

WIN GENDER BALANCE ROADMAP

Annual Reporting Template

The following template has been provided to help streamline organizational reporting processes. To receive Gender Balance Roadmap badges, organizations are required to complete this form and provide information on the achievement of various metrics over the reporting period. Reporting periods can be any timeline you like over six (6) months. A maximum of two reports per year are permitted.

Once your organization has completed this template, please submit it to WiN Canada and an independent evaluator will review your submission. If your submission meets the established requirements, you will be awarded with the appropriate badge to display on internal and external materials. If there are questions about your report, an evaluator will reach out for more information.

Organization	
Contact Name	
Contact Email	
Contact Phone	
Reporting Period	

Certification Request

What level badge are you applying for?

- Blue
- Bronze
- Silver
- Gold
- Platinum

Provide an overview of the progress your organization has made over the reporting period

A large, empty rectangular box with a thin black border, intended for the user to provide an overview of their organization's progress over the reporting period.

Reporting Process

Review the reporting template and use the checkboxes to mark off **ALL** actions your organization has completed (even if you have previously reported those actions).

For each section, you will also be asked to provide information on your plans to complete the remainder of the items noted in each section (for the badge level you are currently applying for).

Finally, recognizing that not all organizations have the same capacity, if your organization is truly unable to implement or achieve specific metrics, please provide a detailed explanation of why you cannot achieve these metrics and what steps you are taking to ensure you are coming as close to those metrics as possible.

Badge Thresholds

Blue	Adoption of the Roadmap and a public action plan that outlines the core initiatives to be taken to help reach the goal of a gender-balanced and inclusive industry.
Bronze	Achieved at least 50% of the Bronze threshold, with a plan in place to achieve the remainder (or detailed explanation as to why implementation is not feasible).
Silver	Achieved all the Bronze threshold items, and has achieved at least 50% of the Silver threshold, with a plan in place to achieve the remainder (or detailed explanation as to why implementation is not feasible).
Gold	Achieved all the Silver threshold items, and has achieved at least 50% of the Gold threshold, with a plan in place to achieve the remainder (or detailed explanation as to why implementation is not feasible).
Platinum	Achieved all the Gold threshold measures (including being able to demonstrate organizational gender balance) and is leading the industry on creating new goals and metrics to improve the diversity within the industry.

STRATEGIC VISION

Check all actions your organization has completed to date, even if you have previously reported these actions.

Bronze	Silver	Gold
<ul style="list-style-type: none"> <input type="checkbox"/> Has publicly committed to adopting the Roadmap. <input type="checkbox"/> Leaders have made a public commitment to addressing the underrepresentation of women and non-binary folks in leadership positions. <input type="checkbox"/> The organization has a DEI Committee in place with a formal Terms of Reference. <input type="checkbox"/> A DEI or equity and inclusion action plan has been developed and is being implemented over 2-5 years. <input type="checkbox"/> Organizations have conducted a DEI audit of existing recruitment and hiring practices and policies. <input type="checkbox"/> Organizations are partnering with other organizations to identify the existing barriers in the nuclear industry for women and non-binary employees. <input type="checkbox"/> The organization is tracking key diversity and inclusion metrics and is using this information to refine current actions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has submitted at least two progress reports to WiN Canada demonstrating measurable progress to achieving the Roadmap's goals. <input type="checkbox"/> Leaders have created or are taking part in mentorship or coaching opportunities geared toward women and non-binary people. <input type="checkbox"/> The organization's DEI Committee reflects that diversity of the organization. <input type="checkbox"/> The organization's DEI Committee and/or DEI commitment has a dedicated budget to advance DEI initiatives within the organization. <input type="checkbox"/> A DEI or equity and inclusion action plan has been in place for at least 1 year and progress has been made on its implementation. <input type="checkbox"/> Policies and processes have been reviewed and amended to ensure bias is removed from the hiring process. <input type="checkbox"/> External partnerships reflect the desired diversity within the industry (i.e., efforts are made to ensure supply chains, contractors, etc. are themselves diverse and committed to common DEI principles. <input type="checkbox"/> The organization's DEI or equity and inclusion action plan has a measurement and evaluation approach embedded and progress is measured, and shared with all staff, on an annual basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has met the goal of a gender balanced organization. <input type="checkbox"/> Leaders' performance is evaluated, in part, on their efforts to create more equitable and inclusive organizations. DEI competencies are included in all performance review processes. <input type="checkbox"/> The DEI Committee has autonomy and authority to meet with staff, gather perspectives, and conducted pre-approved DEI-related activities. <input type="checkbox"/> A DEI or equity and inclusion plan is in place. <input type="checkbox"/> The action plan is reviewed at least annually to confirm the approach remains appropriate and changes are made as necessary to address feedback from staff members. <input type="checkbox"/> All new policies and procedures are created with a DEI lens and must be evaluated prior to their implementation. <input type="checkbox"/> Future policy audits do not show bias or inequities present within the organization's policy suite. <input type="checkbox"/> Organizations have DEI-informed procurement policies (such as social procurement policies) and report publicly on the organization's efforts to ensure the diversity of the ecosystem and supply chain. <input type="checkbox"/> Annual progress on improving the diversity, equity, and inclusion at your organization is reported both internally and publicly.

