

ACCORD SURVEY 2023

GUIDE

May 2023



**Te Kāhui
Whaihanga
New Zealand
Institute of
Architects**



**association of
consulting and
engineering**

GUIDE TO SUBMITTING DATA

INTRODUCTION

We know that collecting demographic data can be tricky, which is why we're probably giving you more information that you need, however we think the more alignment we can get on key definitions the easier this process will be for you and the better the data will be across our industries.

You'll notice we have kept consistency across many of the questions, however as we evolve there is additional data we need to collect to ensure we set a baseline to support our industries to evolve too. You'll see we've included questions on disability and neurodiversity and questions that will help us get a baseline against the [six success measures](#) in our [Diversity Agenda strategy](#).

Question specific resources are linked throughout the document. Additionally, as a general resource, the link below covers Talia Richie from Tonkin & Taylor running through the Diversity, Equity, Inclusion and Belonging survey Tonkin & Taylor commissioned – including the questions they asked, insights gathered, and how they communicated the findings back to their people.

[Watch video here](#)

Have any further questions? Don't hesitate to contact FCB/SIX datanz.sm@fcb.com or charlotte@diversityagenda.org directly

SURVEY QUESTIONS

<p>Gender Diversity in the workforce</p> <p>We are asking this question to understand gender diversity across different leadership levels as well as at a broad firm level. This year we have further broken leadership down into Senior and People Leadership.</p> <p>We are asking you to provide the number of your employees by the gender with which the employee associates.</p> <p>This section is mandatory.</p> <p>Definitions</p> <p>Senior Leadership: <i>Employees who have authority and responsibility for planning, directing and controlling the activities of your organisation. This includes Board Members, Key Management Personnel, General Management or Other Executives</i></p> <p>People Leadership: <i>Employees who are charged with defined functions, departments or outcomes. They plan, organise, direct, control and coordinate an operational function. This includes People Leaders, Senior Management or Other Management</i></p> <p>General Staff: <i>Employees who aren't Senior or People Leadership</i></p> <p>Gender Diverse: <i>An umbrella term used by some people who identify outside of the male/female gender binary</i></p>
<p>What number of your Senior Leadership identify as the following gender?</p> <ul style="list-style-type: none">- Man, Woman, Gender Diverse, Other Identification, Not Stated
<p>What number of your People Leadership identify as the following gender?</p> <ul style="list-style-type: none">- Man, Woman, Gender Diverse, Other Identification, Not Stated
<p>What number of your General Staff identify as the following gender?</p> <ul style="list-style-type: none">- Man, Woman, Gender Diverse, Other Identification, Not Stated
<p>Māori in the workforce</p> <p>We are asking this question to understand Māori representation across different leadership levels as well as at a broad firm level. This year we have further broken leadership down into Senior and People Leadership.</p> <p>This section is mandatory.</p>
<p>What number of your Senior Leadership identify as Māori?</p>
<p>What number of your People Leadership identify as Māori?</p>
<p>What number of your General Staff identify as Māori?</p>

Pacific Peoples in the workforce

We are asking this question to understand Pacific representation across different leadership levels as well as at a broad firm level. This year we have further broken leadership down into Senior and People Leadership.

This section is mandatory.

What number of your Senior Leadership identify as a Pacific Person?

What number of your People Leadership identify as a Pacific Person?

What number of your General Staff identify as a Pacific Person?

Neurodiversity in the workforce

We are asking this question to understand the representation of neurodiverse individuals at Accord Signatories and the support that is in place for them. This information will help us understand the needs of this population and create a more inclusive and welcoming environment for everyone regardless of their neurodivergent status.

This section is optional, so if you do not currently gather this information or would prefer not to answer, there is an option to skip.

Definitions

Neurodiversity: *A term used to describe neurological differences in the human brain. Some examples of types of neurodiversity include autism, dyslexia, ADHD, and dyscalculia. Although these are examples of types of neurodiversity, a person does not need to be medically diagnosed to consider themselves neurodiverse*

Although neurodiversity is an emerging term, with no universally agreed upon definition yet, there are resources to guide and understand what neurodiversity is.

[Te Pou](#) have a page on Neurodiversity on understanding neurodiversity

[Diversity Works 2022 Survey Report](#) has a section on neurodiversity

What number of your Total Workforce identify as Neurodiverse?

What training and resources do you have in place to support your neurodiverse workforce?

LGBTQIA+ in the workforce

We are asking for the number of your employees that identify as LGBTQIA+.

We are asking this question to understand the representation of LGBTQIA+ individuals at Accord Signatories and the support that is in place for them. This information will help us to both understand the support that is in place for this community and to create a more inclusive environment for everyone.

This section is optional, so if you do not currently gather this information or would prefer not to answer, there is an option to skip.

Definitions

LGBTQIA+: An acronym that stands for lesbian, gay, bisexual, transgender, queer, intersex, asexual, and more diverse sexualities and genders

What number of your Total Workforce identify as LGBTQIA+?

What training and resources do you have in place to support your LGBTQIA+ workforce?

Disabilities in the workforce

We are asking this question to understand the representation of individuals with disabilities at Accord Signatories and the support that is in place for these individuals. This information will help us to create a more inclusive environment in the industry for everyone.

This section is optional, so if you do not currently gather this information or would prefer not to answer, there is an option to skip.

