

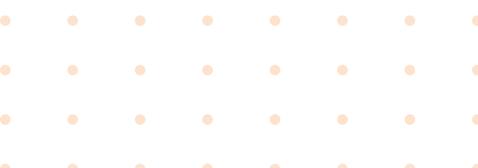
# Monitoring Tool

## Gender-Responsive Crisis Management

# Promoting work-life balance and providing support for care responsibilities

## Monitoring Flexible Working Arrangements (FWAs)

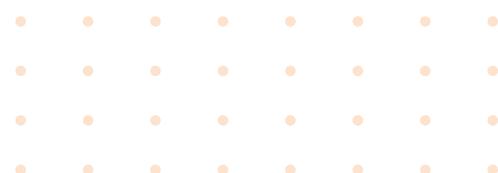
		Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1.	Company's <b>internal policy on FWAs</b> is adopted, including request forms developed for employees and managers, taking into consideration job requirements.							
2.	At least one <b>capacity building</b> opportunity is provided during last 24 months to at least 80% of the managers and HR department's staff on the importance, the benefits and practical implementation of FWAs.							
3.	At least one <b>awareness raising</b> campaign is implemented within the company during last 24 months about the importance and the benefits of FWAs (including the dissemination of good practices), and the promotion of the working culture avoiding overconnectivity.							
4.	<b>Tracking, Monitoring and reporting mechanism</b> to gather information quarterly about FWAs is in place, with disaggregation by sex, age, locality, type of FWA, contract type, grade, and national/international staff, including request monitoring and the obligation to develop annual reports on FWA usage. (Reports should also include the feedback on the effectiveness of FWAs).							
5.	Each entity/division within the company has issued <b>internal communication</b> to inform the employees about the possibility of FWAs.							
6.	At least <b>one meeting per year</b> is organized within each entity/division of the company about t FWAs within the team, in order to promote the use of FWAs, discuss options and collect feedback.							
7.	<b>Infrastructure and logistics</b> are in place to allow the effective distance working, such as computers, internet connection, safe network connectivity, ergonomic appliances, foot tickets, etc.							
8.	<b>Performance assessments</b> have integrated FWAs related considerations, such as valuing productivity and results, rather than time spent in the office.							



# Promoting work-life balance and providing support for care responsibilities

## Monitoring family friendly workplace policies and culture supporting care responsibilities

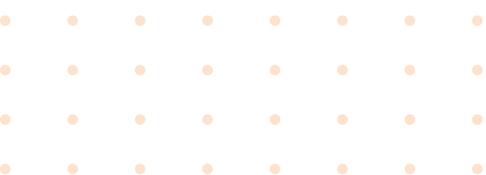
	Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1. The company has formulated an <b>internal inclusive fully paid leave policy</b> designed to support employees as parents and caregivers, including non-transferable leave allowance also applying to adoption, foster care and elderly care, avoiding minimum service requirement to be eligible for parental and care leave.							
2. Establish/ adapt internal procedures in order to include employees on the parental leave from <b>performance evaluation</b> , as well as for the consideration of <b>salary increase</b> .							
3. The Company gathers and analyzes yearly <b>gender-disaggregated data</b> regarding the use of parental and care leave in the company.							
4. The company established a <b>reserve fund</b> for temporary hiring to replace the staff on extended leave, if needed.							
5. The company adopted the policy providing the necessary <b>guidance for managers</b> in order to implement effectively temporary replacements.							
6. The Company has implemented at least one <b>awareness raising campaign</b> during last 24 months encouraging all parents and caregivers, women and men, to take the leave time they are entitled to.							
7. The majority of eligible <b>senior leaders take maternity/paternity/care leave</b> and <b>show their support</b> for the involvement of men in caring for their children.							