Strategic Vision | Future Planning

Please provide an overview of your plans to achieve the remainder of the actions for the level you are applying for certification.

Strategic Planning | Barriers to Implementation

Please provide a detailed explanation as to why implementation of specific actions/meeting specific metrics is not feasible for your organization.

Please note, these explanations will be reviewed and if further clarification is required an evaluator will reach out to you to schedule a meeting to discuss.

Strategic Vision | Other Comments

Please provide any other comments or information necessary to help evaluate your certification application.

ADVOCACY AND OUTREACH

Check all actions your organization has completed to date, even if you have previously reported these actions.

Bronze	Silver	Gold
<ul style="list-style-type: none"> <input type="checkbox"/> Your organization has identified where government advocacy can help achieve improved diversity and representation. <input type="checkbox"/> Letters to officials or occasional stakeholder meetings with government officials are part of your organization's advocacy approach. <input type="checkbox"/> Organizations have mapped out a list of career fairs they are looking to attend. <input type="checkbox"/> All promotional, marketing, and website content has been reviewed to ensure it is both accessible and represents the diversity of the Canadian population. <input type="checkbox"/> All internal and external events are planned to ensure accessibility for all participants. An accessibility plan is in place to outline the approach to ensuring inclusion. <input type="checkbox"/> Women and non-binary people have equal opportunities to attend and speak at industry conferences. 	<ul style="list-style-type: none"> <input type="checkbox"/> Government advocacy is a key part of your organization's gender-balance strategy. You are partnering with other organizations to ensure a collective message is presented to government. <input type="checkbox"/> Organizations have partnered with high schools and/or post-secondary institutions to create outreach campaigns. <input type="checkbox"/> Promotional and marketing materials targeted specifically at underrepresented populations have been created and highlight the benefits of working for your organization. <input type="checkbox"/> All internal and external events have been reviewed from a broad inclusion lens that captures barriers beyond physical accessibility. <input type="checkbox"/> Events are planned with the needs of diverse populations in mind, including those with cognitive disabilities, sensory issues, or other barriers. <input type="checkbox"/> Women and non-binary people are being encouraged to attend and speak in conferences and other events. 	<ul style="list-style-type: none"> <input type="checkbox"/> You regularly follow-up with government officials on past meetings and promised. <input type="checkbox"/> You have worked with industry partners to develop an industry advocacy plan and are actively working to implement that plan. <input type="checkbox"/> Organizations have partnered with high schools and/or post-secondary institutions to develop youth engagement programs. <input type="checkbox"/> Recognizing the impact that public perception has on recruitment efforts your organization has created marketing materials to improve the reputation of the nuclear industry as a whole. <input type="checkbox"/> Events are planned with consideration for other important cultural celebrations or commemorations <input type="checkbox"/> Events are not held during these important times to respect the needs of a diverse workforce. <input type="checkbox"/> Women and non-binary people are being supported with the resources needed to attend and speak at industry conferences.

Advocacy and Outreach | Future Planning

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Advocacy and Outreach | Barriers to Implementation

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Advocacy and Outreach | Other Comments

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REPRESENTATION

Check all actions your organization has completed to date, even if you have previously reported these actions.

