



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Compliance Program

Submitted by:

**The Trustee for Slade-Epic Employment
Trust (ABN:46559360701)**

#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	Other (please provide)
...Other (please provide)	Formal programs have been designed and launched for leadership training that include recruitment, retention, talent identification and growth and succession planning. P&C Manager engagement is also in place for workforce and succession planning.
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>) Other (please provide)
...Currently under development	30-Jun-2023
...Other (please provide)	30-Jun-2023
...Succession planning	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>) Other (please provide)
...Currently under development	30-Jun-2023
...Other (please provide)	30-Jun-2023
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...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>) Other (please specify)

...Currently under development	30-Jun-2023
...Other (please specify)	30-Jun-2023

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: Does your organisation have any of the following targets to address gender equality in your workplace?

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

Governing bodies

The Trustee for Slade-Epic Employment Trust

1: Does this organisation have a governing body?	Yes(Provide further details on the governing body(ies) and its composition)
1.1: What is the name of your governing body?	PharmaHR Director
1.2: What type of governing body does this organisation have?	Other governing body/authority (provide details)
	The Trustee for Slade-Epic Employment Trust is a sole Director Company
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	0
...Male	1
...Non-binary	0
...Members	
...Female	0
...Male	0
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(Select all that apply)
	Other (provide details) Do not have control over governing body/appointments
	Sole Director Ownership, and so do not have control over governing body/appointment
1.5: Has a target been set to increase the representation of women on this governing body?	No(Select all that apply)
	Other (provide details)

	Do not have control over governing body/appointments
	Sole Director Ownership, and so do not have control over governing body/appointment
	Sole Director Ownership, and so do not have control over governing body/appointment
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	Sole Director Ownership
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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?

Yes(*Select all that apply*)

...Yes	Policy Strategy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	No(<i>Select all that apply</i>)
...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?

27-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

5: 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	Other (provide details)
...Other (provide details)	Partial review conducted annually as part of remuneration review process for employees not under an Enterprise Agreement, with the aim that when the organisation has a single HRIS that this will become a part of the remuneration framework (which has been delayed in its implementation) with better access to data.

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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(Provide further details on the employee consultation process.)

1.1: How did you consult employees?

Survey
Consultative committee or group
Other (provide details)

...Other (provide details)

Feedback from leaders and employees through informal channels. Pulse surveys across the organisation run over 2020-2021 includes diversity and inclusion questions. Results are also analysed and reported by gender. Icon's Belonging Strategy governance structure.

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?

Yes(Select all that apply.)

...Yes

Strategy

3: On what date did your organisation share your previous year's public reports with employees?

1-Jul-2021

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?

1-Jul-2021

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

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

For question 4.1, The Trustee for Slade-Epic Employment Trust did not have a report last year however the Group shared all entities's report July-21 last year in which the workforce that now sits in this entity were covered.

#Flexible work

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	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	In some parts of the organisation – corporate services areas this is a true statement however operational requirements for clinical areas do not allow for this flexibility with patient care being the most important element.
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	Yes
...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)	Targets are for all however based on business areas and operational needs
...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	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Policy was reviewed and 'Flexibility @ Icon' initiative launched in Nov 2020 - this is a question that will be considered for future surveys.

...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Not a priority
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	This will occur - with the review of Flexibility Policy and launch of the new initiative, however it is still early in the collection of this data and initial uptake.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not sufficient data yet.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not sufficient data yet.

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
...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
...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
...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

...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	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	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
...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: Has your organisation implemented an 'all roles flex' approach to flexible work?

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Training for managers on how to work with flexible and remote/hybrid teams
 Training for non-managers on how to work with flexible and remote/hybrid teams
 Training for all employees on how to work with flexible and remote/hybrid teams

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on 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 that is gender equal (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Surrogacy Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	10
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	91-100%
1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.7.1: How long is the qualifying period?	12
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 12 months
.. Yes	

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

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

...Employer subsidised childcare

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...On-site childcare

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

...No

Insufficient resources/expertise

...Breastfeeding facilities

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Childcare referral services

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Internal support networks for parents

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...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 a priority

...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

Not a priority

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

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

...No

Not a priority

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

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

...No

Not a priority

...Support in securing school holiday care

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

...No

Insufficient resources/expertise

...Coaching for employees on returning to work from paid parental leave

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Parenting workshops targeting mothers

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

...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 Strategy
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 induction Other (provide details)
...Other (provide details)	As part of the Leadership Program for all managers, and also as part of an e-module for mandatory Group Policy compliance training for all employees and managers. All employees are encouraged to attend our Belonging Training programs which includes, MATE Bystander an education and intervention program teaching us all to be leaders in the prevention of violence and problematic behaviour.
...All employees	Yes (<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Other (provide details)
...Other (provide details)	As part of an e-module for mandatory Group Policy compliance training for all employees. All employees are encouraged to attend our Belonging Training programs which includes, MATE Bystander an education and intervention program teaching us all to be leaders in the prevention of violence and problematic behaviour.

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	Policy Strategy
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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	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	No (<i>Select all that apply</i>)
...No	Not a priority Other (provide details)
...Other (provide details)	With a variety of industrial instruments
...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)	Contained in overarching company policy access to 10 paid days leave to attend medical appointments, counselling, legal proceedings, arrange to relocate and/or any other activities related to the effects of family and domestic violence.
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes (<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes (<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	Yes (<i>Is the leave period unlimited?</i>)

...Yes	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>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No

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

Icon also partners with Work Haven and has introduced the Fresh Start for Me Program. The program aims at helping team members, once they are safe and secure, to move forward to fulfilment and productivity. It is a confidential service to assist team members who have been impacted by family and domestic violence.

As part of Icon's Belonging Training Programs, Icon runs across the year MATE Bystander Training for all team members. MATE is, a project of Griffith University (Queensland), and is an education and intervention program teaching us all to be leaders in the prevention of violence and problematic behaviour. The bystander approach focuses not on the perpetrator or victim of violence, rather what we can all do to prevent violence in our homes, workplaces, schools, and communities.

#Diversity and inclusion

Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes (*Select all that is covered.*)

...Yes

Aboriginal and/or Torres Strait Islander identity
Cultural and/or language and/or race/ethnicity
background
Disability and/or accessibility
Sexual orientation
Gender identity

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

No

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?