

“Could it wait until Monday?”



Support work-life balance

Avoid sending non-urgent e-mails to your team after working hours so colleagues don't feel pressured to respond in their personal time.

“Have I allowed space for everyone to contribute their ideas?”



Support meaningful participation of women and men

Be mindful of who is and isn't speaking, and encourage those who aren't speaking to do so.

“How do we design this project to benefit everyone equally?”



Create gender responsive initiatives

Think about gender dimensions in all of your work – not just when it's a project on gender equality or women's empowerment.

“Is sexism ever funny?”



Challenge gender stereotypes

Question remarks, attitudes and behaviours that are based on sex or gender stereotypes.

Gender equality **Take action**



International
Labour
Organization

Every day we take decisions that cumulatively have a tremendous impact on the ILO's overall work and organizational culture.

These ideas to take action include tips that each of us can act upon immediately to effectively embed gender equality across structures, processes and mindsets.

Together, we can ensure the ILO is a gender-responsive and inclusive workplace.

Three ideas on

how to make initiatives and projects gender-responsive

- ▶ **Conduct a gender analysis**, based on sex-disaggregated data, and ensure that the rest of the project or initiative's phases build on this.
- ▶ **Incorporate gender equality** in the project's logical framework.
- ▶ **Ensure that the budget includes specific gender-related products**, services and events, as well as expertise and other support.

Read more at intranet.ilo.org

ILO, HRD/DCOMM, September 2018



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Three ideas on

how to support work-life balance

- ▶ **Raise awareness of the availability** of flexible working arrangements – teleworking and working 50% or 80%.
- ▶ **Organize meeting and training schedules** so that they coincide with **regular working hours**.
- ▶ **Set realistic objectives** that can be achieved within standard working hours so that overtime is the exception and not the norm.

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Three ideas on

how to challenge gender stereotypes

- ▶ **Make it clear that sexism is not acceptable** or funny when you hear someone making sexist remarks or jokes.
- ▶ **Ask yourself and colleagues to rethink assumptions**, decisions or spontaneous reactions and consider whether they would react in the same way towards a person of a different gender.
- ▶ **Take time to discuss unconscious bias** with your team and share information and ideas on how to mitigate biases.

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Three ideas on

how to support meaningful participation of women and men

- ▶ **Explicitly acknowledge everyone equally** when you speak and seek participation from all.
- ▶ **Be mindful of people interrupting each other** and intervene when it happens – research shows that women are interrupted three times more often than men.
- ▶ **Ensure that women and men are equally considered** when assigning tasks and projects.

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