



Date Created: 18-05-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 18-05-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

HBF Health Limited 11126884786

# #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:** No

Insufficient resources/expertise; Other

**Other:** The HBF People Management Policy contains a Talent Acquisition Standard and Talent Management Standard, both of which require a deeper review which will be conducted with updates expected completion to be 31/12/2023

**Retention:** No

Other

**Other:** Retention initiatives such as flexible working, Inclusive paid parental leave and Hospital gold cover for all employees and their immediate family form a part of our EVP, however these are not documented in a formal Retention Policy or Strategy.

**Performance management processes:** No

Other

**Other:** HBF currently has a formal framework that applies equity and fairness to the Performance and Development process. Further work is needed to target gender equality. Estimated completion date 31/12/2023

**Promotions:** Yes.

Policy

**Talent identification/identification of high potentials:** No Insufficient resources/expertise; Other

**Other:** We have an informal framework in place. To date, TI has only been rolled out to some cohorts and not the entire organisation. There are future plans to formalise and roll this to the wider organisation once our Transformation Programme is complete

**Succession planning:** No

Insufficient resources/expertise; Other

**Other:** We are currently undertaking succession planning for CEO-2. A formal strategy or policy on succession planning has yet to be developed to support the framework currently in place. The formal strategy/policy will include particular focus on gender equality

**Training and development:** No

Other

**Other:** HBF offers online training through Skillsoft for all employees. We offer external training, study assistance, and certification funding through requests and approval from the People Leader. Development is covered in our P&D framework.

**Key performance indicators for managers relating to gender equality:**

No Insufficient resources/expertise; Other

**Other:** As a part of our FY24 Business Planning, HBF are in the process of developing an approach that will look at possible KPIs relating to gender equality.

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

No/Insufficient resources/expertise; Other

**Other:** Gender equality forms part of our DEI Standard which sits under our People Management Policy. It is captured in our DEI Strategy that is under development. Further work is needed to target gender equality. Estimated completion date 31/12/2023.

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

HBF has frameworks in place to ensure we are equitable and fair. HBF will be enlisting external advisory support to support the development of strategies and action planning to help reduce the gender pay gap.

## Governing Bodies

**Organisation:** HBF Health Limited

**1.Name of the governing body:** HBF Health Limited

**2.Type of the governing body:** Board of Directors

**Number of governing body chair and member by gender:**

<b>Chair</b>	<b>Female (F)</b> 1	<b>Male (M)</b> 0	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 3	<b>Male (M)</b> 3	<b>Non-Binary</b> 0

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Policy

**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?**

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.

# #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); To implement and/or maintain a transparent and rigorous performance assessment process

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.

## 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; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive

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

Date Created: 18-05-2023

The internal analysis has been conducted using full time equivalent base salary data to enable a further and consistent consideration of factors such as role size (as per the HBF Job Levels), job family, tenure, EA coverage and pay rates compared to market

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

Further analysis was given to salary treatment at the time of hire, and discretionary salary increases throughout the year.

## Employee Consultation

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

No/Not needed (provide details why); Insufficient resources/expertise

**Other Details:** HBF has already had in place an inclusive parental leave policy, Flexible work and leave policy and DEI standard, prior to the reporting period

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

No

Currently under development

**Estimated Completion Date:** 2024-03-31

**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 Industry Benchmark 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:

**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**

No

Not a priority; Other

**Other:** Guidelines and framework have been communicated organisation wide

**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

Date Created: 18-05-2023

Not aware of the need; Insufficient resources/expertise

**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**

No

Not a priority

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

No

Insufficient resources/expertise; Not aware of the need

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

No

Not a priority

**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

Date Created: 18-05-2023

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?**

Yes, women and men

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

# #Employee Support

## Paid Parental leave

1. **Do you provide employer-funded paid parental leave 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.**

Our paid parental leave of 14 weeks applies to all employees under a permanent or maximum term contract

## 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**

No

Insufficient resources/expertise

- 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

Insufficient resources/expertise

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

No

Insufficient resources/expertise

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

Yes

Available at ALL worksites

- 2.7. Internal support networks for parents**

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

- 2.9. Parenting workshops targeting fathers**

No

Insufficient resources/expertise; Not a priority

**2.10. Parenting workshops targeting mothers**

No

Insufficient resources/expertise; Not aware of the need

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

No

Insufficient resources/expertise; Other

**Other:** HBF provide employees with access to EAP

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

No

Insufficient resources/expertise

**2.13. On-site childcare**

No

Insufficient resources/expertise

**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.**

Superannuation is paid on the Unpaid Parental Leave period if the employee returns to work and reaches 6 months service post parental leave.

## 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.

## 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?

No

Other

**Provide Details:** HBF have informal guidelines in place to support employees experiencing family or domestic violence

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

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**

No

Insufficient resources/expertise

**Workplace safety planning**

Yes

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

Yes

**Is the leave period unlimited?**

No

**Number of Days:**

20

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

Yes

**Is the leave period unlimited?**

No

**Number of days:**

20

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

Yes

**Is the leave period unlimited?**

No

**Number of Days:**

20

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**Number of days:**

180

**Provide Details:** Yes

HBF provide an additional 5 days special paid leave for an employee supporting a person experiencing family or domestic violence

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

Leave Without Pay can be requested up to 6 months or in exceptional circumstances a greater period as approved by HBF. Casuals are entitled to unpaid domestic violence leave up to 20 days as per the Enterprise Agreement.