

## WEPs報告のガイドライン(検討たたき台)

## 原則 1

		問いの整理	回答案
■ What is the business' overall strategy and quantitative goals related to women' s empowerment?	総合的な戦略と目標値	(1-1) 女性のエンパワーメントを進めるためのしくみ	
■ Has there been a public high level commitment and statement of support by the CEO towards gender equality?	CEOの関与と文書の有無	○女性のエンパワーするための戦略や目標	有/無
■ Who is the designated leadership individual and/or board-level individual who champions implementation of the business' gender equality policies and plans?	方針と計画の担当者	○トップの関与	有/無
■ How many women are on the highest governance body and on which committees do these women sit?	取締役における女性の人数	○女性のエンパワーメント促進計画の実施担当者	担当部局: ○○ 担当者: ○○
■ Are there any regulatory requirements regarding the number of women on the board (or equivalent) in any of the countries in which the business operates or for listings on specific stock exchanges/indices?	定款等に、取締役における女性の人数を規定しているか	(1-2) 取締役の男女比	
■ Is gender considered as a criterion when selecting members of the highest governance body? Are there numerous female candidates for each vacancy? Is an equal number of men and women candidates for each position? Are broad searches conducted?	取締役選任におけるジェンダー条項の有無、候補者養成	○取締役の男女比	男:女
■ What are the names and gender of individuals sitting on the nominating committee for the highest governance body?	取締役選任者の男女比	○取締役の男女比に関して配慮する条項	有/無
■ What is the policy of considering the gender diversity of the nominating members?	取締役候補者の男女比への配慮	○取締役の候補者について、男女比を配慮する方針	有/無
■ What programmes exist to increase the number of women in leadership positions?	指導的地位に女性を増やすプログラム	○指導的地位に女性を増やすためのプログラム	
■ Are there trainings, including for the business' leadership, on the importance of women' s participation in management? What is the frequency of these trainings, the topics covered, and who attended?	経営層に女性が参画する重要性についての研修		※「有」の場合、具体的に <input type="text"/>

原則 2

<p>■ When analyzing the workforce using sex-disaggregated data, how does the data differ between the countries in which the business operates?</p>	<p>自社の各海外事業所における男女比</p>	<p>(2-1) 職域、職階別の男女比  <input type="checkbox"/>採用にあたり、女性に対するポジティブ・アクションの有無  <input type="checkbox"/>職域別従業員数の男女比  <input type="checkbox"/>職階別従業員数の男女比  <input type="checkbox"/>管理職の男女比  <input type="checkbox"/>海外事業所のデータとの比較</p> <p>(2-2) 男女平等賃金  <input type="checkbox"/>男女平等賃金を実現するための方策  <input type="checkbox"/>賃金に関する透明性・公開性  <input type="checkbox"/>賃金の秘密性</p> <p>(2-3) ワーク・ライフ・バランス  <input type="checkbox"/>育児休業、介護休業、看護休業の制度  <input type="checkbox"/>妊娠中や出産後復職した女性従業員に対するキャリア支援策  <input type="checkbox"/>企業内保育所や保育費補助  <input type="checkbox"/>多様な勤務形態制度と利用状況</p> <p>(2-4) 調査  <input type="checkbox"/>機会均等、インクルージョン等に関する従業員調査  <input type="checkbox"/>ビジネスと人権に関する調査としての、ジェンダー影響調査の実施</p>	<p>有/無</p>
<p>■ What are the numbers and percentages of women compared to men represented with a specific type of contract or in a particular job category? What are the implications of this in terms of wages and access to benefits?</p>	<p>職域、職階別の男女比</p>		<p>男:女 男:女</p>
<p>■ What is the number of women in management?</p>	<p>管理職の女性の数</p>		<p>男:女 有/無</p>
<p>■ What is the business' policy on maternity, paternity and family leave length and entitlements and to what extent does this go above the statutory provisions in the regulatory regime where the business is operating? Do these policies apply throughout the operations in each country? Are sexdisaggregated statistics kept and tracked?</p>	<p>育休、介休、看休取得の制度</p>		<p>有/無</p>
<p>■ Has the business run recruitment campaigns specifically targeting women, and what impact has this had on the numbers applying and being recruited?</p>	<p>女性採用のポジティブ・アクション</p>		<p>有/無 有/無</p>
<p>■ What is the frequency of periodic equal pay reviews/audits, including basic pay, overtime and bonuses? What is the methodology for the equal pay reviews? What were the findings of the last review and is a plan of action underway to redress the gender wage gap found in pay reviews, or plans to undertake such actions in the future? What is the explanation of source, nature and likely causes of any differences between women's and men's pay, within the business?</p>	<p>実質的な男女平等賃金及び手当を実現するための方策</p>		<p>有/無 有/無</p>
<p>■ What is the business' policy regarding pay transparency and secrecy?</p>	<p>賃金の透明性と秘密性</p>		<p>有/無 有/無</p>
<p>■ What is the business' policy regarding flexible working and how many employees - male and female - have used this provision? What steps are the company implementing to encourage the uptake of flexible working?</p>	<p>多様な勤務形態を可能にする制度の有無と利用状況</p>		<p>有/無 有/無</p>
<p>■ What is the business' policy and provision of child care facilities and how many employees, if any, use this facility?</p>	<p>企業内保育所、あるいは従業員への保育費補助等の有無</p>		<p>有/無</p>
<p>■ What policies and initiatives does the business have to support pregnant women and those returning from maternity leave, for example, provision of nursing facilities that include refrigeration?</p>	<p>妊娠中、出産後復職した女性に対するキャリア支援</p>		<p>有/無</p>
<p>■ What are the employee survey results on views of women and men towards corporate policies on equal opportunity, inclusion, nondiscrimination and retention?</p>	<p>機会均等等に対する従業員調査</p>		
<p>■ Are gender impact assessments included as part of the business' human rights and social impact assessments?</p>	<p>ジェンダー影響調査の実施</p>		

