2021 - 22 Gender Equality Reporting

# Submitted by:

# National Disability Services Limited

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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(Select all that apply)

…Yes Policy

…Retention No(Select all that apply)

…No

Currently under development(Select the

estimated completion date.)

…Currently under development 31-Dec-2022

…Performance management processes Yes(Select all that apply)

…Yes Policy

…Promotions No(Select all that apply)

…No

Currently under development(Select the

estimated completion date.)

…Currently under development 31-Dec-2022

…Talent identification/identification of high

potentials

No(Select all that apply)

…No Currently under development(Select the

estimated completion date.)

…Currently under development 31-Dec-2022

…Succession planning No(Select all that apply)

…No Not a priority

…Training and development Yes(Select all that apply)

…Yes Policy

…Key performance indicators for managers

relating to gender equality

No(Select all that apply)

…No Not a priority

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

Yes(Select all that apply)

…Yes Policy

### 3: Does your organisation have any of the following targets to address gender equality in your workplace?

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

With over 80 per cent of the workforce being female and well represented at all levels across the business from clerical/administrative to professional, managerial, and executive roles, NDS does not set targets for gender equality. The community/human services sector we operate in tends to attract more women but we adhere to a merit-based approach in our talent attraction strategy. Similarly, our policies are equally available and available to all staff, regardless of gender.

We do not currently have formal documented policies/strategies for retention, promotions, high potentials or succession planning as a large proportion of our staff are on fixed term projects due to being employed against funding grants. This results in higher than average turnover. However we do provide a lot of opportunities for secondments and promotions to support career development and we are currently looking to formalise our practices in these areas with policies.

## Governing bodies

National Disability Services Limited

### 1: Does this organisation have a governing body?

Yes(Provide further details on the governing

body(ies) and its composition)

### 1.1: What is the name of your governing body?

National Board of Directors

### 1.2: What type o/f governing body does this organisation have?

Board of directors

1.3: How many members are on the governing body and who holds the predominant Chair position?

…Chairs

…Female

…Male 1

…Non-binary 0

…Members

…Female 8

…Male 6

…Non-binary 0

### 1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?

Yes(Select all that apply)

Policy

### 1.5: Has a target been set to increase the representation of women on this governing body?

No(Select all that apply)

Governing body has gender balance (i.e. 40 per cent

women / 40 per cent men / 20 per cent either)

### 1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?

No

Not a priority

### 2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

As a member-based peak body, the NDS Board has historically had all Directors elected by

NDS members, either at the state/territory or national level. In December 2021, a

constitution change was passed to allow up to 3 Appointed Directors to be appointed by the

board, which will provide opportunity for any gaps (skills, qualifications, gender, diversity) to

be addressed. However, as we currently have gender parity on the NDS Board and have

done so for many years, it is currently not a priority to set any strategy in this area.

# #Action on gender equality

## Gender pay gaps

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

Yes(Select all that apply)

…Yes Policy

### 1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(Select all that apply)

…No

Salaries set by awards/industrial or workplace

agreements

Non-award employees paid market rate

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

31-Mar-2022

## Employer action on pay equity

### 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)?

Yes(Provide further details on the most recent gender remuneration gap analysis that was

undertaken.)

### 1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

### 1.2: Did you take any actions as a result of your gender remuneration gap analysis?

No(Select all that apply)

…No No unexplained or unjustifiable gaps identified

### 1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example

### like-for-like and/or organisation-wide)

Annual like for like gap analysis and

organisation wide analysis

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

We participate in annual salary benchmarking with AON Hewitt and review salaries to

ensure they are commensurate with industry standards taking into account specific

experience and skill sets.

## Employee consultation

### 1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes(Provide further details on the employee consultation process.)

1.1: How did you consult employees?

Survey

Consultative committee or group

Exit interviews

Other (provide details)

…Other (provide details) Individual flexible working requests

### 1.2: Who did you consult?

ALL staff

Human resources managers

Management

Employee representative group(s)

### 2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

…No Not a priority

### 3: On what date did your organisation share your previous year’s public reports with employees?

6-Dec-2021

### 4: Does your organisation have shareholders?

Yes

### 4.1: On what date did your organisation

share your previous year’s public reports

with shareholders?

6-Dec-2021

### 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 employee consultation on gender equality in your workplace, please do so below.

