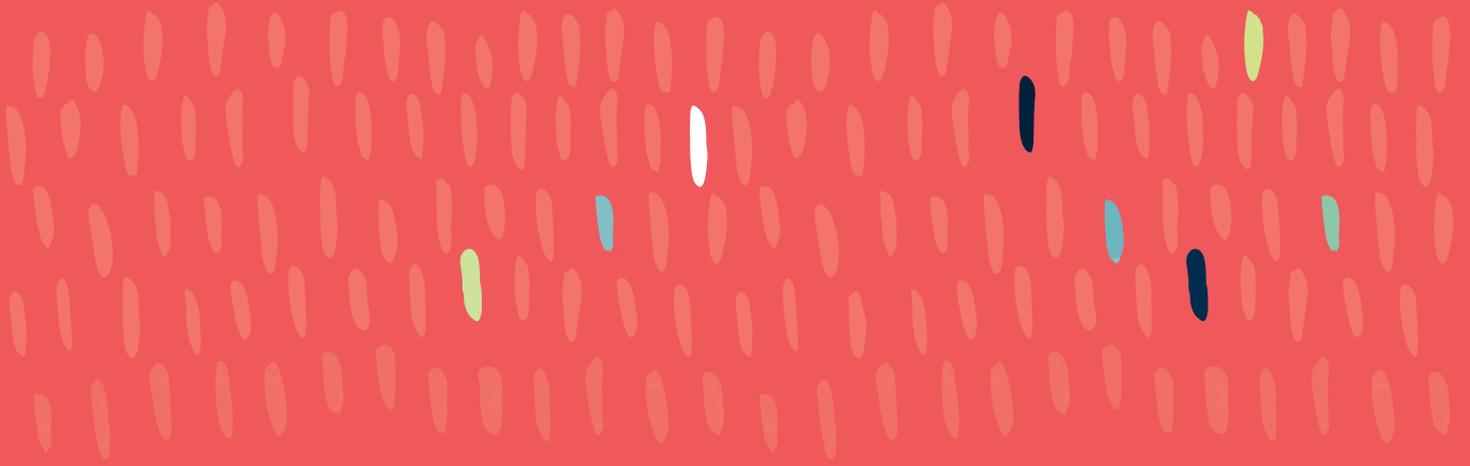


FEBRUARY 2019



Diversity Reporting Framework

A guide to measuring gender and
ethnicity in New Zealand workplaces

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Holding ourselves accountable for change

Champions for Change is a group of more than 50 CEOs and Chairs committed to promoting diversity in leadership, for a prosperous and equitable Aotearoa New Zealand.

One of our major commitments is to measure progress towards our goal of achieving gender-balanced and ethnically diverse workplaces. Why? Because an evidence-based approach will allow us to fully understand who our employees are, where the talent pipeline needs attention, and where the glass ceiling persists.

Measurement will also help us to determine the impact of our plans, policies and programmes, to then hold ourselves accountable for change. Externally, reporting on these metrics allows us to benchmark our efforts, and enables investors, customers, and employees to make informed choices.

To measure gender and ethnic diversity, Champions for Change developed this Diversity Reporting Framework, now in its second iteration.

The Framework gives companies the tools to measure gender and ethnic diversity across all management categories, from non-manager to board director.

This approach goes beyond what is currently required of different types of organisations, for example, NZX listing rules or public sector requirements, by targeting both gender and ethnicity representation at all levels of an organisation.

We invite all New Zealand companies, regardless of formal participation in Champions for Change, to use the Framework to better understand the diversity of your people, and to promote a new generation of diverse leaders to drive New Zealand's economic success and social prosperity.

We look forward to continued reporting on progress.

Nāku iti noa, nā

CO-CHAIRS CHAMPIONS FOR CHANGE



MICHELE EMBLING
CHAIR PWC



DAVID MCLEAN
CEO WESTPAC



About the Diversity Reporting Framework

This Diversity Reporting Framework is developed by Global Women, which facilitates Champions for Change, and used by Champion organisations.

It is also available for free through the Champions for Change website, for any organisation to use.

