



# GENDER PARITY SCORECARD

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*Created by:*



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# HOW TO USE THE SCORECARD

The strategic objective of this scorecard is to set a benchmark for gender parity in your organization. Your first time using the scorecard will act as your benchmark. After completing the scorecard, you will get an overview of your organization's strengths and areas where you can improve.

The scorecard is organized into three sections referred to as dimensions:

1. **ORGANIZATIONAL CULTURE**
2. **RECRUITMENT HIRING & RETENTION**
3. **CAPACITY BUILDING**

Each dimension has five unique performance indicators – 15 in total. These performance indicators are used to assess your company's gender parity journey by considering the degree to which your current practices meet the described indicators. Each dimension is supported by several resources you can use to help plan new strategies that will address gaps and adjust existing initiatives to improve your overall gender parity.

To complete your initial benchmark assessment - select the descriptor in each indicator that best describes your company's performance in addressing gender parity. Each performance indicator has four descriptors that you will use to assess where your company situates itself on the scale.

DESCRIPTOR	DEFINITION
MISSING	The company has <b>not met the minimum requirement</b> for this dimension
APPROACHING	The company has met <b>some of the minimum requirements</b> for this dimension
MEETING	The company has met <b>all the minimum requirements</b> for this dimension
EXCEEDING	The company has met <b>all the minimum requirements and plus additional requirements</b> for this dimension

**NOTE** - The term 'minimum' is used to acknowledge that your company may have many initiatives in one area and fewer or no initiatives in another. Use of the term minimum requirements acknowledges that every initiative will have a starting point and that some initiatives may not have an end point.



# HOW TO FILL OUT THE SCORECARD

## Step 1 DISCOVER

Each page of the scorecard covers a different topic. Read the *Indicator* located at the top of the page.

## Step 2 ASSESS

Review the table to determine if your organization is Missing, Approaching, Meeting, or Exceeding the *Indicator* above. Enter your findings in the “Assess” box.

## Step 3 SUCCESSES

In the “Successes” box, enter examples of how your organization is Approaching, Meeting or Exceeding the *Indicator*. Include notes, links, and documents for your management to refer to when seeking information.

## Step 4 ITEMS TO WORK ON

Complete the “Items To Work On” box by entering what your organization will do to Approach, Meet or Exceed the indicator’s requirements (use bullet points).

**REPEAT STEPS 1 - 4** to complete all 15 Indicators within the 3 Dimensions

## Step 5 ACTION PLAN

Complete the “Items To Work On” box by entering what your organization will do to Approach, Meet or Exceed the indicator’s requirements (use bullet points).

## Step 6 SCORE

Enter your Assessments into the Excel Scoring System document to see your scores. Utilize these scores as a benchmark to track your organization’s progress towards gender parity.



## ORGANIZATIONAL CULTURE

**1.1 - Career and Succession Planning** reinforces your organization's commitment to create pathways of gender equity and career growth at all levels.

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> prioritize career or succession planning with women staff	<ul style="list-style-type: none"><li>The company has identified <b>a</b> strategy to prepare women staff to move into more challenging career roles within the organization</li></ul>	<ul style="list-style-type: none"><li>The company has <b>incorporated</b> the ongoing discussion of career planning and timeline with its women staff during their performance reviews</li><li>Has developed and implemented <b>at least one</b> strategy to ensure women staff learn about different roles within the organization. This may be through job shadowing, mentoring or sponsorship, succession planning, etc.</li></ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"><li>Have an equal number of women to male representatives at each level of the organization</li><li>Builds learning and development plans for women staff that are supported by the organization with time and money</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## ORGANIZATIONAL CULTURE