# Promoting work-life balance and providing support for care responsibilities

## Support employees' transition to work after parental or other extended leave

		Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1.	Adopt the company's <b>policy on the transition to work</b> after parental or other extended leave.							
2.	Managers in the company <b>trained/informed</b> on company's policy on transition to work after parental or other extended leave.							
3.	<b>Designated Focal Point</b> within the HR department is in charge of (i) guiding staff and managers through the process of transition after parental or other extended leave (i) monitoring the process on a regular basis.							
4.	<b>Training or re-training needs</b> of the employees returning from parental or other extended leave <b>are assessed</b> by regularly.							
5.	The company provides <b>support on training/re-training</b> for re-employment after parental or other extended leave.							



# Promoting work-life balance and providing support for care responsibilities

## Provide Support for Childcare

		Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1.	The needs of employees on childcare support are assessed by the company at least every year.							
2.	Decision-making body of the company discusses at least every year the ways of addressing needs of employees on childcare support and evaluates its impact on the company.							
3.	The company established a voluntary reserve fund for providing support for childcare and family care. (reserve fund may receive a percentage of company's profits annually or voluntary contributions of employees.)							
4.	The company developed a practical parental guide for parents/caregivers providing useful information about parenting, as well as about the rights of parents as employees.							
5.	The company provided awareness raising / training on equal parenting.							



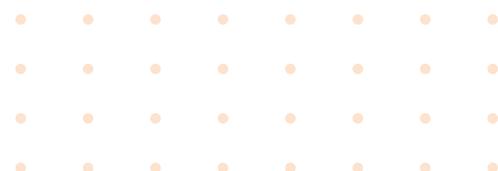
## Prevention and elimination of sexual harassment at the workplace

		Yes	Imple- mented by	Budget spent	No	Year of planned imple- menta- tion	To be imple- mented by	Budget planned
1.	The company made a <b>statement of intent</b> in company's policy on preventing and combatting sexual harassment.							
2.	The company developed and adopted an <b>internal policy on sexual harassment, including complaint mechanisms</b> , based on best international standards, including effective complaint mechanisms, and deterrent sanctions.							
3.	The company provides to all employees at all levels a mandatory <b>training on sexual harassment</b> .							
4.	The company has <b>communicated</b> clearly to all employees its statement on intent, as well as the internal policy on sexual harassment.							
5.	The company ensures <b>support options</b> for the victims of sexual harassment, including longer term support and avoiding long term victimization.							
6.	The company <b>yearly assesses specific organizational risk factors and monitors</b> the effective implementation of sexual harassment policy, as well as gender sensitive organizational culture.							
7.	The company has a mechanism allowing yearly update on the developments in anti-discrimination legislation and policy.							
8.	The company provides training on gender equality, including gender sensitive organizational culture and gender stereotypes, and ensures that every employee of the company receives at least once such training.							



## Supporting employees against domestic violence

		Yes	Imple- mented by	Budget spent	No	Year of planned imple- menta- tion	To be imple- mented by	Budget planned
1.	The company has <b>increased awareness</b> on the issue of domestic violence (DV) among its executives and employees via training and/or awareness raising campaign.							
2.	The company has <b>appointed a Chief Executive</b> within the company to promote policy and raise awareness on domestic violence.							
3.	The company has developed <b>internal guidelines</b> on DV based on survivor centered approach, and including the considerations of safety, confidentiality and autonomous decision-making.							
4.	The company has <b>updated other relevant policies</b> for ensuring consistency, has <b>included DV policy within the Code of Ethics</b> , if any, as well as <b>within the internal audit and risk management processes</b> .							
5.	The company established <b>internal mechanism allowing flexible working arrangements (FWAs) and protection from dismissal</b> to the employees - victims and survivors of domestic violence							
6.	The company has developed <b>internal information hub</b> to provide DV victims and survivors with support and guidance for accessing necessary support services.							
7.	The company has integrated <b>DV support services into employee benefit schemes, including</b> medical, psychological, legal and economic support.							
8.	The company established <b>partnership / coopera- tion with NGOs</b> working on the issue of domestic violence in the community for their expertise and knowledge sharing.							



