



**USAID**  
FROM THE AMERICAN PEOPLE

# ASSESSING BUSINESSES' GENDER EQUITABLE PRACTICES

Baseline Survey

November 23, 2009

This publication was produced for review by the United States Agency for International Development. It was prepared by Development and Training Services Inc. DTS

# **ASSESSING BUSINESSES' GENDER EQUITABLE PRACTICES**

**BASELINE SURVEY**

USAID JORDAN ECONOMIC DEVELOPMENT PROGRAM

CONTRACT NUMBER: 278-C-00-06-00332-00

DELOITTE CONSULTING LLP

USAID/ECONOMIC GROWTH OFFICE (EG)

NOVEMBER 23, 2009

AUTHOR: DEVELOPMENT AND TRAINING SERVICES INC. DTS

TASK NO: 5B.14.5.C.10.6.1

## **DISCLAIMER:**

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

**Contents**

**FOREWORD ..... 1**

**BASELINE SURVEY..... 2**  
General Information ..... 2

**RECRUITING: ..... 4**

**CAREER CYCLE: ..... 5**

**TRAINING AND DEVELOPMENT ..... 7**

**EMPLOYEE RETENTION ..... 8**

## **FOREWORD**

This baseline survey will be distributed to participating companies to measure the degree of their business environment friendliness towards female employees. This survey is part of a project to advance gender-equitable practices in private sector firms.

## BASELINE SURVEY

Please answer thoroughly the questions below. Your objective input will be a guiding tool to help our team provide relevant insight into improving your business' female-friendliness.

### General Information

1-

<b>Name of Company:</b>	
<b>Industry:</b>	
<b>Address:</b>	
<b>Sex of the Owner</b>	
<b>Total number of employees</b>	
<b>Number of female employees</b>	
<b>Company Hours of Operation</b>	

2- Does your company have a board of directors (BOD)? If yes, what is the percentage of women in the BOD?

- ☐ Yes
- ☐ No

% of women on BOD:

3- How many of the women employees in your organization hold the following degree (please select the highest degree):

<b>High School</b>	<b>Community College</b>	<b>Bachelor's</b>	<b>Master's</b>	<b>PhD</b>	<b>Other</b>

4- Of your current employees, how many women fall into the following age categories? What is the number of married vs. unmarried women in each age category?

<b>Age Category</b>	<b># of Women</b>	<b># Married</b>	<b># Unmarried</b>
<b>Under 20 years old</b>			
<b>20-25 years</b>			
<b>26-30</b>			
<b>31-39</b>			
<b>40-45</b>			
<b>46-55</b>			
<b>Above 55</b>			
<b>Total</b>		<b>Total</b>	

**RECRUITING:**

5- Where do you advertise job vacancies?

- Newspaper
- Recruiting websites
- Internally (in the company) to select from within
- Other \_\_\_\_\_

6- When recruiting for vacancies, does your company make specific efforts to recruit women?

- Yes
- No

If yes, please describe the company's efforts to attract women employees.

.....

.....

.....

.....

.....

.....

.....

.....

7- During the interview process, do you ask female candidates any personal questions? Yes, No

8- If the answer is yes, do you seek to get information related to marital status, number of children, plans on the personal level?

.....

.....

.....

.....

**CAREER CYCLE:**

9- What are the general occupational categories in your company? For example: associate, specialist, senior, manager, director, etc.? How many women occupy each of these categories?

10-

Occupational Category	Total number of employees in category	Number of women in category

11-Over the last five years, how many employees have been promoted?  
Of those promoted, how many were women?

12-Do you believe that men or women are better suited for particular jobs in your company?

- Yes
- No

If yes, please provide examples and reasons.

.....

.....

.....

.....

.....

.....



13- Are there aspects of your business that are believed to be more difficult for men or women?

- ☐ Yes
- ☐ No

If yes, please provide examples and reasons.

.....

.....

.....

.....

.....

.....

14- Are there aspects of your business that either men or women are prohibited from doing?

- ☐ Yes
- ☐ No

If yes, please provide examples and reasons.

.....

.....

.....

.....

.....

.....

## TRAINING And DEVELOPMENT

15-Does your company offer training opportunities for employees?

- ☐ Yes
- ☐ No

16-If yes, please list number of training programs which your employees attended during last year? Please also note the participation rate by sex?

Total # of Training Programs	Total # of Males	Total # of Females

17-Does your company offer training opportunities abroad?

- ☐ Yes
- ☐ No

18-If yes, please list number of training programs which your employees attended abroad during the last three years? Please also note the participation rate by sex?

Total # of Training Programs Abroad	Total # of Males	Total # of Females

## EMPLOYEE RETENTION

19-Does your company have difficulty retaining employees?

- ☐ Yes
- ☐ No

If yes, is it more difficult to retain women employees?

- ☐ Yes
- ☐ No

If yes, what factors influence women's decision to leave your company?  
Please rank according to most repeated reasons (from 1-8)

	Poor salaries
	Work Hours
	Lack of a clear career path
	Getting married
	Giving birth
	Transportation
	Harassment
	Other (please specify)

20-What is the total number of employees who resigned during the last two years according to sex?

Total # Resigned	Total # of Males resigned	Total #of Females resigned	#Females Unmarried	Total # Females Married

21-Does your company have a policy whereby employees are paid equally for comparable work?

- ☐ Yes
- ☐ No

22-Does your company have an anti-harassment or anti-discrimination policy?

- ☐ Yes
- ☐ No

If yes, what actions are taken if a person violates the policy?

.....  
 .....  
 .....  
 .....

23-What benefits/facilities does the company offer to its employees, and especially female employees:

· Family health Insurance for married employees		
· Additional vacation days		
· Child nursery facility		
· Separate restrooms		
· Additional sick days		
· Bonuses		
· Flexible work hours		
· Work from home		
· Overtime		
· Prayer area		
· Other ..... .....		

24- Of the benefits listed in question 14 above, which benefits do you believe are most important for attracting women to your company?

.....  
.....  
  
.....  
.....  
  
.....  
.....

25- Have we thought of the indicators that we want to measure prior to developing this questionnaire?

**USAID Jordan Economic Development Program**  
**Deloitte Consulting LLP**  
**Salem Center, Sequleyah Street, Al-Rabiyeh**  
**Amman, 11194 Jordan**  
**Phone: + 962-6 550-3050**  
**Web address: <http://www.SABEQ-Jordan.org>**