Annual employee engagement survey provides feedback on topics such as flexibility and

staff well being

Exit survey provides feedback on discrimination/harassment

Consult with Health and Wellbeing Working Group on specific policies

Executive meetings review and action consultation feedback

# #Flexible work

## Flexible working

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

Yes(Select all that apply)

…Yes Strategy

…A business case for flexibility has been

established and endorsed at the leadership

level

Yes

…Leaders are visible role models of flexible

working

Yes

…Flexible working is promoted throughout

the organisation

Yes

…Targets have been set for engagement in

flexible work

No(Select all that apply)

…No Not aware of the need

…Targets have been set for men's

engagement in flexible work

No(Select all that apply)

…No Not aware of the need

…Leaders are held accountable for improving

workplace flexibility

No(Select all that apply)

…No Not a priority

…Manager training on flexible working is

provided throughout the organisation

No(Select all that apply)

…No Not a priority

…Employee training is provided throughout

the organisation

No(Select all that apply)

…No Not a priority

…Team-based training is provided

throughout the organisation

No(Select all that apply)

…No Not a priority

…Employees are surveyed on whether they

have sufficient flexibility

Yes

…The organisation's approach to flexibility is

integrated into client conversations

Yes

…The impact of flexibility is evaluated (e.g.

reduced absenteeism, increased employee

engagement)

Yes

…Metrics on the use of, and/or the impact of,

flexibility measures are reported to key

management personnel

Yes

…Metrics on the use of, and/or the impact of,

flexibility measures are reported to the

governing body

Yes

…Other (provide details) No

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

…Flexible hours of work Yes(Select one option only)

…Yes

SAME options for women and men(Select all

that apply)

…SAME options for women and men

Formal options are available

Informal options are available

…Compressed working weeks Yes(Select one option only)

…Yes

SAME options for women and men(Select all

that apply)

…SAME options for women and men Formal options are available

Informal options are available

…Time-in-lieu Yes(Select one option only)

…Yes

SAME options for women and men(Select all

that apply)

…SAME options for women and men

Formal options are available

Informal options are available

…Telecommuting (e.g. working from home) Yes(Select one option only)

…Yes SAME options for women and men(Select all

that apply)

…SAME options for women and men Formal options are available

Informal options are available

…Part-time work Yes(Select one option only)

…Yes

SAME options for women and men(Select all

that apply)

…SAME options for women and men

Formal options are available

Informal options are available

…Job sharing Yes(Select one option only)

…Yes SAME options for women and men(Select all

that apply)

…SAME options for women and men Formal options are available

…Carer's leave Yes(Select one option only)

…Yes SAME options for women and men(Select all

that apply)

…SAME options for women and men Formal options are available

…Purchased leave Yes(Select one option only)

SAME options for women and men(Select all

…Yes that apply)

…SAME options for women and men Formal options are available

…Unpaid leave Yes(Select one option only)

…Yes

SAME options for women and men(Select all

that apply)

…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: Has your organisation implemented an ‘all roles flex’ approach to flexible work?

Yes

### 5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

### 6: 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?

Training for managers on how to work with flexible and remote/hybrid teams

Employee performance is measured by performance and not presenteeism

All team meetings are held online

### 7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

Flexible working is utilised widely across NDS and is a key benefit in our talent attraction

strategy. This includes part-time options, flexible start and finish times, unpaid leave, as well

as paid parental, carers, study and covid leave. A flexible working policy is currently under

development.

Hybrid teams are also common across the organisation supporting staff who primarily work

from home, staff who are based in the office and staff that work a combination of both.

# #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?

Yes, we offer employer funded parental leave that is gender equal (without using the

primary/secondary carer definition)

### 1.1: Please indicate whether your employer-funded paid parental leave is available to:

All, regardless of gender

### 1.2: Please indicate whether your employer-funded paid parental leave covers:

Birth

Adoption

Surrogacy

Stillbirth

### 1.3: How do you pay employer funded paid parental leave?

Paying the employee's full salary

### 1.4: Do you pay superannuation contribution to your carers while they are on parental leave?

Yes, on employer funded parental leave

### 1.5: How many weeks (minimum) of employer funded paid parental leave is provided?

6

### 1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?

81-90 per cent

### 1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

1.7.1: How long is the qualifying period?

6

### 1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

### 1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

.. Yes

Within 12 months

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

NDS provides employer funded parental leave to all employees (except casuals) regardless

of primary or secondary carers.

## Support for carers

### 1: Do you have a formal policy and/or formal strategy to support employees with family or caring

### responsibilities?

Yes(Select all that apply)

…Yes Policy

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

…Employer subsidised childcare

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not a priority

…On-site childcare No(You may specify why the above support

mechanism is not available to your employees.)

…No Not a priority

…Breastfeeding facilities

Yes(Please indicate the availability of this

support mechanism.)

…Yes Available at SOME worksites

…Childcare referral services No(You may specify why the above support

mechanism is not available to your employees.)