The Framework provides practical guidance for organisations on how to collect and report on gender and ethnicity workforce data. It can apply equally to listed and non-listed organisations, partnerships, and public sector organisations.

Our goals

GENDER

Champions for Change have agreed to a target gender balance of 40:40:20 i.e. at least 40% of each gender and the remaining 20% of either gender.

This formula applies to all levels of role, from Board to non-manager.

For example, for a Board, this would mean that at least 40% would be male and 40% female, with leeway of 20% each way to account for natural movement of people between roles.

ETHNICITY

Champions for Change have agreed that diversity of thought, as measured by ethnicity, is a key driver of business resilience, innovation and success. As such, they will seek out ethnic diversity to strengthen decision-making and to consciously address bias.

This Framework uses the Statistics NZ Level 2 ethnicity classifications to support organisations to report on ethnicity. Alignment with Statistics NZ provides a national benchmark for the ethnic representation of New Zealand's working population for comparison.

REPORTING

At a group level, Champions for Change intends to report aggregate gender data annually from 2018, and ethnicity data by 2021.

At an individual level, each Champion commits to setting specific targets that will contribute to driving overall group change.

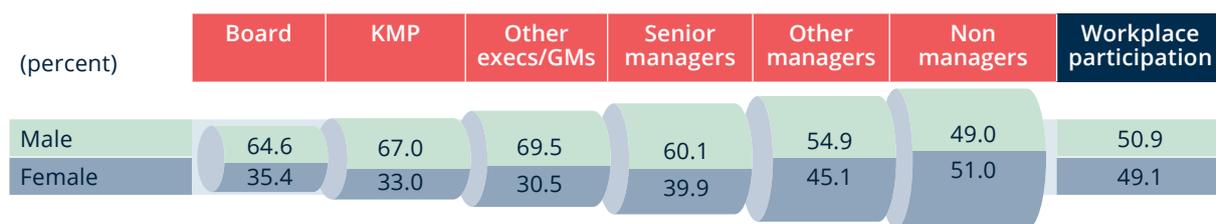


Year one reporting results

Champions for Change published year one gender results in 2018, representing more than 80,000 New Zealand employees. Not surprisingly, the report revealed that women are under-represented in senior management roles, highlighting areas where organisations can concentrate efforts to grow their female talent pipelines.

For year one, 29 of 44 Champion organisations submitted gender data, with a summary of gender representation by work category included below, followed by international comparisons:

Gender representation by work category for the Champion group¹



International comparisons²

(percent)	Board	KMP	Other execs/GMs	Senior managers	Other managers	Non managers	Workplace participation
NZX50	26.5	22.7	-	-	-	-	-
NZ State Sector	45.3	-	-	-	-	-	-
WGEA	24.9	29.7	30.4	34.9	41.9	51.3	50.0
FTSE100	27.7	19.3	26.1	-	-	-	-
WIW	-	20.0–21.0	29.0	33.0	37.0	47.0	-

- Data not available

1. Gender diverse and not stated employees represented ~0.1% of total workplace participation
2. NZX50 Gender Diversity Statistics as at 30 June 2018; Ministry for Women Gender Stocktake of State Sector Boards and Committees 2016; Australia's Gender Equality Scorecard 2016-17 (WGEA); Hampton Alexander Review 2017; Women in Workplace 2017.

For ethnicity, 26 of 44 Champion organisations submitted data representing more than 60,000 employees. However, of this total one in six employees did not state their ethnicity and data sets were highly variable in quality. As such, no ethnicity data was reported on in year one.

Year one reporting results are available here:

<https://www.championsforchange.nz/what-we-do/measure-progress/diversity-report-2018/>



How to collect your organisation's data

This section provides details on the various fields of data that should be collected for reporting. Explanations and definitions have been provided to assist in aligning unique workforce data with the required categories. Methods of collection and logistical details around the data format and submission are covered, along with supporting information to assist in communicating the purpose of collecting data with employees.

