



Date Created: 14-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





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# 2022 - 23 Gender Equality Reporting

## Submitted By:

JOB ADDER OPERATIONS PTY LTD 39167597953

# #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

Other

**Other:** We are building out policies and processes that support broader DE&I, that whilst inclusive of gender, also extends beyond that.

**Retention:** No

Other

**Other:** As mentioned above.

**Performance management processes:** No

Other

**Other:** As mentioned above.

**Promotions:** No.

Other

**Other:** As mentioned above.

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

**Other:** As mentioned above.

**Succession planning:** No

Other

**Other:** As mentioned above.

**Training and development:** No

Other

**Other:** As mentioned above.

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

**Other:** As mentioned above.

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

YesPolicy

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

<p>Despite always being cognisant of the importance of gender parity within our organisation we now need to evolve to more formal strategies and policies. We have some strong habits and processes in place around gender in areas such as promotions, recruitment and compensation that we can build on. Our ELT is evenly represented and we have set up employee resource groups across many areas of DE&I to drive positive change in this space.</p>

## Governing Bodies

**Organisation:** JOB ADDER OPERATIONS PTY LTD

**1.Name of the governing body:** The Board of Directors - Board of Directors

**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> 1	<b>Male (M)</b> 2	<b>Non-Binary</b> 0

**4.Formal section policy and/or strategy:** No

**Selected value:** Other

**Other value:** Aware of need currently working on strategy to address.

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

**Selected value:**

Other

**Other value:** Aware of need currently working on strategy to address.

**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:** Other

**Other value:** Aware of need currently working on strategy to address. Kendra Banks (Managing Director - ANZ at SEEK) attends all meetings and actively participates in board discussions however does not have a formal board appointment.

**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

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**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 be transparent about pay scales and/or salary bands; To ensure managers are held accountable for pay equity outcomes; Other (provide details)

**Other:**Our compensation philosophy states 'Consistent & Equitable - We design our compensation programs to be bias-free so that everyone has opportunities to improve their compensation position'.

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

01/05/2023

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

We have a documented compensation philosophy including guiding principles designed to create equitable and competitive compensation practices. We are close to completing a project to build our compensation framework, including job-levels and market benchmarking. This has given us the ability to complete our first in-depth gender pay gap analysis and make proactive data-driven recommendations as to how we address insights from this analysis.

## 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?**

Other

**Other:** May 2023

**1.2 Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

Reviewed remuneration decision-making processes; Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the executive; Implemented other changes (provide details):

**Other:** Due to the recency of this analysis, we are currently documenting recommended actions for approval and to inform our next compensation review

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cycle. Example recommendations will include directly addressing gender pay gaps evidenced through this analysis.

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

A like-for-like gap analysis; A by-level gap analysis; 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?

Consultative committee or group

### 1.2 Who did you consult?

Human resources managers; Employee representative group(s)

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

No

Insufficient resources/expertise

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

Employees:

No

Other

Please provide reason:

Shareholder:

No

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

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; 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**

Yes

**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)**

No

Not aware of the need

**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**

No

Not aware of the need

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

No

Insufficient resources/expertise

**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**

Yes

**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

Insufficient resources/expertise

**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 Informal options are available

**Compressed working weeks:** Yes

SAME options for women and men Informal options are available

**Flexible hours of work:** Yes

SAME options for women and men Informal options are available



**Job sharing:** Yes

SAME options for women and men

Informal options are available

**Part-time work:** Yes

SAME options for women and men Informal options are available

**Purchased leave:** No

Not aware of the need

**Remote working/working from home:** Yes

SAME options for women and men

**Time-in-lieu:** Yes

SAME options for women and men

Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Informal 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.**

<p>Being a global software organisation one of our guiding principles is &#39;remote first&#39;; so we design our ways of working around this. We value physical connection but the majority of our organisation would fit into the fully remote or hybrid category (1-2 days per week in a shared space).</p>

# #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

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- 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; Yes, on government funded parental leave; Yes, on unpaid 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%
- 1.1.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?**  
No
- 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?**  
No

- 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; 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?**

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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?**

6

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

91-100%

**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?**

No

**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?**

No

**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

Insufficient resources/expertise

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

**2.1. Employer subsidised childcare**

No

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

No

Insufficient resources/expertise

**2.3. Breastfeeding facilities**

No

Insufficient resources/expertise

**2.4. Childcare referral services**

No

Insufficient resources/expertise

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

No

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

Yes

Available at ALL worksites

**2.7. Internal support networks for parents**

Yes

Available at ALL worksites

**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

**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?

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:

No

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

No

Insufficient resources/expertise

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

Insufficient resources/expertise

**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)**

No

Insufficient resources/expertise

**Training of key personnel**

No

Insufficient resources/expertise

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

Yes

**Workplace safety planning**

No

Insufficient resources/expertise

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

No

Other

**Provide Details:**We have our own policy

**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?** 10

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

No

Other

**Provide Details:**As mentioned above

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Other:** No

**Provide Details:**

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

# Workplace Profile Table

Industry: Computer System Design and Related Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	11	23	0	0	34
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	43	44	0	0	87
	Full-time contract	1	0	0	0	1
	Part-time permanent	2	1	0	0	3
Sales Workers	Full-time permanent	4	9	0	0	13

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary



# Workplace Profile Table

Industry: Computer System Design and Related Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	5	5	10
SM	Full-time permanent	1	5	6
OM	Full-time permanent	5	12	17
	Part-time permanent	1	0	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	2	1	3
			Managers	1	2	3
			Non-managers	2	4	6
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	2		2
			Non-managers	4	5	9
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers		4	4
			Non-managers	11	16	27
		Fixed-Term Contract	Non-managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Non-managers	19	18	37
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	3		3
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Non-managers		1	1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

\* Total employees includes Non-binary