



Women In Automotive Accord - Help and Resources

Here are some tips and resources on completing the Women in Automotive Accord for the first time. Your task is to complete an action plan for your organisation, documenting the actions your organisation will take over the coming 12 months to deliver on the 7 principles of the Accord. Below we have outlined some useful explanations, links, and resources to help you in your journey to complete the Accord.

Accord Principle 1: Accord Member Organisations have a Diversity and Inclusion Policy

Why this is important: Having a diversity and inclusion policy provides a clear framework and guidelines for fostering a supportive and equitable workplace culture. It ensures that diversity and inclusion efforts are consistently applied and integrated into your organisations practices.

Tips and Resources: Here are some Diversity and Inclusion policies from other organisations, large and small, so you can see what others are doing:

- [Diversity and Inclusion Policy and Standard.pdf \(downergroup.co.nz\)](#)
- [Diversity-Policy.pdf \(sparknz.co.nz\)](#)
- [Cycling-New-Zealand-Diversity-Equity-Inclusion-Policy.pdf \(cyclingnewzealand.nz\)](#)
- [Diversity-Inclusion-Policy-2021.pdf \(precinct.co.nz\)](#)
- Here is a policy template that Sport NZ created for participating organisations which you might like to adapt.
- [policy-5-equality-diversity-and-inclusion-3_6.pdf \(sportnz.org.nz\)](#)

Accord Principle 2: Accord Member Organisations seek out opportunities to include women and encourage diverse views

Why this is important: Intentionally seeking out the views of women and encouraging diverse perspectives enriches decision-making processes, leading to more innovative solutions and better outcomes.

Tips and Resources:

- Provide public speaking opportunities for female employees, both internally and externally.
- Make sure there are networking opportunities in your company that allow everyone a chance to engage with senior management.
- Invite inspirational women to speak at the office and encourage all employees (and genders) to attend.
- Lastly, if your company is invited to participate in a panel, check to ensure its balanced and women are included in the speaking line up. Talk with organisers about female representation. Empower women by giving them a voice and making sure they are heard.



Accord Principle 3: Accord Member Organisations take steps to know and address any gender pay gaps

Why this is important: Addressing gender pay gaps is crucial for promoting fairness, equality, and inclusivity within your organisation. By identifying and rectifying disparities, companies demonstrate their commitment to valuing all employees equally, fostering a more engaged workforce and enhancing your overall reputation.

Tips and Resources: Check out the Ministry for Women resources on gender pay gap – this includes helpful guides and calculators on understanding and measuring your gender pay gap

- [What can employers do? | Ministry for Women](#)
- www.mindthegap.nz

Accord Principle 4: Accord Member Organisations create safe and inclusive physical environments

Why this is important: Designing safe and inclusive workplace environments is essential for ensuring the well-being and productivity of all employees. It cultivates a culture of trust, respect, and belonging.

Tips and Resources:

- Consider new mothers. If they are still breastfeeding when returning to the workplace they might require a private space to express and store milk
- Check all areas of the premise uphold professional standards. Ensure the workplace is welcoming of women. Put yourselves in the shoes of a daughter, sister or niece – would they feel comfortable working at your workplace?
- If staff are required to arrive/leave work when its dark outside, make sure carparks are well-lit for safety
- Ensure bathrooms have suitable amenities to dispose of feminine hygiene products
- Involve both men and women when planning company social events to ensure an experience everyone will enjoy
- Ensure pathways exist for staff to safely report inappropriate behaviour if it occurs. EAP provides a confidential whistleblower service for businesses.

Accord Principle 5: Accord Member Organisations can demonstrate a commitment to growing and retaining their female talent

Why this is important: Demonstrating a commitment to growing female talent not only promotes gender equality but also harnesses the full potential of the workforce. It helps attract and retain top talent.



Tips and Resources:

- Implement recruitment policies that stimulate gender diversity:
- Ensure your job adverts reflect that you are open to receiving applications from anyone. If possible, include a photo of women employee(s) in the advert and on your website.
- Check that the language you use in your job adverts appeals to everyone. You can do this for free here: www.gender-decoder.katmatfield.com
- Advertise your job vacancy on social media which allows you to target women in your region.
- Connect with your local secondary school, polytechnic and MITO – Te Pūkenga. They can connect you to school leavers and jobseekers.
- When interviewing at your workplace involve a female employee to assist.
- As part of their induction, consider buddying them with one of your female employees.

Here's a few other fact sheets and guides which can assist:

- <https://globalwomen.org.nz/wp-content/uploads/2018/11/GW008-Factsheet3-RecruitingforGenderDiversity-v2.pdf>
- **Implement flexible working practices:** Flexible working is a key enabler for women in the labour market. Many jobs can be designed outside traditional working patterns to enable employees with external responsibilities to still be able to fully contribute. Some common practices include placing limitations on the hours that meetings can be organised; options to work at home where possible; flexible start and finish times; parental leave flexibility rather than full time leave and using technology to enable workers to fully participate in meetings while out of the office.

Here's a few other fact sheets and guides which can assist:

- <https://www.employment.govt.nz/workplace-policies/productive-workplaces/flexible-work/>
- <https://diversityworks.nz/media/1356/1218-top-tips-flexibility.pdf>
- **Establish a mentoring program.** Pair someone at a higher level of leadership with a more junior female to provide general advice and guidance and to support their career goals. A survey by [Robert Walters](#) showed 78% of New Zealand professionals think that a mentor or sponsorship program is a key driver to facilitate women in their careers.

Here's a guide on mentoring which can assist:

- <https://www.womenandleadership.co.nz/emp/>

Here's a Case Study which can assist:

- <https://diversityworks.nz/case-studies/2022-diversity-awards-nz/inclusive-workplace-fisher-paykel-healthcare/>



- Provide professional development opportunities. Invest in professional development programs specifically tailored to women to help them grow and advance in their careers. Implement regular performance and development conversations.

Accord Principle 6: Accord Member Organisations have a parental leave policy in place. They make their policy publicly available to view on the NZ parental leave register at gocrayon.com

Why this is important: Having a parental leave policy in place supports employees in balancing their work and family responsibilities, promoting employee well-being and retention. Making it publicly available enhances transparency, builds trust with employees, and can enhance your employer brand proposition by signalling a commitment to supporting work-life balance and family-friendly practices.

Tips and Resources: Check out [Crayon \(gocrayon.com\)](http://Crayon (gocrayon.com)) for tips and resources and to register your parental leave policy on the Crayon register

Accord Principle 7: Accord Member Organisations walk the talk on diversity. They champion the Kaupapa of Women in Automotive New Zealand and take actions to grow the movement

Why this is important: Authentically championing the Kaupapa of Women in Automotive New Zealand is essential for promoting gender diversity and inclusion within the automotive industry.

Tips and Resources:

AA New Zealand is a great example of a leading Automotive business who walks the talk on diversity. They champion the Kaupapa of Women in Automotive New Zealand and take actions to grow the movement.

Here's an insight into some of the steps they have taken:

- They Pledged Support for Women in Automotive NZ and then proudly celebrated it on their social platforms and internal magazine.
- They updated automotive recruitment ads to be more inclusive and encourage women to apply.
- They are working with Women in Automotive NZ to share publicly the career success stories of women within their organisation, to inspire the next generation of female automotive professionals and highlight areas that need addressing.
- They have launched an internal Women and Automotive focus group within their organisation whose purpose is to better understand how they can better support women currently in automotive roles; along with those applying for vacant AA roles during the interview process and after their start date.
- They proudly hire women into senior level roles
- They are building a culture that proudly supports and builds awareness for women and their needs



AA New Zealand

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