Summary of data to be collected

The table below provides a summary of all data to be collected as part of the diversity reporting process:

DATA FIELD	DEFINITION	PROPOSED QUESTIONS	COLLECTION
Company Name	The company for which the employee is employed		Determined by internal company data team Note: companies can choose to report data at aggregate level, in which case "Unique ID" is not required
Unique ID	A unique ID that de-identifies the employee (i.e. not their employee number, but to be kept the same for each employee over future years to track movements)		
Management category	The standard occupational category for the employee. This includes Board, key management personnel, other execs/general managers, senior managers, other managers, non-managers		
Gender	The gender with which the employee associates. This includes male, female, gender diverse and not stated	Which gender do you identify as?	Requested of the employee via survey or other means
Ethnicity 1	The ethnic group or groups (up to 3 selections) that the employee identifies with. Refer to full list on p.7	Which ethnic groups do you belong to?	
Ethnicity 2			
Ethnicity 3			
Country of birth (optional)	The country in which the employee was born	Which country were you born in?	
Mode of employment (optional)	The mode of employment for the employee including full-time, part-time or casual basis	Do you work full-time, part-time or as a casual?	Provided at line item level only. Either supplied by the employee or via internal data extracts
Terms of employment (optional)	The contractual terms of employment for the employee including permanent, contract or casual basis	Are you a permanent, contract or casual employee?	



Workforce data

Data collected should include all workers in New Zealand and be based on actual numbers (headcount), including full-time, part-time, permanent and contract employees.

This includes:

- foreign nationals or expatriates working in New Zealand for the organisation or its NZ-based subsidiaries
- employees on parental leave (paid or unpaid) or on extended leave
- casual or seasonal workers
- individuals employed by the organisation as apprentices or trainees.

Workforce data collected does not include:

- independent contractors
- employees of a labour hire company (recruitment company) who have been assigned to work in the business
- apprentices or trainees who are directly employed by a group training organisation although placed within an employer
- volunteers or unpaid visitors.

Management categories

The management categories in this Framework are adapted from the Australian Workplace Gender Equality Act.

The categories include:

- Board
- Key Management Personnel
- Other Execs/GMs
- Senior Management
- Other Managers
- Non-Managers

Each organisation determines for itself how its structures fit into this framework and will apply the same logic to ensure consistent results over time.



**DIVERSITY REPORTING
FRAMEWORK**

The table below provides a definition for each management category:

MANAGEMENT CATEGORIES	DEFINITION
Board	For the purposes of this Initiative, the Board is defined as “the board of directors, trustees, committee of management, council or other governing authority of the employer”. For example, for a company, the Board is the board of directors, not the executive committee of management. If the governing body/board is located overseas, it still needs to be included (Note: this is a slight variation from the workforce collection instructions, that state only New Zealand employees should be included).
KMP (key management personnel)	<p>KMP refers to those persons who have authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. It includes the CEO.</p> <p>A defining feature of KMPs is that their influence is at the entity level. They are likely to be functional heads such as head of operations or head of finance and direct how that component contributes to the entity/s outcome, with a strategic focus. The KMP is a manager who represents at least one of the major functions of the organisation and participates in organisation-wide decisions with the CEO.</p> <p>For partnership models, the KMP category will refer to the few people in the highest leadership positions. This will likely be the executive management team, or similar equivalent, but should not include all partners.*</p>
Other executives / general managers	Other executives/general managers hold primary responsibility for the equivalent of a department or a business unit. In a large organisation, this manager might not participate in organisation-wide decisions with the CEO. Alternatively, this manager could have influence in organisation-wide decision-making forums to provide expertise or project development but because they do not actually hold authority at an entity level they would not be defined as a KMP.
Senior managers	Senior managers are charged with one or more defined functions, departments or outcomes. They are more likely to be involved in a balance of strategic and operational aspects of management. Some decision-making at this level would require approval from either of the two management levels above.
Other managers	<p>Other managers plan, organise, direct, control and coordinate an operational function. They usually oversee day-to-day operations, working within and enforcing defined parameters.</p> <p>They might implement, determine, monitor and review strategies, policies and plans to meet business needs as it relates to their own function/work area. An ‘other manager’ is accountable for a defined business outcome which usually involves the management of resources that also includes time management, coordination of different functions or people, financial resources, and other assets (for example facilities or IT infrastructure). Line managers would be included in this category.</p>
Non-managers	Non-managers include all other employees within the organisation.