Definitions

Disability: A disability may include a hearing, vision, physical, intellectual, psychological/psychiatric, speaking, learning, developmental delay or memory impairment. The questions below are aligned with [Stats NZ's 2023 Census](#) question, which is used to select the sample for the 2023 New Zealand Disability Survey.

Long-term condition: Stats NZ defines a long-term condition as an ongoing or recurring condition that can have a significant impact on your life. A temporary condition that you expect to make a full recovery from is not considered a long-term condition.

Employment New Zealand has some useful resources and guidelines on disability definitions [here](#)

What number of your Total Workforce have a disability, long-term condition, or mental health condition that limits their ability to carry out everyday activities?

What training and resources do you have in place to support your employees that have a disability, long-term condition, or mental health condition that limits their ability to carry out everyday activities?

Gender Pay Gap

In this question we are asking for your firm's Gender Pay Gap and Gender Pay Equity Gap as a percentage. It's important to identify, measure, and understand pay gaps so that they can be closed.

To report results that can be compared against the national average, we have aligned with Stats NZ's calculation of a pay gap. For detailed guidelines on collecting pay gap data for your firm, see Stats NZ's [Organisational gender pay gaps - Measurement and analysis guidelines](#)

This section is mandatory.

Definitions

Gender Pay Gap: The gender pay gap is a way to understand the differences in pay (salaried and waged employees) for males and females. It uses income received from jobs, rather than the total income available to males and females. New Zealand's national gender pay gap is based on median hourly earnings, so using the median hourly pay in your own firm will allow you to compare your results to the national measure.

Statistics New Zealand recommends:

1. Calculate hourly pay for each employee (if pay is very stable, you may want to base this on annual salary or if not stable, using the most recent pay period)
2. Calculate median hourly pay for women (include employees who identify as gender diverse or any other identifications in this group) and men separately
3. Subtract median hourly pay for female pay from median hourly male pay, divide the result by median hourly male pay, then multiply by 100

Gender Pay Equity Gap: The equity gap calculation is based on the pay differences by gender on a like-for-like job roles basis. We recommend grouping employees using the roles and pay bands specific to your firm. To calculate we take the average of the gender pay gaps for each like-for-like job role in your firm.

What is your gender pay gap as a percentage?

What is your gender pay equity gap as a percentage?

Strategic Actions: Diversity Strategy

In this section we are asking questions around your firm's diversity strategy. This will help us understand how we are tracking towards Goal One of our 2025 Diversity Agenda Strategy: All firms have a diversity and inclusion strategy and goals to help achieve the Diversity Agenda strategy.

Does your firm have a diversity strategy in place?

Diversity strategies are processes and procedures that increase the diversity of a workforce. This could be a formal strategy/policy or if a small firm, may be relatively informal. (this question is mandatory)

**If respondents answer 'No', they will be asked*

- Does your firm plan to implement a diversity strategy by the end of 2025?

**If respondents answer 'Yes', they will be asked*

- What year was your firm's diversity strategy implemented? (this question is optional)

Strategic Actions: Māori Cultural Competence

In this section we are asking questions around your firm's cultural competence. This will help us understand how we are tracking towards Goal Two of our 2025 Diversity Agenda Strategy: All firms have taken action to develop their cultural competence in Te Ao Māori.

This section is mandatory.

Has your firm taken actions to develop Māori cultural competence?

There are a variety of ways to develop Maori cultural competence, if respondents answer yes, there is an opportunity to discuss the ways in which their firm is doing so.

**If respondents answer 'Yes', they will be asked*

What actions has your firm taken to develop Māori cultural competence?

- Offering Te Reo lessons either within the workplace or through an external provider
- Māori and English signage around the workplace
- Te Tiriti o Waitangi workshops
- Embedding tikanga (customs) at work
- Other (please specify)

Strategic Actions: Education Sector

In this section we are asking questions around your firm's relationships in the education sector. This will help us understand how we are tracking towards Goal Three of our 2025 Diversity Agenda Strategy: We have built relationships in the education sector to Māori, Pacific peoples, women+, and under-represented groups to enter the engineering and/or architecture industry. Additionally, it will give us visibility into existing relationships and opportunities for new relationships.

This section is mandatory.

Does your firm have relationships in the education sector to inspire Māori, Pacific peoples, women+, and under-represented groups to enter the engineering and/or architecture industry? (this question is mandatory)

**If respondents answer 'Yes', they will be asked*

Please provide detail on the relationships you have in the education sector to inspire Maori, Pacific peoples, women+, and under-represented groups to enter the engineering and/or architecture industry e.g. with what partners, the kind of relationship
(this question is optional)

Strategic Actions: Diversity & Inclusion Practise

In this section we are asking for examples of your firm's diversity and Inclusion Practices. This will help us understand how we are tracking towards Goal Four of our 2025 Diversity Agenda Strategy: We attract and retain talent by embedding diversity and inclusion best practice in everything we do.

As this may not be applicable for all firms, this section is optional.

Please provide examples of diversity and inclusion practices (if any) your firm has in place in order to attract and retain talent

Reflection

This section is optional.

We're committed to continuously improving the effectiveness of the work we do here at the Diversity Agenda, and we value your feedback as an integral part of this process. We'd appreciate it if you could take a few minutes to let us know what works well, what doesn't work well for your firm, and what areas your firm would like more support and guidance on in the future.

Respondents will have the opportunity to answer this open-ended question in a commentary box.