Bronze	Silver	Gold
<ul style="list-style-type: none"> <input type="checkbox"/> Women and non-binary people make up at least 30% of the organization. <input type="checkbox"/> Women and non-binary people make up at least 20% of all leadership positions and a plan is in place to improve those numbers. <input type="checkbox"/> Women and non-binary people make up at least 15% of executive positions. <input type="checkbox"/> Workforce demographics are collected and there is a clear understanding of where the diversity gaps exist. <input type="checkbox"/> Women and non-binary people remain with the organization for an average of 3 or more years before moving on. <input type="checkbox"/> Other equity deserving groups remain with the organization for an average of 3 or more years before moving on. <input type="checkbox"/> The organization is actively collecting candidate demographics and comparing those against broader population demographics. 	<ul style="list-style-type: none"> <input type="checkbox"/> Women and non-binary people make up at least 40% of the organization. <input type="checkbox"/> The organization further understands where those individuals work, and whether or not they are concentrated in administrative or non-STEM/trades roles, rather than distributed among the technical professions as well. <input type="checkbox"/> Women and non-binary people make up at least 35% of the leadership positions. <input type="checkbox"/> Other intersecting identities are also reviewed to ensure women in leadership positions are not a homogenous group. <input type="checkbox"/> Women and non-binary people make up at least 35% of executive positions. <input type="checkbox"/> Equity deserving groups make up at least 15% of the workforce. <input type="checkbox"/> Women and non-binary people remain with the organization for an average of 5 or more years prior to moving on. <input type="checkbox"/> Other equity deserving groups remain with the organization for an average of 5 years before moving on. <input type="checkbox"/> Equity deserving groups, including women and non-binary people make up at least 30% of the applicant pool. 	<ul style="list-style-type: none"> <input type="checkbox"/> Women and non-binary people make up at least 50% of the organization. <input type="checkbox"/> Women and non-binary people make up at least 50% of all leadership positions. <input type="checkbox"/> Women and non-binary people make up at least 50% of executive positions. <input type="checkbox"/> Equity deserving groups make up at least 30% of the workforce. <input type="checkbox"/> Women and non-binary people are as likely to stay with the organization as more traditionally represented groups. <input type="checkbox"/> Other equity deserving groups are as likely to remain with the organization as are more traditionally represented groups. <input type="checkbox"/> Equity deserving groups, including women and non-binary people make up at least 50% of the applicant pool.

Representation | Future Planning

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Representation | Barriers to Implementation

Please provide a detailed explanation as to why implementation of specific actions/meeting specific metrics is not feasible for your organization.

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Representation | Other Comments

Please provide any other comments or information necessary to help evaluate your certification application.

CULTURE

Check all actions your organization has completed to date, even if you have previously reported these actions.

