

Ten tips for CEOs of SMEs and startups who wish to benefit from employing more women

1. **Avoid gender bias in job advertisements and recruitment processes**
2. **Use more images of women scientists and programmers on company websites**
3. **Create systems to avoid gender bias in pay-scales, performance appraisals and promotion processes**
4. **Encourage flexible working hours for all staff**
5. **Provide technical infrastructure (especially Internet access and laptops) for staff to work from home**
6. **Support initiatives to provide or share safe transport (such as shuttle services) between home and work**
7. **Provide well-lit and welcoming entrances to office spaces**
8. **Provide a comfortable working environment (including clean washrooms and appropriate disposal facilities for menstrual products) and let women contribute to decisions about how this is designed**
9. **Create roles where some technical staff can work only during daylight office hours**
10. **Encourage and support women to take on challenging projects and tasks.**



This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/).

This guidance note has been prepared by TEQtogether in collaboration with COMSATS University, Islamabad, and the [Inter-Islamic Network on IT](https://www.interislamicnetwork.org/). It is based on existing good practices, and more details on these principles can be found at <http://teqtogether.org>. Please feel free to use and share this information.