原則 3

■ What are the gender-specific health and safety issues that have been addressed? 10	ジェンダーに特化した健康と安全に関する企業方針	(3-1)安全への配慮 ○ジェンダーに配慮した健康や安全に関する企業の方針	有/無
■ Does the business have an explicit, well-publicized policy of zero tolerance towards gender-based violence and harassment? Is there a confidential complaint procedure?	秘密が保持されたセクシュアル・ハラスメント申立手続き。	○従業員の安全等に対する男女別調査や意見の反映	有/無
■ How are grievances on health, safety and security issues responded to, tracked and reported?	健康と安全に関する苦情申立ての方法	○警備スタッフにおける女性の人数	男○人:女○人
■ How often does the business review its security, facilities and equipment taking into account gender-related considerations, for example checking if the grounds are adequately lit, if there are adequate male and female toilets and personal protective equipment? What were the results of the last review and what changes have been made as a result?	安全に配慮した設備、取組はあるか(例:男女別トイレ、明るさ等)	○性暴力やハラスメントに関する警備スタッフへの研修	有/無
■ How many women compared to men comprise the security personnel directly employed or contracted?11 Is there explicit gender-sensitive training for security forces on protocols for responding to complaints of gender-related violence or harassment?	女性の保安スタッフの雇用。保安スタッフへの研修の有無。	(3-2)セクシュアル・ハラスメントへの対応 ○セクシュアル・ハラスメントやジェンダーに基づく暴力をなくすための方針	有/無
■ What initiatives has the business undertaken to improve the security of all workers, but specifically women, travelling on work-related business, or to and from the work place? What has been the feedback from employees on the success of this initiative?	出張や通勤時の安全配慮	○苦情申立手続き	有/無
■ Do medical and health programs reflect the different needs and concerns of women and men?	医療・健康プログラムへの男女別ニーズの反映	(3-3)健康、母性保護 ○医療・健康事業への男女別ニーズの反映	有/無
■ Are health and safety protocols tailored taking into consideration the different needs of women and men?	同上	○妊婦や出産後復職した女性に対する子育て支援	有/無
■ Does the business provide separate toilets and, if necessary, changing facilities for both women and men?	男女別トイレ	(3-4)性産業 ○接待における性産業の禁止方針	有/無
■ What policies and initiatives does the business have to support pregnant women and those returning from maternity leave, for example, provision of nursing facilities that include refrigeration?	妊娠中、出産後に復職した女性に対する子育て支援		
■ What are the employee survey results on views of women and men towards corporate policies on health, safety and security issues?	男女従業員の安全等に対する意見の反映		
■ Does the business have a policy on the prohibited types of client entertainment (e.g. sex industry) and how does it communicate this policy internally?	性産業をクライアントの接待に用いているか		

原則 4

■ For any training relevant to the other WEPs Principles, what is the frequency of training, topics covered, eligibility for training and details of the last trainings, including the attendees?	女性のエンパワーメントに関する研修の内容、頻度、対象、出席者	(4-1)研修 ○女性のエンパワーメントに関する研修の有無	有/無 ・ある場合は、内容、頻度、対象、時間数、出席者
■ Does the business offer career clinics and/or mentoring programmes to women and men, what are these programmes' provisions, to whom are they targeted, what level or management is involved and are participants surveyed on their impacts?	キャリア相談・指導の提供とその内容、対象	○男女の受講機会のちがいがいい ○受講日時の家族責任への配慮 ○受講への支援策	有/無 有/無 有/無
■ What is the distribution between men and women of training and professional development opportunities?	研修や専門的な能力開発に関する機会の男女の配分	(4-2)キャリア相談・指導 ○キャリア相談・指導	有/無 ・ある場合はその内容、対象者
■ How many hours of training do women and men participate in annually, broken down by job category and title?	研修の時間数		
■ Are the demands of employees' family roles considered when scheduling training and education programmes?	受講者の家庭生活への配慮		
■ Does the business support education or training programmes?	研修受講への支援		