*Within the NZ Champions for Change group, Deloitte, EY, KPMG and PwC agreed to place their Executive Management personnel within the KMP category, with all other partners to be counted within the Other Exec’s/GM category. Bell Gully, MinterEllisonRuddWatts and Russell McVeagh agreed to leave the KMP category blank as they do not have representatives that fit this category. They have placed all partners, including their Executive Management personnel, in the Other Exec’s/GM category.



Gender reporting

As part of the Framework, organisations ask employees which gender they identify as, giving (at least) the options of “male”, “female” and “gender diverse”, as well as an opportunity for employees to choose not to answer the question.

Gender identity may be defined as “an individual’s internal sense of being wholly female, wholly male, or having aspects of female and/or male”. It refers to each person’s deeply felt internal and individual experience of gender, which may or may not correspond with the sex recorded at birth. A person’s gender identity can change over their lifetime and can be expressed in several ways and forms. The concept of “gender diverse” is having a gender identity or gender expression that differs from a given society’s dominant gender roles.

Which gender do you identify as?

- Male
- Female
- Gender diverse
- I prefer not to answer

Ethnicity reporting

22 options of response are offered regarding ethnicity, based on Level 2 of the Statistics NZ Ethnic Classification System, including the option ‘I prefer not to answer’.

New Zealand is unique internationally in basing its concept of ethnicity solely on the basis of cultural affiliation, and self-identification, rather than any concept of race, ancestry, nationality or citizenship and the biological, historical and legal concepts bound up in these. Under this construct, employees can select up to three options from the list.

Which ethnic groups do you belong to?

(please select up to three options)

- European
- NZ European
- Other European
- Māori
- Pacific Peoples
- Samoan
- Cook Islands Māori
- Tongan
- Niuean
- Tokelauan
- Fijian
- Other Pacific Peoples
- Asian
- Southeast Asian
- Chinese
- Indian
- Other Asian
- Middle Eastern
- Latin American
- African
- Other Ethnicity
- I prefer not to answer



**DIVERSITY REPORTING
FRAMEWORK**

Because employees can select up to three ethnicities, the total of all ethnicities may exceed the total number of employees. Employees should not be asked to prioritise their responses, and employers need not weight responses in any way.

Reporting will then take place at Level 1 of the Statistics NZ Ethnic Classification System, as detailed below.

DATA COLLECTION GROUPINGS Based on Level 2 reporting from Statistics NZ.	REPORTING PROFILES Based on Level 1 reporting from Statistics NZ.	
European	European	
NZ European		
Other European		
Māori	Māori	
Pacific Peoples	Pacific Peoples	
Samoan		
Cook Island Māori		
Tongan		
Niuean		
Tokelaun		
Fijian		
Other Pacific Peoples		
Asian		Asian
Southeast Asian		
Chinese		
Indian		
Other Asian		
Middle Eastern	Middle Eastern/ Latin American/ African	
Latin American		
African		
Other Ethnicity	Other	
I prefer not to answer	I prefer not to answer	

Where employees have selected one of the four 'Other' ethnicity selections and provided free form text, only the line item selection is to be reported on within the data submission. The free form text should not be submitted.



Birthplace reporting (optional)

To gain an increased understanding of your workforce, it is recommended organisations consider asking employees “which country were you born in?”.

This additional question is optional and will only be reported on within the Champions for Change Reporting Framework if enough data is available.

Submitting this data as part of the Champions for Change Reporting Framework, requires data to be in an individual line item format.

Which country were you born in?

Data collection methods

Each organisation must ensure that employees are made aware of the purposes for which their information is being collected and will be used.

The easiest time to gather data is when an employee joins the organisation, as part of the induction process. It is not advisable that organisations collect information in the job application process.

Companies may use various modes of data collection, including:

- drawing on individual employee records within the HR data system
- inclusion of gender and ethnicity questions, and other diversity indicators, in their annual engagement survey
- conducting a broader diversity census, to seek information on a wide range of diversity indicators.

Most current HR systems have built-in fields for recording gender and ethnicity data, and system providers are increasingly supporting companies to collect this and other diversity information.



