

# Sexism at work

## Part 2. Test yourself

The purpose of this tool is to help you understand how sexism and sexual harassment impact your organisation and what action you can take to create cultural change. You will find advice on next steps in the 'Act' section of this handbook.

**Answer 'yes' or 'no' to each question.** The final total of 'yes' and 'no' answers will enable you to make a self-assessment.

### To be completed by management and leadership

No

Yes

Do you know and understand the EU legislation, Staff Regulations and policy around sexual and psychological harassment?

 No

 Yes

Have you ensured your team know and understand the EU legislation, Staff Regulations and policy around sexual and psychological harassment?

 No

 Yes

Are you clear about the role of management in establishing a working environment free from sexism and sexual harassment?

 No

 Yes

Do you understand sexism and what kind of behaviour or organisational practices could be deemed sexist?

 No

 Yes

Have you ensured your team understand sexism and what kind of behaviour or organisational practices could be deemed sexist?

 No

 Yes

Has your team been surveyed on their perceptions and experiences of sexism and sexual harassment in your organisation?

 No

 Yes

Have you and your team taken unconscious bias training?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you adjusted your internal and external communication to remove gender stereotypes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you try to maintain gender balance when allocating tasks and responsibilities on your team, as well as reclassification recommendations?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you apply your unconscious bias training related to gender when you are involved in recruitment processes, giving feedback or in performance appraisals?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you and your team received training to self-advocate (that is for employees to stand up for themselves and deal with situations constructively as they arise) if they face sexism?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has your team received bystander training to help them act when they witness inappropriate behaviour?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you help ensure complaints of sexual harassment are handled quickly, confidentially and consistently, regardless of the hierarchical level of the people involved?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have confidential counsellors received proper training on how to support victims?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you know how to contact your human resources representative in the event of a problem?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**To be completed by staff**

**No      Yes**

Do you know and understand the EU legislation, Staff Regulations and policy around sexual and psychological harassment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

Do you understand sexism and what kind of behaviour or organisational practices could be deemed sexist?  No  Yes

---

Have you been trained in how to deal with sexism, either as a target or to support someone else?  No  Yes

---

Are you aware when jokes and behaviour are sexist in tone and content?  No  Yes

---

Do you know how to shut down sexist jokes and behaviour?  No  Yes

---

Have you personally experienced sexism in your organisation?  No  Yes

---

If you experienced sexism in the workplace, did you self-advocate?  No  Yes

---

Have you personally experienced sexual harassment in your organisation?  No  Yes

---

Do you feel sufficient action is being taken to deal with sexism in your organisation?  No  Yes

---

Do you feel sufficient action is being taken to deal with sexual harassment in your organisation?  No  Yes

---

Does your manager make sure the originator of any idea receives credit?  No  Yes

---

Does your manager make sure that staff are treated equally in meetings, for example by not being disproportionately interrupted?  No  Yes

---

Do you know how to contact your human resources representative in the event of a problem?  No  Yes

---

Do you know how to access a confidential counsellor in the event of a problem?

 No Yes

Do you feel secure and respected in your place of work?

 No Yes

### **If you answered 'yes' more than 12 times**

Your organisation has taken action to overcome sexism and sexual harassment. Well done! Do you want to improve even more? Browse our 'Act' files to find a benchmark of good practices in organisations.

### **If you answered 'yes' between 6 and 11 times**

Your organisation has started to work on the subject and can still make progress.

### **If you answered 'yes' less than six times**

Now is the time to act to improve the quality of your work context and take steps to avoid any risk. This can be employee well-being, legal exposure or your reputation as an employer. Read the 'Understand' and 'Act' sections point by point to help you change your organisational culture.