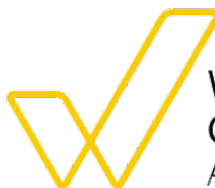




Australian Government



Workplace
Gender Equality
Agency



2022 - 23 Gender Equality Reporting

Submitted By:

Karingal St Laurence Limited 74614366031

IPA Personnel Services Pty Ltd 12137834738

#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: Yes

Strategy

Performance management processes: Yes

Policy

Promotions: No.

Not a priority

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: NoOther

Other: genU has a workforce of 74% women with 317 in leadership roles. KPIs have not been considered at this time.

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

YesStrategy

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

genU has a Statement of Commitment to Gender Equity which outlines our organisation's commitment to eliminating bias and systematic barriers to recruiting and advancing gender parity. This commitment includes:

- Dissemination of gender bias in recruitment modules
- Gender parity in attendance at dedicated leadership and development programs
- Promotion of family friendly scheduling to ensure inclusivity for carers (predominantly women) in meetings, programs and workshops
- Targeted development opportunities for women, including 'Influencing for Women'; workshop and Workplace Shadowing
- A continued focus on International Women's Day and a new commitment to recognising Equal Pay Day Australia
- Review of People and Culture policies to ensure adherence with current best practice and contemporary leadership thought
- Incorporation of gender equality messaging in corporate and online communications

Governing Bodies

Organisation: Karingal St Laurence Limited

1.Name of the governing body: Karingal St Laurence Limited

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	5	3	0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: This will be considered when the Board Charter is next reviewed.

Organisation: IPA Personnel Services Pty Ltd

1.Name of the governing body: Karingal St Laurence Limited

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary

5	3	0
---	---	---

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: This will be considered when the Board Charter is next reviewed.

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?

Yes

Policy

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)

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

2023-03-17

Date Created: 22-05-2023

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

<p>Gender pay gaps occur both in favour of males and females in the genU workplace for similar roles. genU aims to be as fair as possible to all employees in accordance the genU Remuneration Policy statement - "We are committed to equity of pay for the same or similar roles doing the same or similar work contributing at the same level". </p>

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)?

Yes

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?

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Trained people-managers in addressing gender bias (including unconscious bias)

1.3 What type of gender remuneration gap analysis has been undertaken?

<p>The analysis undertaken highlighted instances of both males and females having small gender pay gaps.</p>

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

<p>Eighty-five per cent of Karingal St Laurence Limited's employees are covered by an Award/Industrial Agreement and are paid relative to each instrument. The remaining 15% of employees are on Common Law Contracts and have their remuneration reviewed annually in line with a pay for performance model. As a result, employee pay can vary for the same role due to performance and potential for promotion. Where two employees bring the same qualifications, skills, experience and perform at the same level, genU aims to pay them at the same level.</p>

Employee Consultation

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

Yes

1.1 How did you consult employees?

Consultative committee or group; Survey

1.2 Who did you consult?

ALL staff

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

No

Other

Other: genU adopts a collaborative approach to the design and delivery of services and operations. We actively consult with the D&I Committee on initiatives that enhance gender equality.

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

Yes

5. If your organisation would like to provide additional information relating to employee consultation on gender equality 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

Policy

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

Date Created: 22-05-2023

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

Yes

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

Yes

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

Yes

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

No

Other

Other: The impact of flexible work is not formally evaluated. Employees are provided with the opportunity to share their experience/s of flexible work with their Leaders, via Engagement surveys, Employee Exit Interviews and Performance discussions.

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Other

Other: genU does not have formal requirements for engaging employees in flexible work.

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

Yes

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

Yes

Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

Yes

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

No

Other

Other: genU's approach to flexible work is not gender specific – regardless of gender, all employees are supported to adopt flexible work practices where their role permits.

Team-based training is provided throughout the organisation

No

Other

Other: genU equips its teams with information and resources to effectively engage in flexible work arrangements.

Other: No

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

Compressed working weeks: Yes

SAME options for women and men Formal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

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

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Don't know / 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.**

<p>genU recognises that flexible work arrangements produce significant benefits for its employees and to its business. genU provides opportunities for flexible work to enable employees to balance the demands of their work, family and personal lives, and to uphold its commitment to diversity, inclusion, equality and fairness. Flexible work is now an inherent practice at genU in business areas where the nature of work allows. </p>

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition

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.**

<p>During the 2022/23 WGEA reporting period, the genU Leave Policy was amended to include the following changes to Parental Leave:</p><p>o Elimination of the distinction between primary and secondary carers – instead of the roles and terms

Date Created: 22-05-2023

'primary carer' and 'secondary carer', genU will just use 'carer' moving forward

Entitlement for all carers to have a six week period of paid Parental Leave, not just the parent who gives birth (Please note this is 4 weeks for employees who have worked between one and five years with genU) Ability for carers to take Parental Leave anytime within the first 12 months of a child's birth or adoption.