Data submission

The reporting period refers to the 1 April – 31 March year within which the workplace profile snapshot is taken. It is recommended that the workplace snapshot of data is taken on or near the same date annually for each organisation, particularly for those organisations that may experience seasonal workforce fluctuations.

Data should be submitted to the reporting partner by 30 April each year to the following email addresses: championsforchange_NZ@mckinsey.com and Champions@globalwomen.org.nz.

Data may be submitted in two formats; individual or aggregate level.

An excel template is available within the Measure Progress section of the Champions for Change website: www.championsforchange.co.nz/measure-progress

OPTION 1 - INDIVIDUAL-LEVEL DATA

Access to employee-level data allows cross-factor analysis to take place. Below is a snapshot of the recommended format for supplying individual-level data:

Diversity Dataset for Company X (when submitting individual level data)

Number of employees in the organization

Date of data extraction

Company Name	Unique ID	Work category	Gender	Birthplace	Ethnicity 1	Ethnicity 2	Ethnicity 3	Full-time/part-time/casual	Permanent/ contract/ casual
Company A	123456	Senior manager	Female	New Zealand	European			FT	Permanent
Company A	736479	KMP	Male	Fiji	Fijian	Indian		PT	Permanent
Company A	583629	Non-manager	Female	New Zealand	NZ European	Southeast Asian		Casual	Casual
Company A	395729	KMP	Female	New Zealand	European	Māori	Tongan	FT	Contract

Ideally, the required data to be supplied is a unique (de-identified) record for each employee which will allow the Champions for Change reporting team to quickly analyse data to understand underlying trends cutting across work category, gender, ethnicity, and employment mode.



OPTION 2 - AGGREGATE-LEVEL DATA

Option 2 allows data to be collected at an aggregated level. Please note this will limit the ability to perform cross-factor analysis. Below is a snapshot of the recommended format for supplying aggregate-level data:

Diversity Dataset for Company X (when submitting aggregate level data)

Number of employees in the organisation

Number of employees used to populate those statistics - gender

Number of employees used to populate those statistics - ethnicity

Key reporting lead(s)

Champion(s)

Date of data extraction

Gender

Total employees used to populate these statistics per work category - gender

	Board	KMP	Other Execs/GMs	Senior Management	Other Managers	Non-Managers	Total (should match employee number above)
Number of employees							

Gender split (number of employees)

	Board	KMP	Other Execs/GMs	Senior Management	Other Managers	Non-Managers	Total
Male							
Female							
Gender diverse							
Not stated							
Total	0	0	0	0	0	0	0

Ethnicity

Total employees used to populate statistics per work category - ethnicity (if different from gender data set)

	Board	KMP	Other Execs/GMs	Senior Management	Other Managers	Non-Managers	Total (should match employee number above)
Number of employees							

Ethnicity split (number of employees)

	Board	KMP	Other Execs/GMs	Senior Management	Other Managers	Non-Managers	Total
European							
NZ European							
Other European							
Maori							
Pacific Peoples							
Samoan							
Cook Islands Maori							
Tongan							
Niuean							
Tokelauan							
Fijian							
Other Pacific Peoples							
Asian							
Southeast Asian							
Chinese							
Indian							
Other Asian							
Middle Eastern							
Latin American							
African							
Other Ethnicity							
Not stated							
Total	0	0	0	0	0	0	0

CERTIFICATE OF ACCURACY

Reporting organisations will be provided with a standard form for their Champion to sign, attesting to the accuracy of their data. The signing of the certificate is also considered to be an important facet of peer accountability within the Champion group. This should be submitted along with the filled-out template. External auditing is not a requirement.

The certificate is available within the Measure Progress section of the Champions for Change website:

www.championsforchange.co.nz/measure-progress



Communicating with employees

Asking employees to provide their gender and ethnicity information as part of their HR record requires a considerate, professional and compassionate approach.

It may be useful to explain first why the request is being made, noting the organisation's commitment to diversity in leadership, and the creation of a workplace culture that is inclusive to all.