原則 5  
サプライチェーン

■ Does the business have a supplier diversity programme? If so, provide details.	多様性(性別、人種、障害等)ある取引先から供給を受けているか	(5-1) サプライチェーン ○「調達先に対するダイバーシティ・プログラム」の策定、サプライヤー選定の際のジェンダー指標およびその配慮 ○ジェンダーに配慮した調達先育成支援 ○ジェンダー平等計画を策定している調達先の数 ○調達先における女性が経営する企業の割合  (5-2) 女性の起業家への支援 ○女性の経営者や起業家を支援する広報及び団体・市民社会・政府との連携	有/無
■ What outreach initiatives does the business undertake to empower women to become business owners and promote women's entrepreneurship to equip them with the skills to successfully bid for contracts in the future? Does the business cooperate with women's business organizations, civil society or Government on these issues?	女性の経営者や起業家を支援する広報および団体、市民社会、政府との連携		有/無
■ Is gender a criterion in the supplier selection criteria applied in the procurement process?	調達先選定時における基準への、ジェンダーの視点導入有無		有/無
■ What percentage of suppliers are women-owned enterprises?	調達先における女性経営者企業の割合		○社
■ What numbers of contracts were awarded to male-owned versus women-owned businesses and the value of contracts awarded during the last reporting period?	契約先における女性経営者企業の割合		○割
■ Does the business implement any supplier capacity building on gender sensitivity? If so, provide details.	調達先企業にジェンダーへの配慮を促しているか		
■ What is the gender breakdown of the business' supplier workforce?	調達先の従業員にジェンダーへの配慮を説明しているか		有/無
■ Which of the certifications for labour-related performance, other sustainability certification systems, or other approaches to monitoring that the business uses for itself and/or its supply chain, explicitly include gender-related criteria?	サプライヤー認証の際のジェンダー指標への配慮		
■ How many of the business' suppliers have gender equality policies and programmes?	ジェンダーへの配慮方針を作成している調達先数		
■ To what extent are the following issues considered in the supplier selection process: treatment of reproductive health issues, assessment of gender-specific impacts of toxin or material exposure, treatment of pregnant workers, confidential grievance procedures?	調達先選定過程において、リプロダクティブ・ヘルスの取扱い、毒素やリスクに関する男女別影響調査等の事項の考慮		

マーケティング活動

■ What is the policy on gender-sensitive marketing such as the portrayal of women? How are cultural difference addressed?	ジェンダーの視点を備えたマーケティング戦略の有無	(5-3) マーケティング戦略 ○ジェンダーの視点を備えたマーケティング戦略 ○広告やマーケティング活動におけるジェンダーの描かれ方への配慮 ○生産やサービス開発戦略へのジェンダー視点 ○製品開発へのジェンダーの視点 ○製品やサービスにおけるジェンダーに関連した障壁	有/無
■ Is gender sensitivity in marketing communications included as a topic in training?	ジェンダーの視点を備えたマーケティング戦略の有無		有/無
■ Does the business subscribe to any voluntary codes on responsible and dignified gender portrayal in marketing communications? If so, which codes?	広告やマーケティング活動におけるジェンダーの描かれ方への配慮		有/無
■ How does gender drive the strategy of product and service development?	生産やサービス開発戦略へのジェンダーの視点		有/無
■ How does the business evaluate whether there are any gender-related barriers in accessing its products and services?	製品やサービスにジェンダーに関する障壁の有無		有/無
■ How does the business consider gender differences in product development?	製品開発におけるジェンダーへの配慮		有/無

原則 6

■ Is gender one of the drivers used to define the company's approach to community programmes?	地域活動に関する企業担当者の性別	(6-1) 地域との関わり ○地域における女性のエンパワメントを促進するための活動の有無 ○地域のステークホルダーとの意見交換 ○地域活動への女性の参加割合 ○ボランティア活動をする従業員の女性割合  (6-2) 企業が行う地域開発 ○まちづくりにおける女性の参加 ○まちづくりにおける女性・少女に及ぼす積極的な影響の考慮	有/無
■ What proportion of women participated in community stakeholder engagement exercises if conducted and were there separate engagement channels established for women and men if appropriate?	地域のステークホルダーとの意見交換に参加した女性の割合		有/無
■ Does the business have a policy to undertake gender impact assessments or consider gender-related impacts as part of its social impact assessment? What were the results of these impact assessments?	ジェンダー影響調査への考慮方針		有/無
■ What are the numbers of female beneficiaries of community programmes compared to men?	地域活動への女性の参加割合		有/無
■ What community initiatives does the business run that specifically target women and girls?	女性や少女をターゲットとしたまちづくり方針(ディベロッパ向け)		有/無
■ What is the number of women employees as opposed to male employees that participate in employee volunteering schemes?	ボランティア活動をする従業員の女性割合		有/無
■ When the business engages in community investment projects and programmes (including economic, social and environmental) what steps are taken to ensure that women and girls are positively impacted? What steps are taken to ensure their full participation?	女性に影響を与えるようなまちづくりの際の、女性の参加		

原則 7

—	平等促進のための指標があるか	(7-1) 報告 ○ジェンダー平等促進のための指標	有/無
—	取組について評価、分析、議論する機会があるか	○取組についての評価、分析、議論の機会	有/無