

# 2020 - 21 Compliance Program

Submitted by:

**Credit Union Sa Ltd (ABN:36087651232)**



# #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	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Jun-2022
...Other (please provide)	
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Jun-2022

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

Yes(*Select all that apply*)

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

Credit Union SA has established gender targets for woman in leadership in strategic planning in 2020-21 and onwards; and are in the process of implementing a range of

initiatives including remuneration equity across levels of work, support programs and workplace flexibility. This is a multiyear approach to improving the gender quality in our workplace.

## Governing bodies

*Credit Union Sa Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>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.</i> )
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Credit Union SA has established gender targets for woman in leadership in strategic planning in 2020-21 and onwards; and are in the process of implementing a range of initiatives including remuneration equity across levels of work, support programs and workplace flexibility. This is a multiyear approach to improving the gender quality in our workplace.

# #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

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate

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.

## 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)  
Non-award employees paid market rate  
Other (provide details)

...Other (provide details)

Remuneration equity review to be undertaken in 2020-21 for all employees with based on performance and role

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

Remuneration equity review to be undertaken in 2020-21 for all employees with based on performance and role

## Employee consultation

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

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey  
Other (provide details)

...Other (provide details)

1:1 Consultation

1.2: Who did you consult?

ALL staff  
Management

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

*Consultation was focused on flexible work arrangement including work from home capability for all staff*

# #Employee work/life balance

## Flexible working

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

Yes (*Select all that apply*)

...Yes	Policy
...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 ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Engagement level is rated as high, no need for targets
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Emphasis on flexible work forms part of People and Culture Plan 2021-2022
...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	Yes
...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( <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 Informal options are available
...Compressed working weeks	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 Informal options are available
...Time-in-lieu	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 Informal options are available
...Telecommuting (e.g. working from home)	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 Informal options are available
...Part-time work	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 Informal options are available
...Job sharing	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	Informal options are available Formal options are available
...Carer's 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
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Other (provide details)
...Other (provide details)	Currently under review

...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?

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.



# #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:	All, regardless of gender
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?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	12
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( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
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 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?	2
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.

### 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
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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	No (You may specify why the above support mechanism is not available to your employees.)
...No	Other (provide details)
...Other (provide details)	Building design limitation
...Childcare referral services	No (You may specify why the above support mechanism is not available to your employees.)
...No	Not aware of the need
...Internal support networks for parents	No (You may specify why the above support mechanism is not available to your employees.)
...No	Not aware of the need
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No (You may specify why the above support mechanism is not available to your employees.)
...No	Not aware of the need
...Other (provide details)	Under review
...Information packs for new parents and/or those with elder care responsibilities	No (You may specify why the above support mechanism is not available to your employees.)
...No	Other (provide details)

...Other (provide details)	Under review based on demographic needs
...Referral services to support employees with family and/or caring responsibilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...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	Other (provide details)
...Other (provide details)	Reviewing access to employees on parental leave
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority Other (provide details)
...Other (provide details)	Workforce demographic does not have a need at this time
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority Other (provide details)
...Other (provide details)	Workforce demographic does not have a need at this time
...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.

Credit Union SA is strong workplace flexibility advocate and can demonstrate supporting full workplace flexibility for child elder and other carers' responsibilities

## 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	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At least annually
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At least annually

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( <i>Select all that apply</i> )	
...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	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Jun-2022
...Other (provide details)	30-Jun-2022
...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	No Enterprise agreement or workplace agreement is used; however Credit Union SA takes a proactive approach on this issue and provides paid leave when required to provide support.
...Workplace safety planning	Yes
...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)	No Enterprise agreement or workplace agreement is used; however Credit Union SA takes a proactive approach on this issue and provides paid leave when required to provide support.

...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	No Enterprise agreement or workplace agreement is used; however Credit Union SA takes a proactive approach on this issue and provides paid leave when required to provide support.
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not a priority
...Other (provide details)	Under review
...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	No( <i>Select all that apply</i> )
...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.

Credit Union Sa would make endeavor to support a worker in experiencing domestic violence including paid leave, flexible work hours and workplace.