Some employees may be worried that they will be disadvantaged or negatively affected if they disclose their gender and ethnicity details. That is a natural response – people may be concerned that they will be treated differently by the organisation based on the responses they provide.

It's useful to front-foot any concerns, as part of the process of developing a culture of trust and inclusion. Some tactical ideas for increasing trust include:

- Celebrating different cultures so it becomes clear that diversity is of value
- Developing ongoing communication of the company's commitment to diversity and inclusion

- Ensuring you explain why the data is being collected, what is going to be done with it and who will have access to it
- Explaining that the information will assist the organisation meet the diverse needs of staff
- Reporting of results of efforts to improve diversity at all levels
- Sharing examples of where understanding the composition of staff has led to a positive change.

In terms of specific employee concerns, employees should be reassured that:

- They are under no obligation to provide any personal information that they do not want to
- All information provided will be held in confidence and according to the requirements of the Privacy Act 1993
- There is the opportunity to view and change their data at any time.

Proposed copy for introducing the diversity reporting initiative to employees:

As a member of Champions for Change, diversity and inclusion are vital areas of focus for **<insert organisation>**. We are dedicated to creating a better workplace for generations to come – one where all New Zealanders can feel safe and valued in their workplace and wider community.

We are committed to measurement as an important part of our own accountability. By understanding who currently makes up our workforce, we can then look to identify gaps in representation and act to ensure everyone gets a fair and equal opportunity to grow, contribute and succeed.

You are under no obligation to provide any personal information that you do not wish to share. All information provided will be held in confidence and according to the requirements of the Privacy Act 1993, and any reporting will be conducted at an aggregated, company-wide level only.

As both gender and ethnicity are matters of personal identification, you can change your own data at any time and can do so by **<insert company process>**.

We value you as a unique individual and look forward to learning more about our people. Thank you in advance for considering the following questions.



Resources and support

FAQ'S

SUBMITTING DATA

The below templates are essential documents required as part of the reporting process.

- Diversity Reporting Data Submission Template
- Certificate of Accuracy.

Both templates can be accessed within the Measure Progress section of the Champions for Change website: www.championsforchange.co.nz/measure-progress

REPORTING PROCESS

At what point do new Champion for Change organisations need to start reporting on gender and ethnicity?

New Champion organisations must be ready to report on gender within the first year of signing up to the initiative. They will then have a 1-2 year lead time to report on ethnicity.

What is the reporting period?

The reporting period refers to the 1 April – 31 March year within which the workplace profile snapshot is taken. It is recommended that the workplace snapshot of data is taken on or near the same date annually for each organisation.

Is there a minimum required completion rate?

The Reporting Partner, McKinsey & Company, recommend a minimum completion rate or representative sample of 70%. Data collected that does not reach this threshold will be reviewed on a case-by-case basis and should still be submitted.

Where do I submit the data to?

Completed data sets should be emailed, along with the signed Certificate of Accuracy, to championsforchange_NZ@mckinsey.com and champions@globalwomen.org.nz.

Will our data be stored securely, and has the processing organisation signed a privacy waiver?

Yes, please refer to the Privacy Statement on p.15 for full details regarding data storage and privacy.

Why does the Champion have to sign the Certificate of Accuracy?

All Champions have committed their organisations to the diversity reporting project and have taken on the responsibility for their data. Peer accountability is a key component of the initiative and by signing the certificate each Champion is verifying both the accuracy of the data and their intended commitment to share with the Champions group.

At what level will our data be shared?

It was agreed that year one data (2018) would be shared to the market at an aggregate level only. Individual company data will be shared within the Champion group but is to be considered strictly confidential. The decision for year two data sharing will be made by participating reporting Champions once the 2018-2019 data is available.

Some employees do not want to provide certain details. Do they have to?

No. All employees must be given the option to select 'I prefer not to answer'.

Who do I contact if I have a question?

Please contact the Global Women reporting lead, details provided on p.17.



DIVERSITY REPORTING FRAMEWORK

WORKFORCE & MANAGEMENT CATEGORIES

How should we approach the management categories if our internal categories don't exactly align with the standardised suggestions?

Each organisation will need to ascertain for itself how its structures fit into this framework and apply the same logic to ensure consistent results over time.

