Competence Centre for Diversity & Inclusion (CCDI)

Data Requirements for
St.Gallen Diversity Benchmarking
&
Advance & HSG Gender Intelligence Report

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Contact

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1 Basic Information

Necessary data
Participating companies provide two data sets per year (for employees and for applicants) in a .csv or .xlsx file.

Reference date/period
Employee data is the data of all employees working in Switzerland employed as of 31 December of the past year. **Companies participating for the first time in 2020 – or who have not participated in the previous year – need to provide data from the past two years** (as of 31.12.2021 and as of 31.12.2020).

Application data (if available) should cover all applications received in the calendar year (e.g., between 1.1.2021 and 31.12.2021). Companies only need to send data for the previous calendar year. Even if you cannot provide application data, participating in the Benchmarking is still possible and can yield valuable analyses.

Employee and application data should be collected for **the same time period** (e.g., for 2021).

If your business year ends on another date, you may use this as the reference date. Please note this when you submit your company's data. In that case, please use the same time period for application data.

Employee ID
Data should be collected for each person (.csv or .xlsx format, one row per person). The data must be anonymized, which is best achieved by numbering. **It is very important for each person to have the same employee ID from year to year, so that data that tracks progress over multiple years (e.g. turnover, promotions) can be correctly assessed.**

If an employee holds several positions in your company, these should be indicated separately (one line per position). However, the unique employee ID is the same in each row.

Application data
Each row represents one job application. Therefore, there can be multiple rows per applicant if they applied for multiple positions within the same year.

Unavailable data
If certain data cannot be provided (e.g. applications), the corresponding cells should remain empty. This means some analyses will not be possible. We recommend to contact us if your company does not have all the required data available.

How to classify hierarchical levels according to the Federal Statistical Office (adopted from the instructions for Logib, the Swiss federal equal pay self-test tool)
To ensure the comparability of the various organizations, the professional position classifications of the Federal Statistical Office will be used. This will require a one-time effort,

since a code must be developed to classify a company's internal hierarchical levels according to FSO standards. This code can then be used for all future years.

If there is any uncertainty about how to conduct the classification, we would be glad to support you.

1 = Senior management

Director or involvement in executive management:
- Shaping or helping to shape policy at corporate level
- Responsibility or joint responsibility for the achievement of the company's goals
- Coordination of various management functions
- Responsibility for policy and achievement of objectives in a specific area

2 = Middle Management

Management of a department within the company, high level support roles:
- Responsibility for the planning and organization of a specific area
- Involvement in the development of long-term action plans

3 = Lower Management

Performance-oriented management of a sub-area, qualified support roles:
- Responsibility for carrying out tasks in own area of activity
- Involvement in planning and organization

4 = Lowest Management

Supervision of tasks according to specific instructions:
- Supervision of work in progress
- Occasional involvement in planning and organization

5 = No management function

Education

Please enter **the actual highest educational level** for every employee (and not e.g. the education and training typically required for the function being performed):

The effective highest completed level of training corresponding to one of the following definitions (depending on the actual business situation):

<u>Option 1</u>

<u>Option 2</u>

1 - Universities and institutes of technology (Uni, ETH)

1 - Master's degree

2 - University of applied sciences, university of teacher education or equivalent

2 - Bachelor's degree

3 - Higher vocational training with Federal PET diploma, advanced or master craftsman diploma, diploma from a technical college (TS), PET college, engineering college (HTL), business administration college (HWV), art and design college (HFG), Institut d'Études Sociales (IES) or equivalent

4 - Teaching certificate at various levels: primary teacher's training college (for teaching at pre-school, primary school, art and design, home economics) or equivalent

5 - Academic baccalaureate, vocational baccalaureate, specialized baccalaureate or equivalent

6 - Competed vocational education and training leading to a federal or cantonal certificate of proficiency, full-time vocational school, upper secondary specialized school, VET programme (Federal VET certificate – EBA) or equivalent

7 - In-house vocational training not recognized by the State Secretariat for Education, Research and Innovation (SERI)

8 - Compulsory schooling without professional qualification

For degrees received abroad, the code of the equivalent Swiss education should be used.

Additional information about returners from maternity leave and implemented diversity measures:
   a) **Return from maternity leave**: Two numbers are required
      1. How many women have terminated their maternity leave last year?
      2. How many of these women still work in the organization?

Survey "Implemented Diversity Measures": In addition to the employee data, companies fill out a survey on implemented diversity measures. The CCDI provides the link to the survey in a separate email.

2   Table with required data, including technical definitions of data format

ID	Description	Technical Definition	Format	Example	Comments
1	Employee ID	Unique ID for each employee	String (max. length: 10, only numbers and letters allowed)	XZ12367943	Should be replaced with a new ID, in order to guarantee anonymity of the data.
2	Gender	Employee's gender	Number ϵ [0;2]	1	0 - Male 1 - Female 2 – Other
3	Year of birth	Employee's year of birth	Year (4 digits: YYYY)	1973	
4	Nationality	Employee's nationality	String in format ISO 3166-2	CH	Only one nationality. In the case of dual citizenship: If the person has Swiss citizenship, then CH, otherwise one of the two nationalities.
5	Correspondence language	Employee's correspondence language	String in format ISO 639-1	de	
6	Hierarchical level	Whether the employee has a management position	Number ϵ [1;5]	3	See detailed description above
7.1	Type of position 1	Whether the employee is temporarily or permanently employed	Number ϵ [0;1]	1	0 - temporary 1 - permanent
7.2	Type of position 2	Type of employment	Number ϵ [0;3]	1	0 - Internship 1 - Apprentice 2 – Regular employment 3 – Other
8	Employment percentage	Employee's work-time percentage	Number (85% = 0.85), rounded to two decimal places	0.85	
9	Personnel responsibility	Does the employee have personnel responsibility?	Number ϵ [0;1]	1	0 - no personnel responsibility 1 - personnel responsibility
10	Date of entry	Last date the employee entered the company	Date string in format ISO 8601: YYYY-MM-DD	2012-01-01	Especially relevant for re-entries: Last time of entry.
11	Education	Employee's education	Number ϵ [1;8]	1	See detailed description above
a)	Return from maternity leave (record separately in an Excel): 1. How many women have terminated their maternity leave last year? 2. How many of these women still work in the organization?				

ID	Applicant	Technical Definition	Format	Example	Comments
B1	Initials	Anonymised initials of the applicant	String (max. length: 10, only letters and numbers allowed)	B101	Should be replaced with new initials, to guarantee data anonymity.
B2	Gender	Applicant's gender	Number ϵ [0;2]	1	0 - Male 1 - Female 2 - Other
B3	Management / Non-Management	Is the application for a managerial position or not?	Number ϵ [0;1]	1	0 – Non-Management 1 - Management

3   Checklist data requirements

☐ Did you include data for the last two years (if this is your first time participating)?

☐ Did you include all 11 data points per employee and all 3 data points (if available) per application?

☐ Is all information formatted correctly? (For example: nationality is a code consisting of two letters)

☐ Are employee IDs anonymized?

☐ Are there missing values?

☐ Did you document the classification key for the 5 hierarchical levels?

☐ Did you record two pieces of information on maternity leave?