**1.2 - Marketing Materials** demonstrate a commitment to the promotion of gender equality through images and language

MISSING	APPROACHING	MEETING	EXCEEDING
<p>The company <b>does not</b> integrate gender-neutral language (e.g. chairperson vs. chairman) or gender sensitive images (e.g. women and men represented equally and performing the same role, rather than stereotypical roles) into its marketing materials, and internal use documentation (e.g. website, promotional brochures, content management system, etc.)</p>	<p>The company's marketing materials</p> <ul style="list-style-type: none"> <li>Use <b>some</b> gender-neutral language (e.g. chairperson vs. chairman)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Use <b>some</b> gender sensitive images (e.g. womens and males represented equally and performing the same role, rather than stereotypical roles)</li> </ul>	<p>The company's marketing materials</p> <ul style="list-style-type: none"> <li>Use <b>only</b> gender-neutral language (e.g. chairperson vs. chairman)</li> <li>Use <b>only</b> gender sensitive images (e.g. women and male represented equally and performing the same role, rather than stereotypical roles)</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>The company has <b>strategies in place</b> that ensure gender-neutral language and gender sensitive images are used in their marketing campaigns, such as ensuring that women are represented within the marketing department or those that approve/review marketing materials.</li> <li>Conducts reviews to ensure all images are gender sensitive.</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## ORGANIZATIONAL CULTURE

**1.3 - Safety and Security** ensures that a company has policies and procedures that protect women staff against discrimination and sexism in the workplace

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> have a policy that increases safety and security for women staff, or procedures to deal with workplace issues related to gender discrimination and sexual harassment	The company has identified plans in which they can increase safety and security among women staff inside the workplace and offers that information when requested	<p>The company has</p> <ul style="list-style-type: none"> <li>Developed policies and/or procedures to increase safety and security among women staff inside the workplace (this may be a part of the organization's Harassment Prevention Policy / Respectful Workplace Policy / Violence Prevention Policy or other policies or procedures).</li> <li>A policy or policies in place to address discrimination, harassment and violence in the workplace that is legislatively compliant with provincial or federal regulations.</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>There is a harassment policy in place that is a formal condition of employment signed off by employees</li> <li>The company conducts respectful workplace training that addresses harassment, sexual harassment and violence in the workplace.</li> <li>The company conducts diversity, inclusion, equity and belonging training that addresses biases and prejudices within the organization and attempts to create a workplace that respects differences and gives a voice to people who are often underrepresented.</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCSESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## ORGANIZATIONAL CULTURE

**1.4 - Training for Staff** builds awareness concerning discrimination and harassment in your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> offer or require staff members to attend training about gender issues (i.e. discrimination, stereotyping, sexist behaviour and sexual harassment) in the workplace	The company ensures that staff members have attended <b>at least one</b> training about gender issues to build awareness of discrimination and stereotyping in the workplace	<ul style="list-style-type: none"> <li>The company ensures that staff members have attended at least one respectful workplace training session that addresses harassment, sexual harassment and violence in the workplace</li> <li>The company ensures that staff members have attended at least one diversity, inclusion, equity and belonging training session that addresses biases and prejudices within the organization and attempts to create a workplace that respects differences and gives a voice to people who are often underrepresented</li> </ul>	<ul style="list-style-type: none"> <li>The company conducts, at minimum, bi-annual respectful workplace training for staff members that addresses harassment, sexual harassment and violence in the workplace</li> <li>The company conducts, at minimum, bi-annual diversity, inclusion, equity and belonging training sessions for staff members that address biases and prejudices within the organization and attempts to create a workplace that respects differences and gives a voice to people who are often underrepresented</li> <li>The company conducts training that addresses inclusive hiring practices for Human Resource staff members</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*





## ORGANIZATIONAL CULTURE

**1.5 - Training for Senior Management** builds awareness and advocacy concerning discrimination and harassment in your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> offer or require senior managers to attend training about gender issues (i.e. discrimination, stereotyping, sexist behaviour and sexual harassment) in the workplace	The company ensures that managers have attended <b>at least one</b> training about gender issues to build awareness of discrimination and stereotyping in the workplace	<ul style="list-style-type: none"> <li>The company ensures that managers have attended at least one respectful workplace training session that addresses harassment, sexual harassment and violence in the workplace.</li> <li>The company ensures that managers have attended at least one diversity, inclusion, equity and belonging training session that addresses biases and prejudices within the organization and attempts to create a workplace that respects differences and gives a voice to people who are often underrepresented.</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Managers <b>disseminate information</b> about gender issues (i.e. discrimination, stereotyping, sexist behaviour and sexual harassment) with all staff in order to build awareness and advocacy in their workplace</li> <li>The company conducts training that addresses inclusive hiring practices and unconscious bias for Human Resources Managers (if existent) and Hiring Managers</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



# RESOURCES – ORGANIZATIONAL CULTURE

Use the following articles and resources to start building out your strategic plan to implement gender parity initiatives.