Some organisations may not have all manager categories represented in their workforce and should therefore leave blank categories that are not represented. This could be the case for organisations that may not necessarily have a Board structure, such as a government department or a professional services firm. Alternatively, if the manager category exists, but there are no employees in that category, then the category should be marked with a '0'.

What should we do if we don't have a Board?

As above, if an organisation does not have a Board structure, this category should be left blank.

Our Board is based overseas, do we still include their data?

Yes. Data is required for New Zealand-based employees only, except in the case of the Board where data for overseas-based Board members should be supplied.

How should we approach employees that fit across more than one management category?

All employees should only be counted once; place them in the most senior category only. For example, where an individual is both a KMP and a board member, count them as a board member only.

Our organisational hierarchy is partner-based, how do we adapt our partners and leadership teams to the provided management categories?

The year one Champion organisations that operate a partner-based hierarchy agreed the following:

Deloitte, EY, KPMG and PwC agreed to place their Executive Management personnel within the KMP category, with all other Partners to be counted within the Other Exec's/GM category.

Bell Gully, MinterEllisonRuddWatts and Russell McVeagh agreed to leave the KMP category blank as they do not have employees that fit this category. They have placed all Partners, including their Executive Management personnel, in the Other Exec's/GM category.

ETHNICITY

We want to offer our employees more ethnicity options than those which are given at Stats NZ Level 2

This is acceptable as long as those additional ethnicities are rolled up into the appropriate Stats NZ Level 2 classifications when submitting the data. We recommend using Stats NZ resources: <http://archive.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/ethnicity.aspx> to ensure that the ethnicities are rolled correctly.

What do we do if the ethnicity data provided by our employees doesn't exactly match those given at Stats NZ Level 2?

You are recommended to use the Stats NZ complete classification sheet: <http://archive.stats.govt.nz/~media/Statistics/surveys-and-methods/methods/class-stnd/ethnicity/ETHNIC05-v2-classification-all.xlsx> to determine which Level 2 group any non-listed ethnicities should be recorded as.

Which classification does the response 'New Zealander' fit into?

If your employees have not selected a classification from the list provided but have instead provided the free text response of 'New Zealander', this should be grouped under the 'Other Ethnicity' classification.

Why do our ethnicity totals add up to a number over 100%?

Because employees are encouraged to select up to three ethnicities, the total of all ethnicities may exceed the total number of employees. It is expected that the total percentage of ethnicity responses per group will likely equate to a figure that is greater than 100%.

Are ethnicity selections preferential (i.e. primary ethnicity, secondary ethnicity)?

No. All ethnicity selections are treated equally. Employees should not be asked to prioritise their responses, and employers need not weight responses in any way.



The Privacy Act

Each organisation will need to ensure that the way data is collected, stored and used for employees and Board members complies with the Privacy Act 1993: <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>.

Some key considerations include (but are not limited to):

- Employees and Board members must consent to their information being collected and used for the Initiative
- The purpose for which the information intends to be collected, stored, and used must be communicated
- Personal information must only be collected from individuals themselves and no other source - Collection must be done by lawful means
- Information must be stored securely and safeguarded from loss, access, use, modification or disclosure
- Individuals have the right to access all personal information that the organisation holds about them.

Organisations may be required to comply with legal obligations, in addition to those listed above. Organisations must comply with all other legal obligations, particularly those under the Employment Relations Act 2000 and the Human Rights Act 1993 in relation to discrimination. This is particularly relevant to recruitment processes. It is recommended that each organisation seek independent legal advice. Further information on managing employees' information can be found at www.privacy.org.nz.

Privacy Statement for Champion organisations

Please note, the privacy statement details below are relevant only to those organisations reporting through the formal Champions for Change reporting process as a Global Women partner organisation. Other organisations, outside of the Champions group, who are also using this framework should consider the points below, however they may or may not be relevant.

Request for anonymised information

On behalf of the Champions for Change Initiative, Global Women has asked member organisations to provide certain statistical information about their organisation's workforce for the purpose of promoting, educating and reporting on the diversity of New Zealand's workforce.

