



Date Created: 30-05-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 30-05-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Heritage and People's Choice Limited 11087651125

# #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

Strategy

**Retention:** Yes

Strategy

**Performance management processes:** Yes

Strategy

**Promotions:** Yes.

Strategy

**Talent identification/identification of high potentials:** YesStrategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Strategy

**Key performance indicators for managers relating to gender equality:** No

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

YesStrategy

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

Heritage and People's Choice Ltd (HPC) is a new entity as a result of a merger on 1 March 2023 between People's Choice Credit Union and Heritage Bank.

HPC is aligning policies and strategies as a result of the new entity and will be considering gender equality in all policy, procedure and strategy reviews.

## Governing Bodies

**Organisation:** Heritage and People's Choice Limited

**1.Name of the governing body:** Board of Heritage and People's Choice 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> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b>	<b>Male (M)</b>	<b>Non-Binary</b>

5

6

0

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

**Selected value:** Policy; Strategy

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

**Selected value:**

Other

**Other value:** The approach to Board membership and succession is detailed in our member information booklet

**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?**

No

**Selected value:**

**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?**

No Salaries set by awards/industrial or workplace agreements; Non-award employees paid market rate

**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.**

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Heritage and People's Choice Ltd (HPC) is a new entity as a result of a merger on 1 March 2023 between People's Choice Credit Union and Heritage Bank. As a newly formed company bringing two similarly sized organisations together is likely to have an impact as at the reporting date for 20213. HPC is undergoing significant change and restructure, which is likely to result in changes in the next 12 months.

## 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

Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Implemented other changes (provide details):

**Other:** Targeted remuneration adjustments

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

Responses to these questions relate to work completed by each separate entity prior to the merger, which was effective 1 March 2023.

Gender analysis is applied during the annual salary review process.

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

Responses to these questions relate to work that was completed by each entity prior merger. Merger effective was 1 March. Gender analysis is applied during the Annual Salary Review Process

## 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?

Exit interviews; 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

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.

People's Choice published WGEA public reports to all employees and on the company website on 14 June 2022

# #Flexible Work

## Flexible Working

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

Yes

Policy; Strategy

- 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 aware of the need

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

Yes

**Employee training is provided throughout the organisation**

Yes

**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

Not aware of the need

**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**

No

Not aware of the need

**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

Other

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**Other:** Expectations are covered in induction programs and leader resources are available to self source online.

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

No

Not aware of the need

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

No

Not aware of the need

**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

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available

**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:** 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?

Don't know / Not applicable

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.**

## 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

Not aware of the need

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

No

Not aware of the need

- 2.3. **Breastfeeding facilities**

Yes

Available at SOME worksites

- 2.4. **Childcare referral services**

No

Not aware of the need

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

No

Not aware of the need

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

No

Not aware of the need

**2.7. Internal support networks for parents**

No

Not aware of the need

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

No

Not aware of the need

**2.9. Parenting workshops targeting fathers**

No

Not aware of the need

**2.10. Parenting workshops targeting mothers**

No

Not aware of the need

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

No

Not aware of the need

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

No

Not aware of the need

**2.13. On-site childcare**

No

Not aware of the need

**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**

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- 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?**

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

No

Not aware of the need

**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)**

No

Insufficient resources/expertise

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

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

Yes

**Training of key personnel**

No

Other

**Provide Details:** Bespoke training and coaching has been held in the past for both organisations prior to the merger and future needs will be reassessed as part of the broader review of all HPC policies, procedures and strategies.

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

Yes

**Workplace safety planning**

No

Currently under development

**Estimated Completion Date:** 2024-06-30

**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:**

5

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**Number of days:**

5

**Provide Details:** No

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