



Date Created: 20-12-2022



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 20-12-2022

# 2021 - 22 Gender Equality Reporting

## Submitted By:

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# #Workplace Overview

## Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

**Recruitment:** Yes

Policy

**Retention:** No

Not a priority

**Performance management processes:** No

Not a priority

**Promotions:** Yes.

Policy

**Talent identification/identification of high potentials:** No

Not a priority

**Succession planning:** Yes

Policy

**Training and development:** Yes

Policy

**Key performance indicators for managers relating to gender equality:** No

Not a priority

2. Do you have formal policy and/or formal strategy in place that support gender equality overall?

No

Not a priority

3. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing Bodies

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

# #Action on gender equality

# Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

No

Salaries set by awards/industrial or workplace agreements

2. What was the snapshot date used for your Workplace Profile?

2021-06-30

3. **Voluntary question: Does your organisation publish its organisation-wide gender pay gap?**

Yes

Shared internally with governing body members; Other

**Other:**

4. **Voluntary question: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?**

Yes

5. **If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.**

## Employer action on pay equality

1. **Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**

No

Salaries set by awards/industrial or workplace agreementsSalaries for SOME employees (including managers) are set by awards or industrial agreements and there is NO room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)

2. **For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?.**

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

## Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace?  
No  
  
Not a priority
2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?  
No  
Not a priority
3. On what date did your organisation share your previous year's public reports with employees and shareholders?
4. Voluntary question: Have you shared previous Executive Summary and Benchmark reports with the governing body?  
Yes  
4.1 On what date did your organisation share your previous year's public reports with shareholders?  
2022-02-28
5. Have you shared previous Executive Summary and Benchmark reports with the governing body?  
Yes
6. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## #Flexible Work

### Flexible Working

1. Do you have a formal policy and/or formal strategy on flexible working arrangements?  
Yes

## Strategy

**1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:**

**A business case for flexibility has been established and endorsed at the leadership level**

**The organisation's approach to flexibility is integrated into client conversations**

Yes

**Employees are surveyed on whether they have sufficient flexibility**

**Employee training is provided throughout the organisation**

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

**Targets have been set for engagement in flexible work**

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

**Leaders are held accountable for improving workplace flexibility**

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

**Targets have been set for men's engagement in flexible work**

**Team-based training is provided throughout the organisation**

**Other:**

**2. Do you offer any of the following flexible working options to MANAGERS in your workplace?**

**Carer's leave:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Compressed working weeks:** Yes

SAME options for women and men

Informal options are available

**Flexible hours of work:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Job sharing:** No

Not aware of the need

**Part-time work:** Yes

SAME options for women and men

Formal options are available

**Purchased leave:** No  
Not a priority

**Telecommuting (e.g. working from home):** Yes  
SAME options for women and men

Informal options are available

**Time-in-lieu:** No  
Not a priority

**Unpaid leave:** Yes  
SAME options for women and men

Formal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

4. **Voluntary question: Has your organisation implemented an 'all roles flex' approach to flexible work?**

Don't know / Not applicable

5. **Did you see an increase, overall, in the approval of formal flexible working arrangements for your workforce compared to pre-COVID-19?**

No

6. **Voluntary question: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?**

Not applicable

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

# #Employee Support

## Paid Parental leave

1. **Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?**



No

1. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

## Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes

Strategy

2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

- 2.1. Employer subsidised childcare

No

Not aware of the need

- 2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Not aware of the need

- 2.3. Breastfeeding facilities

No

Not aware of the need

- 2.4. Childcare referral services

No

Not aware of the need

- 2.5. Coaching for employees on returning to work from parental leave

No

Not aware of the need

- 2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

Currently under development

**Estimated Completion Date:**

- 2.7. Internal support networks for parents

No

Not aware of the need

**2.8. Information packs for new parents and/or those with elder care responsibilities**

No

Not aware of the need

**2.9. Parenting workshops targeting fathers**

No

Not aware of the need

**2.10. Parenting workshops targeting mothers**

No

Not aware of the need

**2.11. Referral services to support employees with family and/or caring responsibilities**

Yes

Available at ALL worksites

**2.12. Support in securing school holiday care**

No

Not aware of the need

**2.13. On-site childcare**

No

Not aware of the need

**2.14. Other details: Yes**

Individually assessed: Support may include financial assistance or referral to available support networks

**Provide Details:**

**3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

## **Sex-based harassment and discrimination**

**1. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?**

Yes

Policy

**1.1 Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?**

Yes

**2. Do you provide training on sex-based harassment and discrimination prevention to the following groups?**

**All employees:** Yes

Varies across business units

**All managers:** Yes

Every three years or more

**3. If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.**

## Family or domestic violence

**1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

Yes

Policy

**2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

**A domestic violence clause is in an enterprise agreement or workplace agreement**

No

**Confidentiality of matters disclosed**

Yes

**Protection from any adverse action or discrimination based on the disclosure of domestic violence**

Yes

**Employee assistance program (including access to psychologist, chaplain or counsellor)**

Yes

**Emergency accommodation assistance**

Yes

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

Yes

**Flexible working arrangements**

Yes

**Offer change of office location**

No

Other

**Other:** No available options for alternate work locations

**Access to medical services (e.g. doctor or nurse)**

Yes

**Training of key personnel**

Yes

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

No

Currently under development

**Estimated Completion Date:**

**Access to paid domestic violence leave (contained in an enterprise/workplace agreement)**

No

Other

**Other:** Individually assessed. Financial support (paid special leave) provided on a case by case basis

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**Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)**

No

Other

**OtherDetails:** Individually assessed. Financial support (paid special leave) provided on a case by case basis

**Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)**

No

Other

**Other:**Individually assessed. Unpaid leave is offered on a case by case basis

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** Individual assessment of needs

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below

# #Diversity and Inclusion

## Voluntary Section

1. Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

No

2. Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

No

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3. Do you currently collect data on any of the following dimensions of employees' identities?