



Date Created: 29-05-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 29-05-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Home Support Services Pty. Ltd. 59008193100

#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

Strategy

Retention: Yes

Strategy

Performance management processes: Yes

Policy; Strategy

Promotions: Yes.

Strategy

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: YesStrategy

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

YesPolicy; Strategy

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

HSS has an annual engagement survey, My Voice, where we obtain feedback from participating employees relating to their perception of career development, including opportunities for progression and learning and development experience. The information obtained from this survey is then reported on by demographic, including gender, which is shared with the business within survey debriefs. This information is also provided to our diversity & inclusion working groups, for the purposes of guiding their strategies and objectives. Any difference in experience between genders is identified, discussed and any necessary actions are put in place.

Governing Bodies

Organisation: Home Support Services Pty. Ltd.

1.Name of the governing body: Medibank Board of Directors

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) 4	Male (M) 3	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

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

Selected value:

Other

Other value: We have a target of having at least 40% representation of women across our leadership population and on our Board. We are currently above this target and have been for many years.

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?

Yes

Selected value: Strategy

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

HSS is governed by the Medibank Board who have adopted a Diversity and Inclusion Policy that supports and facilitates an inclusive environment. The policy outlines the role of the People and Remuneration Committee in recommending to the Board measurable objectives for diversity and annually assessing progress against these. The policy is reviewed annually and is available on Medibank's website. A Diversity and Inclusion Strategy supports the policy and sets out the measurable objectives established by the Board.

The Board emphasises the importance of having a gender diverse leadership team, which is supported by Medibank's commitment to having and maintaining at least 40% women representation in the Group and senior executive population and on our Board. As at 30 June 2022, the actual representation across Group and senior executives was 44%

#Action on gender equality

Gender Pay Gaps

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

Yes

Policy; Strategy

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); To ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process; Other (provide details)

Other:Public target of no more than 1% gap between genders. (The HSS gender pay equity assessment represents the difference between how females and males are paid relative to the market median.)

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

2023-03-31

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

For the fifth year in a row since we began reporting on our gender pay equity analysis, HSS has continued to maintain a gap of less than 1%.

The pay equity assessment across HSS represents the difference between how females and males are paid relative to the market median. We have an ongoing target for this to be below 1%.

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?

No

No unexplained or unjustifiable gaps identified

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

Since 2018, HSS has undertaken and disclosed an analysis of gender pay equity relative to market rates of pay.

Our gender pay equity analysis represents the difference between how women and men are paid relative to similar roles outside HSS. Total fixed remuneration (base salary + superannuation) for each employee is compared to an external market reference to determine the percentage difference. These results are then averaged to determine the gender pay equity percentage. A positive number indicates that women are paid higher than men relative to the market reference, and vice versa. We believe this approach is a fair and robust method for ensuring that both women and men employees are paid equitably for similar roles relative to the external market and thereby ensuring there is no internal gender bias in our remuneration settings.

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

HSS has a target to ensure there is never more than 1% pay gap between genders which is tracked, measured and reported to the Diversity Council and ultimately, to Medibank's Board.

In addition to this, we ensure that gender equity and pay equity is embedded throughout our processes. We want to ensure we retain our strongest performers and develop employees who have the potential to become future leaders. Our talent and succession management framework is designed to help us identify and nurture potential leaders, support and enhance their development and ensure we are building the right skills and capabilities for the future direction of our business.

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; Focus groups; Exit interviews; 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

Not aware of the need

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.

Through our annual engagement survey, we ask employees a series of questions, including many relating to gender equality. This includes questions around flexibility, pay processes, recruitment experience and harassment.

We analyse scores and comments from employees, to understand if we need to change or improve any processes. This is discussed within the business and actions are created to address gender imbalance issues, if they are present.

#Flexible Work

Flexible Working

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

Yes

Policy; 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

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)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Other

Other: Due to our way of working, Future Fit, a target is not needed.

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

Yes

Team-based training is provided throughout the organisation

Yes

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; Informal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available; 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: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men

Purchased leave: No

Other

Other: Offer leave at half pay, employees can access double the length of leave at half pay at the discretion of their people leader.

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?**

No

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

Prior to Covid-19, HSS already had strong practices and participation in flexible work options to support gender equality. Since Covid-19, HSS has become even more flexible with a stronger focus on remote working for our off-road workforce.

#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.**

Work is currently underway to review the employer paid Parental leave entitlement for HSS with a view to increase this by 31 December 2023.

Support for carers

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

Yes

Policy; 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

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not aware of the need

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

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

2.7. Internal support networks for parents

No

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

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

No

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: No

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

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?

Yes

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.

We are working to prevent sexual harassment, creating a workplace at HSS that is safe, respectful and inclusive. We do this through our values-led culture, focus on diversity and inclusion, commitment to gender equality, annual compliance training and zero tolerance approach. While we have low levels of complaints about sexual harassment, we are very aware of the damaging impact of this issue in Australian workplaces. CEO David Koczkar is a member of the Champions of Change Coalition and we have signed up to the key elements of the Champions of Change Coalition sexual harassment recommendations. We continue to ensure our people feel safe to speak up and clearly understand what behaviours are not tolerated. We are taking a risk management based approach to sexual harassment in the workplace to identify, develop and evaluate strategies.

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; Strategy

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

No

Not aware of the need

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)

Yes

Is the leave period unlimited?

Yes

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

Yes

Is the leave period unlimited?

Yes

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

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Provide Details: Yes

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

HSS recognizes that domestic and family violence is an issue that affects the workplace and is committed to ensuring all employees feel safe, supported and able to bring their whole selves to work.

HSS is committed to providing support to employees and their family members, who may be experiencing domestic violence. HSS provides access to an uncapped amount of paid leave days under our Family & Domestic Violence Support policy.

HSS is determined to:

- Provide a safe and supportive workplace for employees experiencing domestic violence to seek help and support.
- Provide a workplace for employees to disclose their experiences without the risk of judgement, discrimination or victimization.

We also provide support by providing temporary or ongoing changes to work arrangements and Safety Planning where an employee may be concerned for their safety. We provide employees with a range of other supports and resources with information and professional counselling support.

Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	2		2
			Non-managers	4		4
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers		1	1
			Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	2	2	4
			Non-managers	24	11	35
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	11	1	12
	N/A	Casual	Non-managers	30	9	39

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Medical and Other Health Care 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	Managers	3	1	4
			Non-managers	18	7	25
		Fixed-Term Contract	Managers	1		1
			Non-managers		2	2
	Part-time	Permanent	Non-managers	11	1	12
	N/A	Casual	Non-managers	23	9	32
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	5		5
	Part-time	Permanent	Non-managers	1		1

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Medical and Other Health Care 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	0	0
	Part-time	Permanent	Non-managers	0	0

* Total employees includes Non-binary