

**POWER SECTOR**  
**QUESTIONNAIRE ON HUMAN RESOURCES,**  
**TRAINING AND GENDER PRACTICES**

The World Bank  
ESMAP (Energy Sector Management Assistance Program)  
Gender and Energy Program

**Please return your completed questionnaire to:**

❖ Name of Organization:

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❖ City:

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❖ Name and title of person/s filling out questionnaire:

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❖ Date:

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## I. General HR Information\*

Please fill out this table on your company's staffing. Do not include temporary staff, contractors or sub-contractors. "Technical" staff include those working in STEM-related positions, regardless of level/grade or educational background. Do not include social scientists (i.e., economists, business specialists, etc.) or people with STEM degrees/diplomas not working in STEM positions. If your company categorizes personnel as "technical" based upon department rather than position (and therefore includes non-STEM staff, please clarify which offices are included in the note section below).

Level/Grade	Total Staff			Female Staff		
	Technical	Non-Technical	Total	Technical	Non-Technical	Total
1. Executive Leadership						
2. Senior Management						
3. Mid-Management						
4. Junior						
5. Permanent Part-time staff						
6. Grand Total						

### Note:

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\* If it's not possible to provide the data in this format, please provide raw data in a separate spreadsheet and we will work with you to categorize/disaggregate it. Please use 0 if no count or "ND" if no data.

7. Does your company have a union? \_\_\_\_\_yes \_\_\_\_\_no  
 a. How many branches? \_\_\_\_\_  
 b. Is your company's union part of a sector-wide union (i.e., electrical workers union)?  
 \_\_\_\_\_yes \_\_\_\_\_no

Union Membership	Total Staff		
	Male	Female	Total
Leadership			
Non-Leadership			

## II. Gender and Work/Life Policies in Your Organization

II. Policies in place in Your Organization		YES	NO	Please specify
8. Does your organization have a gender non-discrimination policy?				
9. Does your organization have a gender committee in the headquarters?				
	a. Is there a gender focal point?			
	b. Are there gender committees in the regions?			
	c. Are there gender focal points in regional offices?			
10. Does your country have any employment policies targeting women?				
	a. Gender Quota or Target for Board			
	b. Gender Quota or Target for Senior Management			
	c. Gender Quota or Target for total company employees			
11. Does your company have any recruitment policies of its own (not mandated by the government) targeting women?				
	a. Quota or Target			
	b. Job Ads specifically targeting or encouraging women <i>*(or please specify if ad includes language encouraging women to apply)</i>			
	c. Recruitment Relationships with Universities			
12. Do you have any promotion policies targeting women? (not mandated by the national government)				
	d. Quota or Target			
	e. Succession Planning			
	f. Other			

13. Do you offer employees <b>flexible work arrangements</b> ? This may include, but not be limited to the following:				
	a. Part-time employment			
	b. Options for teleworking/telecommuting <sup>1</sup>			
	c. Flexible core hours <sup>2</sup> / Compressed work schedules <sup>3</sup>			
	d. Other (please specify)			
14. Do you have any official policies for employees to take <b>maternity leave</b> ? If so, how long is the maternity leave?*				
	a. In the last 12 months, how many of your employees took maternity leave?	/		
	b. Is the maternity leave paid?			
	c. Do you have a phased return schedule <sup>4</sup> for returning mothers? If so, for how long it last?			
15. Do you have any official policies for employees to take <b>paternity leave</b> ? If so, how long is the paternity leave? *				
	d. In the last 12 months, how many of your employees took paternity leave?	/		
	e. Is the paternity leave paid?			
16. Do you have official policies for staff to take <b>paid family and medical leave</b> ? <sup>5</sup> If so, how long is the paid leave? <i>* (please note that this is not the same as sick-leave)</i>				
17. Do you have any rules, regulations, or policies to prevent <b>sexual harassment</b> in the workplace?				
	f. Are there formal grievance procedures?			
	g. Is the grievance focal point female?			

*\* Do any Institutional Policies go beyond the national policies/law? (Yes or No, Please explain)*

<sup>1</sup> Teleworking is a work arrangement in which some or all of the work is performed at an off-campus work site, often the employee's home.

<sup>2</sup> Flextime allows employees to have some flexibility in the start and end times of their working day.

<sup>3</sup> A compressed work schedule is an arrangement where employees work longer days or shifts in exchange for a reduction in the number of working days in their work cycle, on a weekly or biweekly basis.

<sup>4</sup> Phased return is a work arrangement, particularly used by parents returning from parental leave, in which hours of work are progressively increased until a final schedule of full or part time hours is reached.

<sup>5</sup> Paid leave policies allow workers to continue to earn a portion of their pay while they take time away from work to address a family emergency, such as a family member's serious health condition. This is not the same as sick-leave.

### III. Training and mentorship

Please fill out the table below based on data for permanent, full-time and part-time staff. Do not include mandatory trainings other than anti-sexual harassment/gender-based violence or code of conduct/ethics/anti-bullying trainings. Number of trainees should include total number of participants from each relevant course; do not try to determine if certain employees received multiple trainings.

III. Training and mentorship	Does your Organization provide this training/program?			Total number of employees who received this training (in past 12 months)		Total number of managers who received this training (in past 12 months)	
	Yes	No	Don't know	Men	Women	Men	Women
16. Training on STEM-related topics directly related to operations							
17. Scholarships for additional degrees or certifications							
18. Leadership training							
19. Professional Development Training for Staff to Maintain credentials (i.e., continuous learning credits)							
20. Anti-harassment/ anti-discrimination training							
21. Training for one gender only (please specify)*							
22. Mentorship programs**							
23. Other							
<b>Internships/Apprenticeships for Students or Graduates</b>							
24. Apprentices (TVET Students)							
University Interns (Technical)							
25. University Interns (Non-Technical)							

#### IV. Physical Work Environment

IV. Work environment		YES	NO	DON'T KNOW	N/A
26. Are there separate <b>toilets/ sanitation facilities</b> for men and women?					
	a. In the offices				
	b. At project site(s)				
	c. For field crews (i.e., surveyors, installation crews, etc)				
28. Do all facilities that may be used by women include the following:					
	a. Safe locks and adequate lighting				
	b. Hand-washing facilities and disposal bins				
	c. Lactation facilities or room <i>*please specify if in HQ, Field Offices or Both</i>				
29. Are <b>child-care facilities</b> available in the headquarters?					
	a. In the field offices				
	b. At project sites/plants				
	c. If child care facilities are not available on premise, is monetary assistance provided to employees for use at external child care facilities?				
30. Are <b>Transportation Facilities</b> available for women?					
	a. To/from offices				
	b. To/From the project site(s)				
31. Are work gloves and other equipment appropriately sized for women?					
32. Are there separate <b>lodging quarters</b> for men and women at the field sites/plants?					
33. Are there any other <b>gender-friendly facilities</b> you would like to note?					