## 1.1 - Career and Succession Planning

- [\*Succession planning: success in gender diversity\* | Personnel Today](#)
- [\*Ten actions organizations can take to promote inclusiveness\* | PWC Canada](#)

## 1.2 - Marketing Materials

- [\*What Is Gender-Neutral Design? And How Can You Achieve It?\* | Visme Visual Learning Center](#)
- [\*5 Must-Do's for Writing Inclusive Job Descriptions\* | LinkedIn Talent Blog](#)

## 1.3 - Safety and Security

- [\*Discrimination Based on Gender Identity\* | The Manitoba Human Rights Commission](#)

## 1.4 - Training for Staff

- [\*14 factors lead to workplace gender equality — here's how Canada measures\* | Global News](#)
- [\*Gender Bias: Training Issues and Solutions\* | Training Industry](#)

## 1.5 - Training for Senior Management

- [\*8 Powerful Ways Managers Can Support Equality\* | Lean In](#)
- [\*Facilitating a Safe and Respectful Workplace\* | Canadian HR Reporter](#)



## RECRUITMENT, HIRING & RETENTION

**2.1 - Targeted Recruitment Strategies** provide a concrete plan to increase the percentage of women staff in the organization

MISSING	APPROACHING	MEETING	EXCEEDING
<p>The company <b>does not</b> develop gender-sensitive recruitment materials (i.e. website, brochures, videos), recruit women graduates, or encourage managers to attend career fairs to encourage women students to pursue non-traditional programs</p>	<ul style="list-style-type: none"> <li>The company has developed recruitment materials that use <b>some</b> gender-neutral language, gender sensitive images, and that mention diversity</li> <li>Sets targets for women to men recruitment and measures hiring against those targets</li> </ul>	<p>The company</p> <ul style="list-style-type: none"> <li>Regularly develops and releases recruitment materials that use only gender-neutral language, includes gender-sensitive images, and that mention diversity</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Meets targets for equal women to men recruitment and measures hiring against those targets</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Sends a diverse group of people to recruiting events and for interviews where possible</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>The company does targeted recruitment such as visits to high school career fairs to encourage women students to pursue non-traditional careers and training</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Women hiring, retention, advancement stats are reviewed quarterly. Management and executives meet to evaluate progress and course corrections</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## RECRUITMENT, HIRING & RETENTION

**2.2 - Inclusive Hiring Practices** contribute to the reduction of gender inequalities within your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>has not</b> developed any strategies for inclusive and transparent hiring practices that support pay equity, sensitivity to gender barriers and focuses on competency in positions	<ul style="list-style-type: none"> <li>Prioritizes interviews from women</li> </ul>	<ul style="list-style-type: none"> <li>Has developed a process for inclusive hiring practices, which were developed to ensure that women candidates who may not have had the same opportunities as others and may have faced barriers to gaining experience, internal promotions, etc., are considered. Strategies may include standard interview questions, testing process, scorecard measurement system, etc.</li> <li>Has seen an increase in applications from women candidates and an increase in the ratio of women to men candidates hired</li> <li>Has a strategy, policy, and / or process to ensure pay equity. Strategies may include salary scales and annual review of salaries</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Consistently carries out inclusive hiring and pay equity practices</li> <li>Staff and management levels contain an equal ratio (or close to equal) of women to men</li> <li>The organization has inclusive hiring practices in place to ensure gender parity at the Board of Directors level (if applicable)</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## RECRUITMENT, HIRING & RETENTION

**2.3 - Family-Friendly Practices** ensure that the workplace supports staff with dependents (i.e., children, aging parents and individuals in care)

