# 2020 - 21 Compliance Program

Submitted by:

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# #Workplace overview

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<br>Strategy |
| …Retention | Yes(*Select all that apply*) |
| …Yes | Strategy |
| …Performance management processes | Yes(*Select all that apply*) |
| …Yes | Policy<br>Strategy |
| …Promotions | Yes(*Select all that apply*) |
| …Yes | Policy<br>Strategy |
| …Talent identification/identification of high potentials | Yes(*Select all that apply*) |
| …Yes | Strategy |
| …Succession planning | Yes(*Select all that apply*) |
| …Yes | Strategy |
| …Training and development | Yes(*Select all that apply*) |
| …Yes | Policy<br>Strategy |
| …Key performance indicators for managers relating to gender equality | Yes(*Select all that apply*) |
| …Yes | Strategy |

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

| | |
|---|---|
| Yes(*Select all that apply*) | |
| …Yes | Policy<br>Strategy |

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

As an Employer of Choice for Gender Equality, Smartgroup is committed to providing gender equality for our own team members across multiple worksites and plays an ongoing role advocating and promoting the benefits of gender equality within the wider community. This is achieved through our client events, external communication, partnerships and Smartgroup Foundation grants.

## Governing bodies

*Smartgroup Benefits Pty Ltd*

| | |
|---|---|
| 1: Does this organisation have a governing body? | Yes, same as local ultimate parent organisation(*The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.*) |
| 11.1: Confirm how the ultimate parent's governing body/ies are being reported: | It is reported as part of this submission group. |

*Smartgroup Corporation Ltd*

| | |
|---|---|
| 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? | Board of Directors |
| 1.2: What type of 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 (F) | |
| …Male (M) | 1 |
| …Gender X | 0 |
| …Members | |
| …Female (F) | 2 |
| …Male (M) | 5 |
| …Gender X | 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<br>Strategy |
| 1.5: Has a target been set to increase the representation of women on this governing body? | Yes(*Provide further details on your target*) |
| 10.6: What is the percentage (%) target? | 40.00% |
| 10.7: What year is the target to be reached (select the last day of the target year)? | 31-Dec-2023 |

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

Smartgroup's female representation has increased over recent years and are on track to achieve our target of 40% female representation by 2023. This year we have appointed the

first female chair of a board sub-committee – the IT and Innovations Committee. The Smartgroup Board also adheres to ASCI governance guidelines.

# #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<br>Strategy |
|---|---|
| 1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy? | Yes(*Select all that apply*) |
| …Yes | To achieve gender pay equity<br>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)<br>To be transparent about pay scales and/or salary bands<br>To ensure managers are held accountable for pay equity outcomes<br>To implement and/or maintain a transparent and rigorous performance assessment process |

2: Did your organisation receive JobKeeper payments?

No

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

31-Mar-2021

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

Smartgroup have introduced a remuneration framework based on job sizing methodology to ensure remuneration decisions are fair, quantified and free from perception and bias.

## 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? | Yes(*Select all that apply*) |

| | |
|---|---|
| 1.2: Did you take any actions as a result of your gender remuneration gap analysis?<br><br>.. Yes | Identified cause/s of the gaps<br>Reviewed remuneration decision-making processes<br>Analysed commencement salaries by gender to ensure there are no pay gaps<br>Analysed performance pay to ensure there is no gender bias (including unconscious bias)<br>Analysed performance ratings to ensure there is no gender bias (including unconscious bias)<br>Set targets to reduce any organisation-wide gap<br><br>Reported pay equity metrics (including gender pay gaps) to the governing body<br>Reported pay equity metrics (including gender pay gaps) to the executive<br>Reported pay equity metrics (including gender pay gaps) to all employees<br>Trained people-managers in addressing gender bias (including unconscious bias)<br>Corrected like-for-like gaps |
| 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) | Smartgroup conducted a pay gap analysis for like-for-like roles, level-by-level and organisation wide. |

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

<table>
<tr><td colspan="2" style="background:#f5b400"><strong>Employee consultation</strong></td></tr>
<tr><td colspan="2">1: Have you consulted with employees on issues concerning gender equality in your workplace?</td></tr>
<tr><td colspan="2">Yes(<em>Provide further details on the employee consultation process.</em>)</td></tr>
<tr><td>1.1: How did you consult employees?</td><td>Survey</td></tr>
<tr><td>1.2: Who did you consult?</td><td>ALL staff</td></tr>
</table>

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

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

| Yes(*Select all that apply*) | |
|---|---|
| …Yes | Policy<br>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 a priority |
| …Targets have been set for men's engagement in flexible work | No(*Select all that apply*) |
| …No | Not a priority |
| …Leaders are held accountable for improving workplace flexibility | Yes |
| …Manager training on flexible working is provided throughout the organisation | Yes |
| …Employee training is provided throughout the organisation | Yes |
| …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<br>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 |
| …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<br>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 |
| …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 |
| …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*) |
| …Yes | SAME options for women and men(*Select all 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: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

| Yes, ALL managers |
| --- |

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

| Yes, for both women and men |
| --- |

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

Smartgroup continues to promote and educate our team members on flex work through our real story profiles, updated policy and toolkits, and our manager training module.

