation considers and promotes specificities of other than majority ethnic or religious groups in all areas.
- The company or organisation accepts cultural and religious specificities according to the needs or requirements of its employees.
- The company or organisation considers specific needs or requirements of persons belonging to other ethnic or religious groups to a certain level but does not proactively adopt any other measures.
- No, the company or organisation by no means does not promote specific needs or requirements of persons belonging to other ethnic or religious groups.