

2020 - 21 Compliance Program

Submitted by:

**Carey Baptist College Ltd
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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(<i>Select all that apply</i>)
...Yes	Policy
...Retention	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Performance management processes	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Promotions	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Succession planning	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Training and development	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise

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

No(<i>Select all that apply</i>)	
...No	Insufficient resources/expertise

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

Governing bodies

Carey Baptist College Ltd

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Thew Board
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)	1
...Male (M)	0
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	4
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
	Other (provide details)
	While we prefer to have a balance, this is not always able to be achieved amongst those who are available to serve.
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	It would depend on the number of women available to serve within our context.

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

#Action on gender equality

Gender pay gaps

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

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

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

31-Dec-2020

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 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)?

No(*Select all that apply*)

...No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)
Insufficient resources/expertise
Non-award employees paid market rate

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

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No

Insufficient resources/expertise

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

Flexible working

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

No(*Select all that apply*)

...No

Insufficient resources/expertise

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

Informal options are available

...Compressed working weeks

No(*You may specify why the above option is not available to your employees.*)

...No

Other (provide details)

...Other (provide details)

If requested we would consider it depending on the needs of the College.

...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

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

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

...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 that apply*)

...Yes	<i>that apply)</i>
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...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?

Don't know / Not applicable

6: 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 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(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	Women only
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy 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?	No
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	14
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	71-80%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(<i>You may specify why employer funded paid parental leave for secondary carers is not available.</i>)
...No	Insufficient resources/expertise

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.

Support for carers

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

No(*Select all that apply*)

...No

Insufficient resources/expertise

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

...Employer subsidised childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...On-site childcare	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Information packs for new parents and/or those with elder care responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2022
...Referral services to support employees with family and/or caring responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)

...No	Insufficient resources/expertise
...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.

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 harassment 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	No(You may specify why this training is not provided.)
...No	Other (provide details)
...Other (provide details)	We are currently implementing an HRIS including an LMS. We will use this platform to provide training.
...All employees	No(You may specify why this training is not provided.)
...No	Other (provide details)
...Other (provide details)	We are currently implementing an HRIS including an LMS. We will use this platform to provide training.

3: If your organisation would like to provide additional information relating to sex-based harassment and 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(Select all that apply)	
...Yes	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?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No(Select all that apply)
...No	Insufficient resources/expertise

...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Employees are able to access personal/care's leave if required
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...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)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	
...Offer change of office location	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	If a request was made, we would consider it to see if it would be practicable to the business.
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	No(<i>Select all that apply</i>)

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