The information that Global Women is seeking from member organisations as part of the survey includes the gender, ethnicity, work category and job type of all employees within their organisation.

Participating organisations can provide the information in an aggregated form or as individual line items but must ensure that it is provided in an anonymised form.

The information is provided by member organisations on a voluntary basis.

Use of the Information

By providing the information, member organisations are deemed to have authorised Global Women and its reporting partner organisation, McKinsey Pacific Rim, Inc. (Reporting Partner) to use and disclose the information in accordance with the following terms:

- information will only be used for learning, educating and reporting purposes within the Champions for Change Initiative;
- information will only be shared with member organisations on a confidential basis for the purposes outlined in this Privacy Statement;
- any external publication of reporting data will be subject to the prior approval of all participating organisations.



DIVERSITY REPORTING FRAMEWORK

By participating in the Champions for Change Initiative, member organisations are also deemed to have agreed to keep confidential all information received by it in connection with the diversity reporting and will only use and/or disclose that information if such use or disclosure is approved by all participating organisations.

Personal Information – important risk factors for participating organisations to consider

Global Women takes privacy seriously and is committed to ensuring the protection of individual privacy.

As it is anonymised, the information requested is not “personal information” for the purposes of the Privacy Act 1993 (Privacy Act) - meaning information about an identifiable individual.

If a participating organisation is providing a small or exceptionally unique dataset, there is a possibility that publicly available information could be used in connection with the published survey information to identify a particular individual. To the extent that this is a risk, participating organisations are responsible for ensuring that disclosure of the information to Global Women complies with their internal privacy policy and does not breach any of their obligations under the Information Privacy Principles set out in the Privacy Act.

Participating organisations will at all times remain responsible to their employees for ensuring compliance with the Privacy Act 1993, and Global Women accepts no liability in relation to the use and disclosure of the information collected or any reports, announcements or statements in relation to the information provided or the survey itself.

Storage and Handling

Global Women is committed to handling the information you provide responsibly.

The information will be collected by Global Women, then provided to and held by our Reporting Partner on behalf of Global Women.

In providing those services, Reporting Partner will:

- keep all information provided to it as confidential;
- not use the information for any purpose other than providing the services to Global Women; and
- not disclose the information to any third party without our consent.

As part of normal business operations (e.g. backing up systems and business continuity), the information may be stored on servers in overseas web hosting facilities. Reporting Partner accepts no liability in relation to the use and disclosure of the information provided or any reports, announcements or statements in relation to the information provided or the survey itself.

The information shall be retained by Global Women for as long as required for the purpose for which it was collected and may lawfully be used.

Additional resources

Collecting gender data

The below sites may be useful as additional reference points but are optional reading only.

- Statistics NZ Statistical Standard on Gender Identity: <http://archive.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/gender-identity.aspx>
- Human Rights Commission’s report To Be Who I Am : https://www.hrc.co.nz/files/5714/2378/7661/15-Jan-2008_14-56-48_HRC_Transgender_FINAL.pdf and fact sheet for employers: <https://www.hrc.co.nz/files/5214/2378/4839/TGI-Fact-Sheet-F.html>
- www.rainbowtick.co.nz

Collecting ethnicity data

The below sites may be useful as additional reference points but are optional reading only.

- Statistics NZ Classification Code Finder: http://www.stats.govt.nz/tools_and_services/ClassificationCodeFinder.aspx
- Ariā: Use Ariā to find and download concepts and definitions, classifications, concordances, and standards used for data and statistical activities across government: <http://aria.stats.govt.nz/aria/>
- Statistics NZ Ethnicity Classification Levels: <http://archive.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/ethnicity.aspx>



Acknowledgements

Champions for Change is convened and supported by Global Women, and Co-Chaired by two Champions – currently David McLean, CEO Westpac, and Michele Embling, Chair PwC.

The initial Diversity Reporting Framework was developed in 2017, with the generous support and input of Champion organisations.

McKinsey & Company has continued to provide support as the group's official reporting and capability partner, drawing on their global expertise in the area.

We are grateful for the opportunity to collaborate on this shared project, and we thank all parties who have made this inaugural diversity report possible. Thank you.

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