Support for carers

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

Yes

Policy

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

2.1. Employer subsidised childcare

Yes

Available at SOME worksites

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

No

Not a priority

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not a priority

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

No

Not a priority; Other

Other: Managers and Senior Leaders adopt a customised approach to welcoming employees back from parental leave which considers flexible work and caring responsibilities.

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

No

Not a priority

2.7. Internal support networks for parents

No

Other

Other: genU encourages employees who are parents to seek support from its Employee Assistance Program, Telus Health (formerly LifeWorks)

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

No

Currently under development

Estimated Completion Date: 2023-12-31

2.9. Parenting workshops targeting fathers

No

Not a priority; Other

Other: genU encourages employees to access Telus Health platforms for information and resources relevant to them and their family, including on the topic of parenting.

2.10. Parenting workshops targeting mothers

No

Other

Other: genU encourages employees to access Telus Health platforms for information and resources relevant to them and their family, including on the topic of parenting.

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

Insufficient resources/expertise

2.13. On-site childcare

Yes

Available at SOME worksites

2.14. Other details: Yes

Provide Details:

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

Sexual harassment, harassment on the grounds of sex or discrimination

Date Created: 22-05-2023

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or 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

Yes

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

Yes

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

Yes

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

Date Created: 22-05-2023

Yes

Is the leave period unlimited?

No

Number of Days:

10

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

Yes

Is the leave period unlimited?

No

Number of days:

10

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

Yes

Is the leave period unlimited?

No

Number of Days:

1

Access to unpaid leave

Yes

Is the leave period unlimited?

No

Number of days:

1

Provide Details: No

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

<p>During the 2022/23 reporting period, genU has worked to strengthen and streamline the support it provides employees who experience family or domestic violence and the processes it uses to manage family and domestic violence disclosures. This includes:</p><p>• People Operations Business Partners and key

Date Created: 22-05-2023

personnel from genU's MatchWorks and IPA businesses participating in Lifeline Australia's DV-alert training

- New confidential document and process to record family and domestic violence disclosures
- Redevelopment of the genU Family and Domestic Violence Support Kit
- Overhaul of the genU Support Officer Guide

When asked in this questionnaire how many days of unpaid domestic violence leave are provided, we have indicated 1 day. This is because we do not have the opportunity to indicate that we do provide unpaid domestic violence leave and the amount of leave is at the Manager's discretion.

genU remains a White Ribbon accredited organisation.

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	3	2	5
			Non-managers	64		64
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	18	4	22
	N/A	Casual	Non-managers	2		2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	25		25
		Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Non-managers	13		13
	N/A	Casual	Non-managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers		3	3
			Non-managers	384	137	522
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Non-managers	52	13	65
	Part-time	Permanent	Non-managers	275	113	389
	N/A	Casual	Non-managers	228	106	334

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers	12	7	19
			Non-managers	311	108	419
		Fixed-Term Contract	Non-managers	10	2	12
	Part-time	Permanent	Managers	1		1
			Non-managers	206	55	261
	N/A	Casual	Non-managers	68	21	89
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	50		50
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	63		63
	N/A	Casual	Non-managers	4		4
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		3	3
	Part-time	Permanent	Non-managers		7	7
	N/A	Casual	Non-managers		2	2

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	20	20
		Fixed-Term Contract	Non-managers	1	1
	Part-time	Permanent	Non-managers	17	17

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	29	11	40
	Part-time	Permanent	Non-managers	1	1	2

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Non-managers	22	7	29
	Part-time	Permanent	Non-managers	2	1	3
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2		2
	Part-time	Permanent	Non-managers	1		1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	3	2	5
			Non-managers	63		63
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	18	4	22
	N/A	Casual	Non-managers	2		2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	25		25
		Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Non-managers	13		13
	N/A	Casual	Non-managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers		3	3
			Non-managers	355	126	482
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Non-managers	52	13	65
	Part-time	Permanent	Non-managers	274	112	387
	N/A	Casual	Non-managers	228	106	334

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers	12	7	19
			Non-managers	289	101	390
		Fixed-Term Contract	Non-managers	10	2	12
	Part-time	Permanent	Managers	1		1
			Non-managers	204	54	258
	N/A	Casual	Non-managers	68	21	89
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	48		48
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	62		62
	N/A	Casual	Non-managers	4		4
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		3	3
	Part-time	Permanent	Non-managers		7	7
	N/A	Casual	Non-managers		2	2

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	20	20
		Fixed-Term Contract	Non-managers	1	1
	Part-time	Permanent	Non-managers	17	17

* Total employees includes Non-binary