

SELF-ASSESSMENT CHECKLIST: GENDER EQUALITY CERTIFICATION (UNI/PdR 125:2026)

Working document for HR Managers and Steering Committees - Identifying gaps prior to the official audit.

● AREA 1: CULTURE AND STRATEGY (Weighting 15%)

Objective: To verify top management commitment and the dissemination of corporate values

- **Gender Equality Policy:** Does an official document exist, signed by Senior Management and communicated to all employees? Yes ☐ No ☐ In progress ☐
- **Strategic Plan:** Have measurable objectives (2026 targets) been defined for each area of the practice? Yes ☐ No ☐ In progress ☐
- **Training Plan:** Has training on gender stereotypes been delivered to more than 70% of the total workforce? Yes ☐ No ☐ In progress ☐
- **Communication:** Is there an internal/external editorial plan in place to promote inclusion? Yes ☐ No ☐ In progress ☐

● AREA 2: GOVERNANCE (Weighting 15%)

Objective: Organizational oversight and accountability.

- **Steering Committee:** Has a dedicated body (e.g., Equality Committee) been established with meeting minutes recorded at least quarterly? Yes ☐ No ☐ In progress ☐
- **Dedicated Budget:** Has a specific fund been allocated for Diversity & Inclusion activities? Yes ☐ No ☐ In progress ☐
- **Representation:** Does the presence of the under-represented gender within governing bodies meet the targets set by the practice? Yes ☐ No ☐ In progress ☐
- **Model 231 (Italian Legislative Decree 231/01):** Are risks related to discrimination mapped within the Organization and Management Model? Yes ☐ No ☐ In progress ☐

● AREA 3: HR PROCESSES (Weighting 20%)

Objective: Equity throughout the employee lifecycle.

- **Recruitment:** Are job descriptions written in gender-neutral language? Are candidate shortlists balanced (50/50)? Yes ☐ No ☐ In progress ☐
- **Performance Management:** Are evaluation criteria objective and free from biases related to physical presence or parenthood? Yes ☐ No ☐ In progress ☐
- **Onboarding:** Does the induction process include a specific module on the culture of inclusion? Yes ☐ No ☐ In progress ☐
- **Turnover Analysis:** Is the attrition rate monitored and broken down by gender and seniority? Yes ☐ No ☐ In progress ☐

● AREA 4: GROWTH OPPORTUNITIES (Weighting 20%)

Objective: Talent development and leadership.

- **Succession Planning:** Is there a talent mapping process in place that ensures equity in promotions to executive and senior leadership roles? Yes ☐ No ☐ In progress ☐
- **Mentorship/Coaching:** Are there active development programs designed to accelerate the careers of the under-represented gender? Yes ☐ No ☐ In progress ☐
- **Access to Training:** Are the training hours per capita equally distributed across genders? Yes ☐ No ☐ In progress ☐

● AREA 5: PAY EQUITY – PAY GAP (Weighting 20%)

Objective: Reduction of the economic gap and INPS (Italian National Social Security Institute) compliance.

- **Gap Analysis:** Has an analytical report been produced regarding the pay difference for equivalent job levels (Gender Pay Gap)? Yes ☐ No ☐ In progress ☐
- **Variable Pay:** Are the criteria for awarding bonuses and MBOs (Management by Objectives) transparent and monitored? Yes ☐ No ☐ In progress ☐
- **INPS Exemption:** Has the procedure for requesting the 1% social security contribution exemption been verified within the 2026 deadlines? Yes ☐ No ☐ In progress ☐

● AREA 6: PARENTHOOD AND WORK-LIFE BALANCE (Weighting 10%)

Objective: Wellbeing and work-life integration.

- **Corporate Welfare:** Are there specific benefits to support parenthood (childcare, bonuses, dedicated services)? Yes ☐ No ☐ In progress ☐
- **Flexibility:** Is there a non-discriminatory Smart Working (Remote Work) or flexible hours agreement in place? Yes ☐ No ☐ In progress ☐
- **Return-to-Work Support:** Is there a "re-onboarding" procedure for those returning from long-term leave (e.g., maternity/paternity or parental leave)?
Yes ☐ No ☐ In progress ☐

MATURITY RATING CALCULATION

For each item, assign 1 point for "YES", 0.5 for "IN PROGRESS", and 0 for "NO".

Total Score: _____ / 21

Readiness Percentage: _____ %

- **0-40% - Basic Level:** The company is at risk of non-compliance. Urgent intervention in HR processes is required to meet the minimum certification requirements.
- **41-70% - Intermediate Level:** Solid structure in place, but lacks strong documentary evidence for the audit.
- **71-100% - Advanced Level:** The company is ready for certification and for claiming tax benefits.