…No Not a priority

…Internal support networks for parents

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not aware of the need

…Return to work bonus (only select if this

bonus is not the balance of paid parental

leave)

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not aware of the need

…Information packs for new parents and/or

those with elder care responsibilities

Yes(Please indicate the availability of this

support mechanism.)

…Yes Available at ALL worksites

…Referral services to support employees

with family and/or caring responsibilities

Yes(Please indicate the availability of this

support mechanism.)

…Yes Available at ALL worksites

…Targeted communication mechanisms

(e.g. intranet/forums)

Yes(Please indicate the availability of this

support mechanism.)

…Yes Available at ALL worksites

…Support in securing school holiday care

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not aware of the need

Yes(Please indicate the availability of this

…Coaching for employees on returning to

work from paid parental leave

support mechanism.)

…Yes Available at ALL worksites

…Parenting workshops targeting mothers

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not aware of the need

…Parenting workshops targeting fathers

No(You may specify why the above support

mechanism is not available to your employees.)

…No Not aware of the need

…Other (provide details) No

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

Breast feeding facilities are available in most work sites. These are generally not dedicated

or purpose built facilities however meeting rooms have been used for this purpose with

appropriate signage and equipment including a comfortable chair, table and power points for

breast milk pumping.

All our work sites are family friendly and supportive of careers and parents. The Wellbeing

Centre and EAP program offer resources for families and parents. We also support carers

with our flexible working policies.

## Sex-based harassment and discrimination

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

Yes(Select all that apply)

…Yes Policy

### 1.1: Do you provide a grievance process in any sex-based harasssment 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 managers Yes(Please indicate how often is this training

provided (select all that apply):)

…Yes At induction

Every one-to-two years

…All employees Yes(Please indicate how often is this training

provided (select all that apply):)

…Yes At induction

Every one-to-two years

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

We have policies and procedures on Equal Employment opportunity, Anti-discrimination,

Bullying and harassment, Grievances.

We also have compulsory online training modules on these topics for employees to

complete at induction and every 2 years.

## 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(Select all that apply)

…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?

…Employee assistance program (including

access to psychologist, chaplain or

counsellor)

Yes

…Training of key personnel No(Select all that apply)

…No Currently under development(Select the

estimated completion date.)

…Currently under development 31-Dec-2022

…A domestic violence clause is in an

enterprise agreement or workplace

agreement

No(Select all that apply)

…No Other (provide details)

…Other (provide details) N/A – no enterprise agreement

…Workplace safety planning No(Select all that apply)

…No Insufficient resources/expertise

…Access to paid domestic violence leave

(contained in an enterprise/workplace

agreement)

No(Select all that apply)

…No Other (provide details)

…Other (provide details) N/A – no enterprise agreement

…Access to unpaid domestic violence leave

(contained in an enterprise/workplace

agreement)

No(Select all that apply)

…No Other (provide details)

…Other (provide details) N/A – no enterprise agreement

…Access to paid domestic violence leave

(not contained in an enterprise/workplace

agreement)

Yes(Is the leave period unlimited?)

…Yes No

: How many days of paid domestic violence

leave (not contained in an

enterprise/workplace agreement) are

provided?

3

…Access to unpaid leave Yes(Is the leave period unlimited?)

…Yes No

: How many days of unpaid domestic

violence leave are provided?

5

…Confidentiality of matters disclosed Yes

…Referral of employees to appropriate

domestic violence support services for

expert advice

Yes

…Protection from any adverse action or

discrimination based on the disclosure of

domestic violence

Yes

…Flexible working arrangements Yes

…Provision of financial support (e.g.

advance bonus payment or advanced pay)

No(Select all that apply)

…No Currently under development(Select the

estimated completion date.)

…Currently under development 31-Dec-2022

…Offer change of office location No(Select all that apply)

…No Other (provide details)

…Other (provide details)

NDS has one office location in most states and

none in one state. Some staff are regionally

based and work from home. Some roles cannot

be undertaken from another location. For all

these reasons it may not be possible for the

employee to transfer to another location but this

is managed on a case by case basis.

…Emergency accommodation assistance No(Select all that apply)

…No Other (provide details)

…Other (provide details)

A list of appropriate agencies with contact

numbers is provided in the leave policy. We

provide support via referrals to relevant

agencies.

…Access to medical services (e.g. doctor or

nurse)

No(Select all that apply)

…No Other (provide details)

…Other (provide details)

Support can be provided by referring employees

to medical services if required and a staff

member can accompany them if needed and its

feasible. Our WHS specialist can provide

additional support and assistance, especially

from a return to work perspective.

…Other (provide details) No

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