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> have family-friendly policies related to flexible work schedules, maternity / parental leave or supports for staff with dependents or aging parents	The company offers <b>at least one</b> family-friendly option (i.e. flex time, remote work) when possible	<ul style="list-style-type: none"><li>The company's culture is one that promotes family-friendly and flexible options.</li><li>The company <b>prioritizes</b> family-friendly and flexible options (i.e. flex time, remote work, dependent care, child care subsidy, etc.) to reduce barriers in the workplace.</li></ul>	Meets all previous requirements  <b>AND</b> <ul style="list-style-type: none"><li>Management actively promotes and encourages staff to take advantage of family-friendly and flexible options</li><li>At least 33% of employees take advantage of family-friendly or flexible options (i.e. flex time, remote work, dependent care, child care subsidy, etc.).</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## RECRUITMENT, HIRING & RETENTION

**2.4 - Equal Exposure to industry** ensures your organization develops strategies for increasing visibility of women staff in meetings and networking events

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> develop strategies for women staff to support sharing of ideas at meetings, events and attending industry events to network	<ul style="list-style-type: none"><li>The company has developed <b>a</b> strategy to encourage women staff to share their ideas at internal meetings but does not use the strategy consistently</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>The company has internal informal get-togethers that showcase women employees and their accomplishments</li></ul>	<p>The company has</p> <ul style="list-style-type: none"><li>Consistently applies developed strategy, policy and / or process to encourage women staff to share ideas in meetings. Strategies may include ensuring women sit front and center during meetings, conducting round table discussions where all participants are asked to share, training managers on gender bias including ways to support women participation, etc.</li><li>Ensures equal representation of women staff at networking and professional industry events</li></ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"><li>Features an equal ratio of women to men staff speaking for the organization at professional events on panels, presentations, and conferences</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## RECRUITMENT, HIRING & RETENTION

**2.5 - Retention Strategies** demonstrate commitment to the promotion of gender equality through positive and inclusive workplace behaviour

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> promote a positive and inclusive work culture and has few or no ways to respond to formal or informal reports of discriminatory behaviour such as harassment and discrimination, including micro-aggressions or other similar behaviours	<ul style="list-style-type: none"><li>The company occasionally collects data from employees through employee surveys or other methods to gather feedback about gender equality in the workplace.</li></ul>	<ul style="list-style-type: none"><li>The company collects data on an at least an annual basis from employees through employee surveys or other methods to gather feedback about gender equality in the workplace</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>The results of the data collection demonstrate that employees perceive the company as one that promotes gender equality by promoting belonging and psychological safety for all</li></ul>	Meets all previous requirements  <b>AND</b> <ul style="list-style-type: none"><li>The company has implemented strategies, policies or processes to encourage equal participation and support for women in the workplace (i.e., peer support groups, allyship training, women's advisory group, etc.)</li><li>The company supports gender diversity through philanthropy and corporate social responsibility efforts.</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



# RESOURCES – RECRUITMENT, HIRING & RETENTION

Use the following articles and resources to start building out your strategic plan to implement gender parity initiatives.

## 2.1 - Targeted Recruitment

- [\*Change Together | A Collaboration between Tech Girls Canada and TWG\*](#)
- [\*How To Take Gender Bias Out Of Your Job Ads | HBS Working Knowledge for Forbes\*](#)

## 2.2 - Inclusive Hiring Practices

- [\*How to create a skills matrix for success | Academy to Innovate HR\*](#)
- [\*The 3 Best Onboarding Tips from Elite Tech Companies | TINYpulse\*](#)

## 2.3 - Family-Friendly Practices

- [\*Flexible Work Arrangements | Association of Professional Engineers and Geoscientists of the Province of Manitoba\*](#)
- [\*Checklist for “Family-Friendly” Human Resources Practices | Government of New Brunswick\*](#)

## 2.4 - Equal Exposure to Industry

- [\*Women and the workplace – How employers can advance equality and diversity – Report from the Symposium on Women and the Workplace | Government of Canada\*](#)
- [\*Closing the Tech Gender Gap Through Philanthropy and Corporate Social Responsibility | McKinsey\*](#)

