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Using the Gender Bias Check (gb-check)

promoting economic independence for women and men

project overview

project partners:

- German Federal Anti-Discrimination Agency
- Harriet Taylor Mill – Institute for Economics and Gender Studies at the Berlin School of Economics and Law
- Funded by the European Union

main objectives:

- Providing private companies and public bodies with analytical tools to systematically review the equal treatment of gender in different personnel policy action areas
- Ensure economic independence for women and men by equal treatment in working life
- Developing a toolbox called „Gender Bias Check (gb-check)“



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- ... provides ideas in impetus for removing any discrimination found.
- ... helps to avoid unequal treatment in working life.
- ... promotes equal opportunities for both genders at operating level.



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- Job advertisements



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- Continuing vocational training
- Appraisals of performance, potential and skills



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- Working hours



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Statistics:

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Pairwise comparisons:

by directly comparing, on an anonymous basis, a female and a male employee, discrimination at individual level can be highlighted.



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review area	statistics	process analysis	pairwise comparision
job advertisements		✓	
personnel selection	✓ recruitment ✓ professional advancement	✓	✓
working and employment conditions	✓ employment ✓ health	✓	
continuing vocational training	✓	✓	✓
appraisals	✓	✓	✓
working hours	✓	✓	



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Procedure for reviews using the gb-check

Step 1: Forming a company project group

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- Step 5:** Writing a results report



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Procedure for reviews using the gb-check

- Step 1:** Forming a company project group
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- Step 5:** Writing a results report
- Step 6:** Developing measures beyond the review



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Examples:

review area: working hours

- Statistics
- Process Analysis



GENDER BIAS CHECK

Statistics on Working Hours – Example

For the company: ABC

Edited by: XYZ

Date: dd.mm.yyyy

Working hours in the company by gender

Reference date:	total	Full-time employees				Teilzeitbeschäftigte			
		all, as % of total	Men in %	Women in %	Others* in %	all, as % of total.	Men in %	Women in %	Other* in %
Scope of work									
Total employees	1.000	80%	50%	50%	0%	20%	10%	90%	0%
Part-time employees less than 50% of full-time = ___hours and less	40	data input is not required				100%	0%	100%	0%
of these: marginal part-time work	30					100%	0%	100%	0%
Part-time employees between 50 and 74% of full-time = between ___and ___hours	100					100%	5%	95%	0%
Part-time employees over 75% of full-time = ___hours and more (almost full-time part-time working)	60					100%	25%	75%	0%
of these: Managers	100	85%	76%	24%	0%	15%	7%	93%	0%
Average overtime worked per week, in hours	3	2,00				4,00			
Location of working hours									
Monday-Friday	1.000	80%	50%	50%	0%	20%	10%	90%	0%
Saturday working									
Sunday/public holiday									
Shift work (early, late, night shift, changing shifts, irrespective of the days of the week when these shifts are worked)									
Regular night shift									
On-call service									
Other, i.e.:									
Place of work									
Fixed place of work	800	77%	48%	52%	0%	23%	10%	90%	0%
Variable place of work	200	93%	56%	44%	0%	8%	13%	87%	0%
Of this: Teleworking/home office	20	25%	60%	40%	0%	75%	13%	87%	0%
Of this: regular work at different sites	180	100%	56%	52%	0%	0%			
Working hour models									
Fixed working hours	400	54%	53%	47%	0%	10%	10%	90%	0%
Flexitime	500	100%	44%	56%	0%	0%			
Work on call/working hours changing at short notice									
Trust-based working hours,	100	85%	76%	24%	0%	7%	7%	93%	0%
Long-term working hours accounts									
Individually structured									

* For example, transsexual, transgender, intersexual, intergender or no answer.



3. Are overtime hours that are worked statistically recorded and evaluated?

To be able to determine which employee groups are burdened by overtime and to what extent, it is necessary to know and evaluate the volume of overtime worked. This is a prerequisite for countering possible discrimination against part-time employees and employees with family obligations. For them, working overtime is a particular problem in terms of working hours, especially if they have reduced their working hours to be able to meet family obligations.

yes no partly

Explanation:

4. Is there any compensation for overtime worked?

For many companies, it goes without saying that there is compensation for overtime worked, in the form of either time off or money – employees have a legal right to this. For health reasons, time off in lieu is preferable. This applies in particular for part-time employees and employees with family obligations for whom working overtime can increase the time pressure they are under and cause them to miss appointments.

Compensating employees for overtime assumes that overtime is systematically applied for and recorded.

yes no partly

Explanation:



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Family- and equality-friendly working hours

18. Are employees able to adjust the timing and duration of their working hours to their individual time requirements?

For employees with family obligations, whether these are bringing up children or looking after relatives in need of care, it is particularly important to be able to adjust the timing and duration of their working hours to the needs of the family. This can take the form of generally agreeing the timing and duration of working hours but also short-term, flexible adjustments in working hours due to individual necessities.

If the company working hours model allows adjustments to individual time requirements, this has the effect of promoting equality. Firstly, this makes working easier for female employees who at the moment still assume most of the family obligations. Secondly, working hours regulations of this type also make it easier for male employees to take responsibility for family tasks so that these can be allocated on a more balanced basis.

Examples:

In practice, companies and collective agreements already make provision for various working hours models that allow flexible working hours, such as

- flexitime,*
- trust-based working hours,*
- preferred duty planning (used especially with shift work),*
- (weekly or monthly) working hours accounts and*
- various systems of dividing working hours across the week (“shift models”).*

Adjustments at short notice are made easier by the possibility of granting special leave for family reasons beyond the statutory provisions.

yes **no** **partly**

Explanation:



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20. Are employees able to change between phases of full-time and part-time working during the course of their employment?

During the course of their lives and of their employment, employees are affected by different working hours factors, such as the birth of a child or caring for relatives, or private (political, voluntary, sporting) commitments or the desire for a break in work. Working hours models that are based on staff working full-time all their working lives or rigid systems of working hours are generally incompatible with these. These factors actually call for a choice of different working hours models over the course of time in order to promote equal opportunities for women in working life and a balanced distribution of family tasks between the genders.

At the moment, for example, long-term working hours accounts or “work time accounts” offer suitable possibilities for this. They allow working hours to be saved and borrowed from a working time account during the employee’s working life. The “Flexi II Act”, which came into force in 2009, regulated the conditions for building up and using working hours credit balances in Sections 7a to 7f of the Fourth Social Code (SGB IV).

Examples:

Working hours credit balances can be used for the following purposes, under Sect. 7c, SGB IV:

- Caring for close relatives at home*
- Looking after and bringing up children*
- Reducing contractually agreed working hours*
- Ending employment before collection of old-age pension*
- Taking part in professional training measures*
- Other individually contractually agreed uses, such as sabbaticals*

yes **no** **partly**

Explanation:



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