# #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 (using the primary/secondary carer definition)

| | |
|---|---|
| 1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme? | Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*) |
| 1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to: | All, regardless of gender |
| 1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers: | Birth<br>Adoption<br>Surrogacy<br>Stillbirth |
| 1.1.c: How do you pay employer funded paid parental leave to primary carers? | Paying the employee's full salary |
| 1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave? | Yes, on employer funded parental leave<br>Yes, on government funded parental leave |
| 1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided? | 20 |
| 1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals? | 91-100% |
| 1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme? | Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*) |
| 1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to: | All, regardless of gender |
| 1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers: | Birth<br>Adoption<br>Surrogacy<br>Stillbirth |
| 1.2.c: How do you pay employer funded paid parental leave to secondary carers? | Paying the employee's full salary |
| | |

| | |
|---|---|
| 1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave? | Yes, on employer funded parental leave |
| 1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided? | 6 |
| 1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals? | 90-100% |

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.

Team members may be eligible for 20 weeks paid parental leave for the primary carer and 6 weeks for the support carer; flexibility to switch from support carer to primary carer, taking up to 14 additional weeks of primary paid parental leave after their partner returns to work; superannuation contributions paid while on primary parental leave for up to a period of 12 months after birth or placement; $3,000 return to work bonus after completion of primary parental leave. Full time and part time permanent team members are eligible for parental leave entitlements from their commencement date.

## 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<br>Strategy |

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 | Yes(*Please indicate the availability of this support mechanism.*) |
| …Yes | Available at ALL worksites |
| | |

| | |
|---|---|
| …Return to work bonus (only select if this bonus is not the balance of paid parental leave) | Yes(*Please indicate the availability of this support mechanism.*) |
| …Yes | Available at ALL worksites |
| …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 a priority |
| …Coaching for employees on returning to work from parental leave | Yes(*Please indicate the availability of this 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 a priority |
| …Parenting workshops targeting fathers | No(*You may specify why the above support mechanism is not available to your employees.*) |
| …No | Not a priority |
| …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.

Our Parents and Carers Portal connects team members with caring responsibilities and provides support and guidance throughout the parenting journey to both team members and their managers.

## 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<br>At least annually |
| …All employees | Yes(*Please indicate how often is this training provided (select all that apply):*) |
| …Yes | At induction<br>At least annually |

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

In 2021, we have rolled out a pulse survey on sexual harassment and have expanded the training opportunities in terms of gender-based and sexual harassment to both managers and team members. We had 100% of team members attend training sessions which included examples and Q&A to embed Smartgroup's commitment to zero tolerance to gender-based and sexual harassment. This was included in reporting to our Board of Directors to reinforce the role Directors play in preventing sexual harassment (ACSI 2021 report). This year our CEO, Tim Looi, signed the Diversity Council Australia's #IStandForRespect pledge to stand against gender-based and sexual harassment in the workplace, and to foster a safe and inclusive environment for all at Smartgroup.

## 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 | Yes |
| …A domestic violence clause is in an enterprise agreement or workplace agreement | No(*Select all that apply*) |
| …No | Other (provide details) |
| …Other (provide details) | Smartgroup does not have an enterprise agreement. |
| …Workplace safety planning | Yes |
| …Access to paid domestic violence leave (contained in an enterprise/workplace agreement) | No(*Select all that apply*) |
| …No | Other (provide details) |
| | Smartgroup does not have an enterprise |

| | |
|---|---|
| …Other (provide details) | 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) | Smartgroup does not have an enterprise agreement. |
| …Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) | Yes |
| …Access to unpaid leave | Yes |
| …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) | Yes |
| …Offer change of office location | Yes |
| …Emergency accommodation assistance | Yes |
| …Access to medical services (e.g. doctor or nurse) | Yes |
| …Other (provide details) | No(*Select all that apply*) |

