



Date Created: 17-07-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 17-07-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Australian Mutual Bank Ltd 93087650726

# #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; Strategy

**Retention:** Yes

Policy; Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy; Strategy

**Talent identification/identification of high potentials:** Yes Policy; Strategy

**Succession planning:** No

Other

**Other:** The Bank has signed a memorandum of understanding to explore a potential merger. Developing formal policy and strategy in relation to gender equality and succession planning will be explored in consultation with the potential merger partner.

**Training and development:** Yes

Policy; Strategy

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

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

Yes Policy; Strategy

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

## Governing Bodies

**Organisation:** Australian Mutual Bank Ltd

**1.Name of the governing body:** Australian Mutual Bank Ltd

**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>	<b>Male (M)</b>	<b>Non-Binary</b>

3

4

0

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

**Selected value:** Policy

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

**Selected value:**

Do not have control over governing body/appointments

**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:** Policy

**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

Other (provide details)

**Other:** Identification and rectification of identified pay equity gaps

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

17/06/2022

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

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Pay rates are compared to the mutual banking sector and the broader market and are based on the role and responsibility, not gender.

## 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

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

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

An overall organisation-wide gender pay gap

3. 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 during the reporting period?

Yes

- 1.1 How did you consult employees?

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:** Employees are consulted through the annual engagement & workplace diversity survey.

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

Employees:

Yes

Date:31/05/2022

**Shareholder:**

Yes

Date:31/05/2022

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.**

Employees have been surveyed on gender equality and bias in relation to flexible work, parental leave entitlements, promotions, representation of women in management and pay equity between men and women.

# #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**

No

Not a priority

**Employees are surveyed on whether they have sufficient flexibility**

Yes

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**Employee training is provided throughout the organisation**

No

Other

**Other:** Employees who move away from face-to-face customer roles receive training to help with the transition to work from home.

**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:** Any employee including casuals can make a request for flexible working arrangements.

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

No

Other

**Other:** Employee engagement survey results relating to flexible work are reported to KMP and the Board of Directors.

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

No

Other

**Other:** Employee engagement survey results relating to flexible work are reported to KMP and the Board of Directors.

**Leaders are held accountable for improving workplace flexibility**

No

Other

**Other:** The Bank has a working from home policy that sets out management responsibilities.

**Leaders are visible role models of flexible working**

No

Other

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**Other:** The Bank has a working from home policy which sets out responsibilities of stakeholders at all levels including expectations of employees and managers who have such arrangements.

**Manager training on flexible working is provided throughout the organisation**

No

Other

**Other:** Under consideration

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

No

Other

**Other:** Male employees represent 30% of the workforce. Male employees with flexible work arrangements (e.g. work from home, part time employment, etc.) represent 25% of the total workforce.

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

No

Other

**Other:** Employees who move away from face-to-face customer roles receive training to help with the transition to work from home.

**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:** No

Not a priority

**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:** No

Not a priority; Other

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**Other:** Whilst employees do not have the option to purchase additional leave they can request to take leave without pay.

**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 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

- 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; Adoption; Surrogacy

- 1.1.c. **How do you pay employer funded paid parental leave to primary carers?**

As a lump sum payment

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**1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?**

Yes, on employer funded parental leave; Yes, on government funded parental leave

**1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?**

10

**1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?**

91-100%

**1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

**How long is the qualifying period (in months)?**

12

**1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 24 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes

**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; Adoption; Surrogacy

**1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**

As a lump sum payment

**1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**

Yes, on employer funded parental leave; Yes, on government funded parental leave

**1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

2

**1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**

91-100%

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**1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

**How long is the qualifying period (in months)?**

12

**1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 24 months

**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.**

The Bank matches the weekly Government payment thereby providing an equal benefit irrespective of gender or position. Superannuation is paid on the employer payment. Superannuation on the Government payment is capped at 18 weeks.

## 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

**Other:** Due to the size of the company this is not feasible at this point in time.

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

No

Other

**Other:** Primary carers who return to work after parental leave receive 5 days additional personal/carers leave (pro rata for part time employees) to assist with the care of the child.

**2.3. Breastfeeding facilities**

No

Other

**Other:** The Bank has not been approached for this type of facility. However, favourable consideration would be given where possible to any such requests.

**2.4. Childcare referral services**

No

Not a priority

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

No

**Other:** Employees have access to keeping in touch days to undertake training prior to returning from parental leave.

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

No

**2.7. Internal support networks for parents**

No

**Other:** All employees have access to 3 free counselling sessions per year through the EAP service. Due consideration is given to increasing the number of sessions available to an employee where requested.

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

No

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

**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

**2.13. On-site childcare**

No

**Other:** Due to the size of the company this is not feasible at this point in time.

**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 Managers:

Yes

At induction

Other

**Provide Details:** At induction and then every 2 years.

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.

The risk framework provides for identification of hazards, control measures, recording and reporting on health and safety. There have been no known instances of sexual harassment within the workplace during the reporting period.

## Family or domestic violence

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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**

No

Other

**Provide Details:** There are no formal mechanisms in place to apply for emergency accommodation assistance though any such need or request would be given due consideration.

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

No

Other

**Provide Details:** Access to financial support outside the paid leave covered in the enterprise agreement would be considered on a case by case basis.

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

No

Other

**Provide Details:** There are no formal mechanisms in place though any such need or request would be given due consideration.

**Training of key personnel**

No

Other

**Provide Details:** Designated managers are able to support employees by referring them on to external qualified persons.

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

No

Other

**Provide Details:** Employees who are experiencing family or domestic violence can request to change their work location, work contact details, start/finish time and days of work.

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

10

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?** 5

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

No

Other

**Provide Details:** Employees may submit a request for leave without pay and any such request will be given due consideration.

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

260

**Other:** Yes

**Provide Details:** Employees may make a request for leave without pay for a period of up to 12 months.

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

An employee who provides support to an immediate family member experiencing family and domestic violence will have access to 5 days paid leave under the enterprise agreement. This increases to 10 days under the NES.