Toolkit Resource:

## Workplace policy examples

This document provides examples of how organisations can implement gender-responsive workplace policies.

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| Help outline, Picture | Consider the following **workplace policy areas** for an organisation such as health and social care settings. What gender-responsive actions are already being taken? What could be strengthened to be more gender-responsive? |
| **Workplace policy area** | **Actions and opportunities to strengthen gender-responsiveness** |
| Hiring and retention | * Include hiring and promotion targets for gender and different forms of diversity.
* Include transparent salary range and conditions in job advertisements to encourage pay equity for people of all genders.
* Include working conditions in job advertisements, including flexible work and leave benefits for people with unpaid caring responsibilities.
* Organise gender-balanced interview and recruitment panels where possible and appropriate.
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| Workplace safety | * Psychosocial hazards in the workplace are addressed.
* Sexual harassment policy and training is implemented.
* Policies related to staff are trauma aware and informed and implemented with training.
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| Diversity equity and inclusion | * Flexible and remote work options are offered to accommodate diverse and gendered health needs and unpaid caring responsibilities.
* Workplaces are flexible to accommodate accessibility for chronic conditions and people with disability, including low-sensory environments, occupational therapy (OT) support and COVID-19 leave.
* Comprehensive reproductive leave is available.
* Menopause health policy is developed and implemented with training.
* The uptake of paid parental leave is actively encouraged for and accessed by employees of all genders.
* Workplace adheres to anti-discrimination practice and addresses gendered bias and discrimination (for example the Australian Women’s Health Alliance Organisational Anti-Discrimination Statement).
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| Continuous professional development | * Workplace training on gender-responsive health is incorporated into induction of new staff.
* Workplace training on gender-responsive health is incorporated for managers.
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| Other relevant areas | For example, disaster and emergency management, communications, clinical management.*What actions could be taken to strengthen gender-responsiveness in these workplace policy areas?* |

This resource is from the ‘Introduction to Gender-Responsive Health’ e-learning course by Australian Women’s Health Alliance. Visit the [Women’s Health Hub](https://australianwomenshealth.org/resource/e-learning-course-introduction-to-gender-responsive-health/) at [AustralianWomensHealth.org](http://australianwomenshealth.org) to learn more.

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