## 2.5 - Retention Strategies

- [\*Is Organizational Culture Holding Women Back In The Workplace? | Forbes\*](#)





## CAPACITY BUILDING

**3.1 - Budgeting for Success** creates the financial capacity for company-wide gender equity initiatives

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> allocate resources in yearly budgets for the development of gender equity initiatives but relies on volunteer activities completed outside of work time	The company allocates resources in yearly budgets to conduct up to 50% of activities related to gender equity and relies on volunteer activities for the rest. Activities may include any of the items referenced within this scorecard, such as training, development of marketing materials, industry and community initiatives, professional development opportunities for women staff, etc.	The company allocates resources in yearly budgets to conduct 100% of activities related to gender equity. Activities may include any of the items referenced within this scorecard, such as training, development of marketing materials, professional development opportunities for women staff, etc.	Meets all previous requirements  <b>AND</b> <ul style="list-style-type: none"><li>The company allocates funds to perform an annual gender parity audit to measure the success and gaps in their initiatives related to gender parity</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## CAPACITY BUILDING

**3.2 - Women in Leadership** ensures the retention and advancement of women in your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> discuss gender equality for managers at staff meetings, mentor women staff/ students, or track gender parity to share success and challenges with the industry	<ul style="list-style-type: none"><li>The company has discussed gender equality within the management team at a staff meeting <b>during the last 12 months</b></li><li>The company has designated <b>at least one</b> senior manager to mentor a women staff member or student</li></ul>	<ul style="list-style-type: none"><li>The company has <b>created at least one</b> strategy to remove barriers to the advancement of women staff into executive positions</li><li>At least 33% of leadership positions are held by women</li><li>Tracks gender parity to share successes and lessons learned with others in the industry</li></ul>	Meets all previous requirements  <b>AND</b> <ul style="list-style-type: none"><li>Greater than 33% of leadership positions are held by women.</li><li>Uses gender-specific tools such as diverse candidate pools when filling all new roles</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## CAPACITY BUILDING

**3.3 - Collaboration with Education Stakeholders** promotes the inclusion of women in non-traditional post-secondary or vocational programs

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> collaborate with any post-secondary/ vocational training programs or participate in planning committees to promote gender equality in your industry	The company is in discussion with at least one formal training program or institute on joint initiatives to increase enrollment of women students or has provided support to a formal training program or institution in the past to increase enrollment of women students.	The company collaborates with at least one formal training program or institute on joint initiatives to increase enrollment of women students	Meets all previous requirements <b>AND</b> <ul style="list-style-type: none"><li>Has a strategy to bring in equal numbers of women and men co-op students for job shadowing or work experience from a formal training program or institute</li><li>The company has at least one representative who participates on at least one board or planning committee to discuss ways to increase the number of women in non-traditional work roles</li></ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## CAPACITY BUILDING

**3.4 - Collaboration with Community Stakeholders** promotes the inclusion of women from underserved communities in your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> collaborate with community stakeholders (i.e., Indigenous, newcomers, or low-income service providers), or participate in related planning committees to promote gender equality in your industry	The company is in discussion with at least one community service provider to build awareness of non-traditional roles for women in your industry.	The company collaborates with <b>at least one</b> community service provider to build awareness of non-traditional roles for women in your industry	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Works collaboratively with <b>at least two</b> community service providers to invite <b>at least two</b> women participants to volunteer and shadow an employee in a non-traditional role</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>The company has at least one representative who participates on at least one board or planning committee to discuss ways to increase the number of women in the industry</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