## Protecting health, safety and well-being of the employees

		Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1.	The company conducts <b>yearly assessments</b> of gender-specific health, safety and well-being needs, and occupational hazards within the company.							
2.	The company <b>provides clear, comprehensible and timely information</b> to women and men employees regarding hazardous materials or activities, including specific risks related to pregnancy, breastfeeding, reproductive and mental health.							
3.	The company has adopted <b>appropriate safety measures</b> ensuring safe and healthy working environment for women and men, taking into consideration gender-specific needs and gender-specific occupational hazards.							
4.	The company provides <b>insurance packages</b> to its employees, taking into consideration the distinct needs of women and men, including the needs of their families and children, related with maternal leave and childcare and quality services related to sexual, reproductive and mental health.							
5.	The company provides workplace and work-related <b>facilities adapted to women's needs</b> (such as nursing rooms, adapted toilets and hygiene products, safe transportation and safe access options taking into consideration specific security needs).							
6.	The company has <b>assessed the need of on-site and off-site childcare facility and its impact</b> on company's operation and productivity.							
7.	The company implements at least yearly <b>awareness raising activity regarding health and safety</b> , including mental health and reproductive health via in-company training/workshops, or online platforms, short films, leaflets, displays, etc.							
8.	The company provides <b>specific support to employees' mental health</b> by establishing specific employee assistance program (EAP).							
9.	The company <b>actively promotes well-being and healthy lifestyle</b> of its employees via various channels (such as partnering with gyms, swimming pools, massage and well-being centers and providing company financed membership; promoting healthy eating, group sports activities, etc.)							
10.	The company has established <b>women's network on health, safety and well-being</b> in the company reporting directly to senior management on the issues of health, safety and well-being.							

# Protecting health, safety and well-being of the employees

## Mitigating the impact of pandemics on health, safety and well-being of the employees

		Yes	Implemented by	Budget spent	No	Year of planned implementation	To be implemented by	Budget planned
1.	The company has developed with the participation of its employees and adopted a <b>business continuity plan</b> , based on ILO standards, identifying the risks affecting the company in times of crisis and formulating strategies to reduce their impact.							
2.	The company provides specific <b>capacity building and awareness</b> raising activities to, and maintains regular communication with its employees about preventive and mitigating measures of a pandemic.							
3.	The company provides <b>adequate personal protective equipment (PPE)</b> and materials to all its employees, as well as the possibilities of necessary distancing and off-site working, when applicable, in order to mitigate the risks of a pandemic.							
4.	The company conducts <b>regular on-site inspections</b> for ensuring adequate use of personal protective equipment and effective implementation of health and sanitary regulations.							
5.	The company provides adequate equipment for managing ergonomic and physical Occupational Safety and Health (OSH) risks <b>for the employees working from home.</b>							
6.	The company adopts <b>specific measures for managing work-related stress and other mental health</b> issues during the crisis situation.							

## Addressing Future of Work challenges - the need of upskilling and reskilling of employees

		Yes	Imple- mented by	Budget spent	No	Year of planned imple- menta- tion	To be imple- mented by	Budget planned
1.	The company has made an <b>assessment</b> to identify the needs and gender challenges related to the Future of Work in its industry.							
2.	The company has developed a company-wide <b>Future of Work Strategy</b> , addressing identified needs and gender challenges, including the needs of upskilling and re-skilling its employees.							
3.	The company designs <b>skills framework</b> defining company's future skills requirements enabling a clear direction on reskilling/upskilling and tracking the progress.							
4.	The Company <b>integrated role specific skills' requirements within human resources solutions and interventions.</b>							
5.	The company <b>communicates</b> company-and-industry related Future of Work challenges to its employees and ensures employees' engagement and participatory process in career development schemes, in order to enable individual ownership of re-skilling and up-skilling paths.							
6.	The company develops <b>monitoring mechanism</b> for continuous benchmarking analysis based on key performance indicators to track progress.							