



**EQUALITY
CERTIFIED**

The Equality Mark Certification

Application Form

www.ncpe.gov.mt

1. Details of the Organisation

Name of Organisation

Trading Name(s)
(if applicable)

Business Address

Telephone Number Fax Number

E-Mail Address

Company Reg. No.

Head of Organisation

Contact person
(if different from above)

Designation

Telephone Number Fax Number

E-Mail Address

1.1 Type of Organisation *(tick where applicable)*

Limited Liability Company

Public Corporation / Authority

Cooperative

Partnership

Other (please specify)

1.2 Type of Business Sector *(tick where applicable)*

- Manufacturing, Mining and Quarrying and Other Industry
- Construction
- Financial and Insurance Activities
- Information and Communication
- Real Estate, Renting and Business activities
- Professional, Scientific, Technical, Administration and Support Service Activities
- Wholesale, Retail Trade, Transportation and Storage, Accommodation and Food Service Activities
- Public Administration, Defence, Education, Human Health and Social Work Activities
- Agriculture, Forestry and Fishing
- Other (please specify)

2. Business Objectives

Nature of Business *(use additional sheets if necessary)*

Mission Statement / Summary of business objectives

Provision of Goods and Services

If relevant, please specify the type of goods/services provided and your clientele.

3. Organisational Structure

Organisation chart

Kindly attach a chart of your organisation depicting the various designations and the distribution of male and female employees in each level of the organisation.

Number of persons employed:

Full-Time *Male* *Female* *Other*

Part-Time *Male* *Female* *Other*

Reduced hours *Male* *Female* *Other*

Other status
(please specify) *Male*

Other status
(please specify) *Female*

Other status
(please specify) *Other*

Total number of employees

4. Reasons for Applying

Briefly explain your motivation for applying for this certificate.

Outline any previous incentives/activities that the organisation has been involved in to promote gender equality at the workplace.

5. Documentation Checklist

The following is a list of documents that you will need to provide as proof that the required measures/activities for the Equality Mark Certificate have been carried out. The Equality Mark representative will help you in compiling these documents as necessary.

Equality Policy document

Sexual Harassment Policy document

Document specifying internal reporting procedures
(if not included in policies above)

Standard Operating Procedures (SOP) specifying equal opportunities in recruitment and employment

Evidence showing that your last call for applications observed the commitment towards gender-equal opportunities

Signed Declaration that the organisation offers equal pay for work of equal value (may be included in policy or SOP)

Attendance Sheets of gender equality training (or PPT if relevant)

Attendance Sheets of any other training offered within the organisation demonstrating gender-equal opportunities

Measures to facilitate participation for training outside normal working hours/environment (see point 2.1.4)*

Workforce profiles/job descriptions are gender-neutral

Contact details of persons acting as equality representatives or part of an equality committee

Give evidence that the procedure for circulation of material/news/notices amongst employees is equal

List those ways that ensure that all employees are aware of the Family-Friendly Measures (FFM) offered and how to access them

Evidence that products and services are equally accessible to both genders

Commitment to consult with equality representative/committee on new policies/measures

List the current practices/measures to support employees to remain at/return to work (see point 2.1.5)*

Commitment to keep a record of those employees who have applied for FFM and any reason for refusal

Signed:

- 1. Data Protection Form
- 2. Employment Legislation Declaration

* Refers to points in the information document and guidelines for application.

6. Want to go a step further and become Equal Pay Certified?

If YES, your organisation will be required to input into the Equal Pay Tool data relating to your human resources. This data will be treated with strict confidentiality by the NCPE, and data relating to employees will be coded in such a manner that employees will remain anonymous.

This data will enable the Tool to measure whether, and to what extent, the pay practices within the company are in line with the principle of equal pay for work of equal value between women and men. For a definition of 'Equal Pay for Work of Equal Value Between Women and Men', and for more information on the Equal Pay Tool, please refer to point 2.3. in the Information Document.¹

6. Commitment

To the best of my knowledge, the information given in this application form, including accompanying documents, is correct and can be processed in accordance with the Data Protection Act.

Through this application, _____ (insert name of organisation) is making a commitment to implement the practices necessary for the Equality Mark Certification and that it will liaise with NCPE in order to ensure that these practices are monitored and maintained.

Name and Surname

Date

Signature

Official Stamp

7. For Office Use:

File No./Date

Accepted/Refused/
In Progress

¹ The Equal Pay Tool may have limitations as to the number of employees the company/organization utilizing the Tool has. If this is the case, the NCPE shall be in touch with your company/organization.



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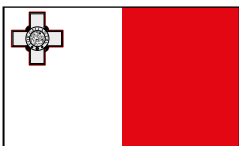


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