## CAPACITY BUILDING

**3.5 - Collaboration with Government Stakeholders** promotes the inclusion of women in your organization

MISSING	APPROACHING	MEETING	EXCEEDING
The company <b>does not</b> collaborate with any government departments or participate on planning committees to promote gender equality in your organization or industry	The company is in discussions to collaborate with a government department at the municipal, provincial, or federal level to build awareness of non-traditional roles for women in your organization	<ul style="list-style-type: none"> <li>The company collaborates with <b>at least one</b> government department at the municipal, provincial, or federal level to build awareness of non-traditional roles for women in your organization</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Has a representative who participates on <b>at least one board</b> or committee to discuss ways to increase the number of women in your industry</li> </ul>	<p>Meets all previous requirements</p> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>The company has collaborated with <b>at least one</b> government department on a joint initiative that promotes gender equality in your industry</li> <li>The company has at least one representative who participates on <b>at least one</b> board or planning committee to discuss ways to increase the number of women in your industry.</li> </ul>

### ASSESS

Is your organization missing, approaching, meeting, or exceeding minimum requirements? *(enter below)*

### SUCCESSSES

Show how your organization has prioritized the requirements. *(enter links, text and other evidence below)*

### ITEMS TO WORK ON

What requirements does your organization have yet to meet? *(enter below)*



# RESOURCES - CAPACITY BUILDING

Use the following articles and resources to start building out your strategic plan to implement gender parity initiatives.

## 3.1 - Gender Responsive Budgeting

- [\*Gender Equality Statement\* | Government of Canada](#)

## 3.2 - Women in Leadership

- [\*What Men Can Do to Be Better Mentors and Sponsors to Women\* | Harvard Business Review](#)
- [\*80 Women and Non-Binary people in Canadian Tech Worth Following\* | Betakit](#)

## 3.3 - Collaboration with Education Stakeholders

- [\*Why Companies and Universities Should Form Long Term Collaborations\* | Harvard Business Review](#)

## 3.4 - Collaboration with Community Stakeholders

- [\*Community Outreach Lessons Learned and Good Practices\* | Ottawa Neighbourhoods Social Capital Forum, The Community Development Framework and Effective Measures](#)

## 3.5 - Collaboration with Government Stakeholders

- [\*Manitoba Status of Women\* | Government of Manitoba](#)
- [\*The Government of Canada and STEM\* | Government of Canada](#)



# NEXT STEPS: ACTION PLAN

**Congratulations!** Your company has just completed the important step of setting a gender parity benchmark for your workplace. Now that you have taken the time to assess your company's achievements, celebrate them! Share your successes with all levels of your company and make a commitment to further improve gender parity in the workplace.

## Create an Action Plan

Upon completing the Gender Parity Scorecard, you will have identified areas in your organization where you are meeting gender parity requirements and other areas where improvements can be made. Utilize this information to create an action plan that improves on these indicators over the next calendar year. Assign a Gender Parity Leader to help move these initiatives forward.

Encourage your management and executive team to review the completed scorecard and share the results with their staff. They can utilize the interactive table of contents located at the beginning of this document to quickly navigate to each section of the scorecard.

Next, develop an action plan to advance your performance of the identified indicators. We've provided a framework below. The action plan should include realistic timelines, delegated tasks to all levels of the organization and a review schedule that includes quarterly, semi-annual, or annual adjustments to the scorecard. Regular reviews will show how much movement your company has made in its gender parity journey. Utilize the resources located at the end of each dimension to help you develop and strategize your action plan.

ACTION STEP	WHOSE RESPONSIBILITY	START DATE	MILESTONES	DUE DATE	RESOURCES	DESIRED OUTCOME



# NEXT STEPS: ACTION PLAN

ACTION STEP	WHOSE RESPONSIBILITY	START DATE	MILESTONES	DUE DATE	RESOURCES	DESIRED OUTCOME





# SURVEY

Once you have completed the Gender Parity Scorecard, please complete Tech Manitoba's survey so that we may gather information about your experience with the tool. This survey will alert us to make any required adjustments and will ensure we maintain the necessary financial support to make the program a success. The metrics will be maintained confidentially, aggregated, and used (in aggregate only) for required reporting. Your timely feedback will allow us to support more companies in achieving gender parity.

**TAKE THE SURVEY** - Click Here



***Tech Manitoba** represents the province's growing tech sector. We are an industry-led association that helps companies thrive and grow through collaboration, education and promotion. We bring people together to share skills, explore ideas and build a strong community.*

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