

CHECKLIST FOR SMES: ATTRACTING AND RETAINING WOMEN IN ROAD TRANSPORT

Supporting document to the IRU Charter for Women in Road Transport

- ☐ Have I reviewed and adapted my company's policies and approaches to ensure equal treatment between women and men?
- ☐ Do I have a clear and well-known company procedure in place that ensures a recruitment approach that naturally attracts and considers qualified women in the same way as other candidates?
- ☐ Have I established company procedures and work schedules that promote and ensure work-life balance?
- ☐ Do I have a policy or practice in place that guarantees training and retraining, in order to promote gender balance within my company?
- ☐ Do I have a strategy and a business plan to ensure equal pay for women and men?
- ☐ Have I established company procedures to identify, address and follow up on gender-related health and safety concerns, such as improving lighting, adapting equipment, and providing toilets and changing rooms that meet everyone's needs?
- ☐ Does my company have procedures in place to ensure a respectful and harassment-free workplace?
- ☐ Does my company have procedures in place to manage conflicts, including gender-related conflicts, in an open and fair manner?
- ☐ Is my company taking sufficient care of its drivers when they are away from base, ensuring that gender-appropriate facilities are available in places such as rest areas, stopping points and parking areas?
- ☐ Do I have clear procedures for filing complaints and a process for handling complaints?