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

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|---|---|---|---|---|---|---|
| 1. How many employees were promoted? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 6 | 4 | 10 |
| | | | Non-managers | 1 | 7 | 8 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| 2. How many employees (including partners with an employment contract) were internally appointed? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 1 | 9 | 10 |
| | | | Non-managers | 43 | 54 | 97 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 2 | 1 | 3 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 10 | 0 | 10 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 1 | 1 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| 3. How many employees (including partners with an employment contract) were externally appointed? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 1 | 1 |
| | | | Managers | 8 | 9 | 17 |
| | | | Non-managers | 66 | 48 | 114 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 3 | 4 | 7 |
| | | | Non-managers | 25 | 29 | 54 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 1 | 0 | 1 |
| | | | Non-managers | 2 | 1 | 3 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 1 | 0 | 1 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |

* Total employees includes Gender X

# Workforce Management Statistics Table

Industry:  Auxiliary Finance and Insurance 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 | 0 | 1 | 1 |
| | | | Managers | 4 | 1 | 5 |
| | | | Non-managers | 47 | 45 | 92 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 1 | 1 |
| | | | Managers | 1 | 0 | 1 |
| | | | Non-managers | 15 | 10 | 25 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 5 | 0 | 5 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 1 | 0 | 1 |
| | | | Non-managers | 3 | 0 | 3 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 1 | 1 |
| 5. How many employees have taken primary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 6 | 1 | 7 |
| | | | Non-managers | 15 | 3 | 18 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 2 | 0 | 2 |
| | | | Non-managers | 11 | 2 | 13 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| 6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 8 | 8 |
| | | | Non-managers | 0 | 15 | 15 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |

* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|---|---|---|---|---|---|---|
| 7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 1 | 1 |
| | | | Non-managers | 2 | 0 | 2 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |

* Total employees includes Gender X

# Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

| Occupational category* | Employment status | No. of employees | | Number of apprentices and graduates (combined) | | Total employees** |
|---|---|---|---|---|---|---|
| | | F | M | F | M | |
| Managers | Full-time permanent | 45 | 58 | 0 | 0 | 103 |
| | Full-time contract | 2 | 3 | 0 | 0 | 5 |
| | Part-time permanent | 10 | 0 | 0 | 0 | 10 |
| Professionals | Full-time permanent | 59 | 82 | 0 | 0 | 141 |
| | Full-time contract | 4 | 3 | 0 | 0 | 7 |
| | Part-time permanent | 6 | 0 | 0 | 0 | 6 |
| | Part-time contract | 0 | 1 | 0 | 0 | 1 |
| Clerical And Administrative Workers | Full-time permanent | 146 | 94 | 0 | 0 | 240 |
| | Full-time contract | 14 | 11 | 0 | 0 | 25 |
| | Part-time permanent | 36 | 4 | 0 | 0 | 40 |
| Sales Workers | Full-time permanent | 39 | 59 | 0 | 0 | 98 |
| | Full-time contract | 1 | 1 | 0 | 0 | 2 |
| | Part-time permanent | 5 | 3 | 0 | 0 | 8 |

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

# Workplace Profile Table

Industry:  Auxiliary Finance and Insurance Services

| Manager category | Level to CEO | Employment status | No. of employees | | |
|---|---|---|---|---|---|
| | | | F | M | Total* |
| CEO | 0 | Full-time permanent | 0 | 1 | 1 |
| KMP | -1 | Full-time permanent | 3 | 2 | 5 |
| GM | -2 | Full-time permanent | 4 | 4 | 8 |
| | | Full-time contract | 0 | 1 | 1 |
| | | Part-time permanent | 1 | 0 | 1 |
| SM | -2 | Full-time permanent | 4 | 9 | 13 |
| | | Full-time contract | 1 | 0 | 1 |
| | | Part-time permanent | 1 | 0 | 1 |
| | -3 | Full-time permanent | 0 | 1 | 1 |
| | | Part-time permanent | 1 | 0 | 1 |
| OM | -2 | Full-time permanent | 2 | 1 | 3 |
| | -3 | Full-time permanent | 30 | 34 | 64 |
| | | Full-time contract | 1 | 2 | 3 |
| | | Part-time permanent | 7 | 0 | 7 |
| | -4 | Full-time permanent | 2 | 6 | 8 |

* Total employees includes Gender X

# Workplace Gender Equality Agency 2020–21 Compliance Program Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

→ Public Workplace Profile
→ Public Workforce Management Statistics
→ Public Questionnaire
→ Confidential Data.

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

Tim Looi - CEO

CEO (or equivalent) signature

Date of signature

26/07/2021

## What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

→ inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
→ provide access to the public data to employees and members or shareholders
→ inform employee organisations with members in its workplace that the report has been lodged
→ inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read here.