Bronze	Silver	Gold
<ul style="list-style-type: none"> <input type="checkbox"/> Organizations are identifying barriers faced by women and non-binary people through annual surveys, to understand how to better support them. <input type="checkbox"/> Incidences of harassment and discrimination are tracked and leadership is engaged in a conversation on how to lower the overall number of incidences. <input type="checkbox"/> All major corporate policies, such as recruitment, compensation, benefits, and codes of conduct have been reviewed with a DEI lens. <input type="checkbox"/> A plan to implement recommended changes is in place. <input type="checkbox"/> Leave policies that include supports for those with caregiving responsibilities are in place, such as parental leave top ups, family illness leave, etc. <input type="checkbox"/> An assessment of remote work opportunities has been undertaken. Individuals who do not have location-dependent jobs are able to work remotely at least 40% of the time. <input type="checkbox"/> Organizations have surveyed staff to understand which ERGs people would benefit from the most. <input type="checkbox"/> All infrastructure and physical design considerations meet minimum legislated standards. <input type="checkbox"/> Old facilities and infrastructure are actively being retrofitted to meet current standards (where possible and safe to do so). 	<ul style="list-style-type: none"> <input type="checkbox"/> Employee engagement numbers have increased by 30% over the preceding 3 years. <input type="checkbox"/> Incidences of harassment and discrimination have been reduced by 30% over 3 or fewer years. <input type="checkbox"/> All new corporate policies are developed with a DEI lens. This DEI lens is built into the development process and has processes in place to address employee feedback. <input type="checkbox"/> Leave policies are build with employee flexibility in mind and do not require that certain conditions be met in order to use them, such as removing limits on how bereavement leave can be used. <input type="checkbox"/> Individuals who are able to work remotely are free to do so on their own schedule while maintaining operational requirements. <input type="checkbox"/> Organizations have created employee resource groups for individuals in equity-deserving communities. <input type="checkbox"/> All employees have access to ergonomic assessment and worksite accommodations to ensure they are able to complete their jobs in a way that does not further introduce barriers or potential harm. 	<ul style="list-style-type: none"> <input type="checkbox"/> Organizational surveys do not show significant cultural or engagement gaps between women and non-binary people and their male counterparts. <input type="checkbox"/> Incidences of harassment and discrimination have been reduced by 50% over 5 or fewer years. <input type="checkbox"/> Corporate policies are reviewed at least every 5 years to uncover areas of hidden bias and exclusion. The review is informed by both the documents and the lived experiences of the workforce. <input type="checkbox"/> Leave policies include equitable approaches for all staff, such as flexible/moveable statutory holidays and personal leaves. <input type="checkbox"/> Operational requirements have been reviewed to ensure only positions that must be on site are required to do so. All positions that can be done remotely are open to remote work arrangements at the employee's discretion. <input type="checkbox"/> ERGs are being supported by leaders to ensure they have the resources need, and sustainment support. <input type="checkbox"/> Spaces have been, or are being, retrofitted to implement best practices in inclusion, such as the development of gender-neutral washrooms, etc.

Culture | Future Planning

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Culture | Barriers to Implementation

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Culture | Other Comments

Please provide any other comments or information necessary to help evaluate your certification application.

LEARNING AND DEVELOPMENT

Check all actions your organization has completed to date, even if you have previously reported these actions.

Bronze	Silver	Gold
<ul style="list-style-type: none"> <input type="checkbox"/> Identity-based scholarships or internship opportunities are provided by the organization. <input type="checkbox"/> Training opportunities are equally accessed by women and non-binary people as they are by men. <input type="checkbox"/> Organizations are having conversations to understand how to support employees who are wishing to transition in their careers. <input type="checkbox"/> Leaders are actively engaging in recurring DEI training opportunities. <input type="checkbox"/> Women and non-binary people who are identified as future leaders are provided with employer-sponsored mentorship and/or coaching opportunities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Identity-based co-op programs are in place to support improved diversity. <input type="checkbox"/> Potential learning and development needs are discussed during the recruitment of new employees. <input type="checkbox"/> Organizations are providing learning opportunities for individuals looking to move from one industry to another. <input type="checkbox"/> Leaders are identifying and implementing ways to make practices more equitable and inclusive. <input type="checkbox"/> Men in the workforce are mentoring women and non-binary people at the same rate as they are for other men. Barriers and biases around male-female work relationships have been dismantled. 	<ul style="list-style-type: none"> <input type="checkbox"/> Organizations have partnered with schools to create specific educational opportunities for women and non-binary students (e.g., classes related to the nuclear industry, women-only classes, etc.). <input type="checkbox"/> All employees are required to regularly take training on DEI principles. <input type="checkbox"/> Specific leadership training is required for all people leaders. <input type="checkbox"/> Formal career transition training is in place in partnership with other industry partners or with partners from other industries. <input type="checkbox"/> Organizations have learning and development plans in place for all leaders. <input type="checkbox"/> Employer-sponsored mentorship and coaching opportunities are available for all equity deserving groups regardless of their length of service.

Learning and Development | Future Planning

Please provide an overview of your plans to achieve the remainder of the actions for the level you are applying for certification.

Learning and Development | Barriers to Implementation

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Learning and Development | Other Comments

Please provide any other comments or information necessary to help evaluate your certification application.

Certification

I hereby certify that all information provided in this report is true and accurate to the best of my knowledge.

Name:

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Signature:

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Date:

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Submission

Please submit your report to canada@womeninnuclear.ca. If you have a publicly available Diversity, Equity, and Inclusion action plan, please feel free to include it as an attachment to your reporting template.